

Eastern Michigan University  
*Office of Academic Human Resources*  
Memorandum

To: Mary Ramsey, Department Head  
English Language and Literature

From: David Woike, Assistant Vice President  
Academic Human Resources

Date: December 19, 2016

Re: Approved DID

Attached is a copy of the revised Departmental Input Document for the English Language and Literature Department approved by the Provost on December 19, 2016. Please take steps to assure that faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources documents page. Thank you.

# DEPARTMENT INPUT DOCUMENT

Department of English Language and Literature

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

## APPROVALS:

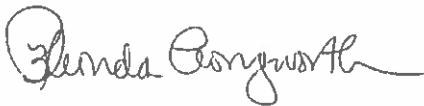


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Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



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Provost and Executive Vice President

12/19/16

(Date)

**Departmental Input Document (DID)**  
**Department of English Language and Literature**

Revision passed by department vote (31-0-0)  
on 4/15/11

***The Purposes of the Departmental Input Document (DID) For English Language and Literature***

The Departmental Input Document (DID) describes the committee structure and representatives within the Department and the flow of information among them, the entire faculty, and the Department Head on matters including but not limited to budgetary, curricular, instructional, outreach, and personnel policies and procedures. These and other topics shall be considered in Department meetings and in meetings of the Department's committees.

The Departmental committee structure is designed to facilitate Departmental decision-making and to fulfill the contractual provision for “meaningful faculty involvement in the area of selection and evaluation of faculty members, curriculum development, and utilization of financial resources.”

***Processes for Review of Department Input Document***

While the faculty can review or submit revisions of the DID at any time, an Ad Hoc DID committee will be formed every five years (years ending in 0 or 5) to review the DID, as is required by Article XIII of the EMU-AAUP Master Agreement. The review does not require that the document be changed. The Personnel and Finance Committee will signal the department to begin the review process in the appropriate years.

***Department Meetings of English Language and Literature (hereafter the English Department or Department)***

***Frequency and Functions of English Department Meetings***

A Department meeting open to all tenure-track faculty members, unless otherwise specified, shall be held at least once and, if needed, more often, during Fall and Winter semesters.

In these meetings, the English Department shall consider and provide input on any matters and recommendations from the Department's committees, the Department Head, or individual faculty members.

### ***Quorum Definition and Balloting at Department Meetings***

At Department meetings, the quorum necessary to consider and vote on any matter shall consist of one-third plus one of faculty members on regular appointment and teaching during the semester in which the meeting is held. Balloting on issues may be by voice vote, show of hands, or secret ballot. Department faculty must use a secret ballot if any faculty member requests it.

### ***Duties and Functions of the Department Head at Department Meetings***

The Department Head shall have the authority to call and schedule Department meetings, prepare agendas, and serve as Chair during the meetings but cannot vote on matters brought before the Department. The Department Head shall also call a meeting after receiving a written request from at least five Department members.

The Department Head shall distribute a written agenda as well as the minutes of the last meeting, electronically or in hard copy, at least three working days in advance of the meeting date. The Head shall also place any additional matter on the agenda at a faculty member's request. Additionally, the Head shall add any item to the agenda for the next scheduled Department meeting if faculty members vote in support of this item. Further, the Head shall allow an opportunity for any faculty member to bring a matter before the Department at any meeting.

### ***Secretary's Role during Department Meetings***

A secretary shall be designated for each Department meeting to record the names of those present and record the minutes of the meetings. The secretary shall provide written copies of the minutes, electronically or in hard copy, within seven days following each meeting.

### ***Procedures for Department Meetings***

On actionable matters upon which faculty must deliberate and vote, Department meetings shall be conducted in accordance with Robert's Rules of Order, revised edition, unless a faculty member requests, and the Department agrees to, a suspension of these rules on a given matter brought to the Department's attention.

### ***Departmental Committees and the Department Head***

Departmental committees shall strive to work closely with the Department Head. The Head may seek input from any committee, put forth items for the agenda of any committee meeting, and may attend committee meetings *ex-officio*, without a vote, if invited by that committee.

In matters of importance for the entire Department, the Head shall schedule meetings to deliberate and vote on matters before the Department forwards any such recommendations and/or proposed actions to the College or University committee(s) or other administrative agents.

Similarly, in matters of importance to the entire Department, Department committees shall follow the input procedures described below.

### *Departmental Committee Structure*

The membership, duties and functions, and input procedures for all committees in the Department are described below.

The Department's committee structure consists of

- Standing Committees (see below for full descriptions)
- Subject-area Committees (see below for full descriptions)
- Other Committees (see below for full descriptions).

### *Standing Committees*

As mandated by the EMU-AAUP Master Agreement, the Department's Standing Committees are as follows:

- Personnel and Finance Committee
- Graduate Committee
- Undergraduate Curriculum Committee

### *Membership*

In accordance with the EMU-AAUP Master Agreement, the Department's tenure-track faculty shall elect from the faculty at large *all* members of *each* Standing Committee listed above. Members shall serve two to three-year terms, not to exceed two consecutive terms. Faculty members who decide to run for election to the Standing Committees should strive to represent as many Subject-areas as possible.

### *Duties and Functions of the Standing Committees*

Faculty elected to Standing Committees deal with a variety of issues across programs and subject-areas.

### *Input Procedures for the Standing Committees*

When appropriate, the Chair or a representative from a Standing Committee shall forward any recommendations and/or actions requiring approval beyond the Department to the Department Head, who then adds these items to the agenda for faculty members to consider and vote on at a scheduled Department meeting before being sent forward to the Dean of the College, College or University committee(s), or other administrative agents.

Where appropriate, Department faculty or Chairs of Subject-area Committees may submit other proposed actions and/or recommendations to the appropriate Standing Committee for review and approval before being forwarded to the Department Head for review and approval.

Other recommendations and/or actions shall be forwarded from the appropriate Standing Committee to the Head for review and approval before being forwarded to the Dean of the College, College or University committee(s), or other administrative agents.

### *Meetings of the Standing Committees*

While virtual meetings or email deliberations are sometimes appropriate for standing committee operations, the committees should strive to meet in person at least once a semester and whenever potentially controversial decisions must be made.

### *Subject-area Committees*

The Department's Subject-area Committees include *but are not limited to the following*:

- Literature
- Written Communications
- Rhetoric and Writing
- English Education
- Linguistics
- Children's Literature
- Journalism
- Public Relations
- Creative Writing
- First Year Writing.

### *Membership*

Each Subject-area Committee shall consist of faculty members whose primary responsibility is to teach courses in the various subject-areas. Unless otherwise indicated, each Subject-area Committee shall determine how it constitutes its membership.

Faculty members on Subject-area Committees may select a Chair from its members or, where appropriate, a faculty member serving as Coordinator, or designated as a Director or Associate Director, for a program shall serve as Chair or Co-chair of a Subject-area Committee.

### *Duties and Functions of Subject-area Committees*

Subject-area Committees shall focus on and address issues related to particular programs and courses in a given subject-area, including the development and approval of new courses and/or programs within a subject-area, assessments of courses or programs in a subject-area, and approval of courses and/or programs in a subject-area offered as Non-Traditional Courses). (See below for full descriptions of each Subject-area Committee).

### *Input Procedures for All Subject-area Committees*

When appropriate, the Chair of a Subject-area Committee shall forward such recommendations and/or actions that require review and approval beyond the Department level to the appropriate Standing committee(s) for consideration and approval, after which the Standing Committee(s) presents the recommendations or actions to the full Department for its consideration and approval.

The Chair of each Subject-area Committee shall forward other recommendations and/or actions *internal to the Department* to the appropriate Standing Committee for review and approval before being forwarded to the Head for review and approval.

Recommendations and/or actions internal to the Subject-area Committee itself shall be presented to the Subject-area Committee members for their review and approval before being forwarded to the Department Head for review and approval.

### *Meetings of the Subject-area Committees*

While virtual meetings or email deliberations are sometimes appropriate for Subject-area committee operations, the committees should strive to meet in person at least once a semester and whenever potentially controversial decisions must be made.

## *Standing Committees*

### *Personnel and Finance Committee (PFC)*

#### *Membership*

The Personnel and Finance Committee (PFC) shall consist of six members, two elected each year for three-year overlapping terms. Only those faculty members granted tenure shall serve on the PFC. Faculty members may run for election in the year that they are applying for tenure, but can only serve if tenured.

Faculty members who seek to be elected to the PFC should strive to represent the various Subject-area Committees within the Department. The PFC shall elect its Chair from its own members each year. The Chair shall call meetings and submit agendas to PFC members for the PFC's approval and/or alteration. The Chair shall designate or the PFC members shall select a secretary to record the minutes of each meeting.

#### *Duties and Functions of the PFC*

The functions of the PFC shall include *but are not limited to* the following:

- to develop, revise, and/or maintain criteria for appointment and reappointment, tenure, promotion, termination, layoff, and other special recognitions, as outlined in the

Departmental Evaluation Document (DED) and to forward these criteria to the Department faculty for its approval and to the Provost and/or other appropriate university bodies;

- to facilitate the evaluation of faculty members and prepare recommendations concerning the areas described above, and forward its recommendations to the Department Head;
- to recommend to the Department Head priorities for budget allocation and to solicit, evaluate and rank requests for funding student help, college Work Study help, services, supplies and materials (including travel), equipment, and other expenditures affecting the performance of faculty;
- to evaluate procedures for dealing with changes in budgetary allocations;
- to submit its various recommendations in writing, where appropriate, to the Dean of the College and other administrators to accompany those of the Department Head;
- to facilitate and participate in hiring new tenure-track faculty members (see below for a full description of this procedure), and forward its recommendations to the Department and the Department Head for their consideration and approval;
- to consult with the Department Head in reviewing faculty applications requesting released time for various activities;
- to consult with the Department Head in selecting faculty members who wish to serve as Coordinators;
- to facilitate and coordinate applications of candidates who seek to be hired as Department Head (see below for a full description of this procedure) and forward its recommendations to the Department, the Dean, and other administrative agent(s) for their consideration and approval;
- to arrange, coordinate, and administer faculty evaluations of the Department Head as specified by Article XV of the EMU-AAUP Master Agreement.
- to signal the department to begin review of the DID every five years (years ending in 0 or 5).

### *Input Procedures for the PFC*

#### *Input Procedures for the PFC in Hiring New Faculty Positions*

In accordance with Article XIV of the EMU-AAUP Master Agreement, and the Department's past practices in hiring new faculty for new positions, the process and input procedures are outlined below.

1. Subject-area Committees shall submit written requests and justifications for new faculty member positions to the PFC by the deadlines set by the department and the administration, ideally by or before the beginning of Winter term. The PFC shall forward these requests to the Department Head.
2. The Department Head, in consultation with the PFC, shall rank the requests for new faculty positions before the Head submits the hiring recommendations to the Dean of the College.
3. Those hiring request(s) approved by College and University committees and/or other administrative agent(s) shall be forwarded to the Department Head, who forms a Search



Committee from the appropriate Subject-area Committee members to serve as specialists for the Subject-area, including at least one member from the PFC. The Department Head and the Subject-area Committee may choose to appoint Search Committee members from outside that Subject-area. Working with the Head, the Search Committee shall describe the relevant qualifications for the appointees to the new positions and to disseminate these descriptions to potential applicants in the appropriate forums.

4. The Search Committee shall review and rank applicants for the new faculty positions and arrange for the most qualified applicants to meet with faculty members within the Department in various venues. Faculty members shall submit evaluations to the Search-Committee to consider in making its hiring recommendations to the PFC. The Search Committee shall present its recommendations to the faculty at a scheduled Department meeting for consideration and approval.
5. The recommendations to appoint applicants to the new faculty positions shall be based on the Department's Evaluation Document and the terms of appointment in EMU-AAUP Master Agreement, including any service/rank credit awarded.

In accordance with Article XIV of the EMU-AAUP Master Agreement, new faculty appointments may be subject to a faculty member's grievance if the newly appointed faculty members lack the appropriate academic qualifications, fail to meet the published description of the position, or do not meet the appointment criteria outlined in the DED.

*Input Procedures for the PFC for Replacing Faculty Members in Existing Faculty Positions in Special or Emergency Circumstances*

Should positions of faculty members suddenly and/or unexpectedly become vacated, the Department Head, in consultation with the PFC and the Chair of the affected Subject-area Committee, shall replace such faculty members with other faculty members qualified to teach in the subject-areas until such time as a Search Committee may be formed to request that a new faculty member be hired to fill the existing position.

*Input Procedures for the PFC in Selecting a New, Permanent Department Head*

In accordance with the EMU-AAUP Master Agreement, during the normal academic year, Fall through Winter terms, the process of selecting a new Department Head shall follow the procedure below.

1. The Dean of the College shall initiate a search for a new Department Head once the Dean is duly informed of a forthcoming vacancy.

2. The Dean shall notify the PFC of the upcoming vacancy; and the PFC, along with the current Head, shall form a Search Committee from the Department's faculty members to solicit and review qualified applicants for the position. The Dean shall appoint the Chair of the Department Head Search Committee. The Dean's appointment of the Chair shall be made from current, standing Department Heads outside the English Department.
3. The Search Committee shall develop and adopt criteria for what constitutes "qualified" applicants for the Department Head position. The Search Committee shall also review and rank applicants for the new Department Head position and arrange for the most qualified applicants to meet with faculty members within the Department in various venues. Faculty members shall submit their evaluations to the Department Head Search Committee for its consideration in making hiring recommendations. The Chair of the Search Committee or the Chair's designated representative then presents the Committee's recommendations to faculty at a scheduled meeting for the Department's consideration and approval.
4. The Department's recommendation of the applicant(s) most suitable for the Head position shall be forwarded for approval to the Dean of the College of Arts and Sciences as well as the appropriate administrative agents.

The Dean has the final authority to appoint a new Department Head; but, should the Dean appoint a new, permanent Head contrary to the Department's recommendations, the PFC may request a written explanation of the Dean's decision.

#### *Input Procedures for The PFC in Selecting Coordinators*

Interested, qualified faculty members from within the Department's own ranks may apply for positions as the Department's Coordinators.

Coordinators shall be expected to serve for a term of no less than two and no more than three academic years, subject to annual review by the Department Head, in consultation with the PFC, and the Subject-area or Standing Committee members.

The process of selection and approval of faculty members applying for positions as a Coordinator shall be as follows.

1. Following the Department Head's notification of openings for Coordinators, qualified faculty members interested in serving in these positions shall submit a letter of application and an updated curriculum vitae to the Chair of the appropriate Subject-area or Standing Committee and the Department Head, copied to the PFC. Chairs of the Subject-area or Standing Committees shall present the applicant(s) for the Coordinator positions to their committee members for consideration and approval.

2. The Subject-area or Standing Committees shall review the applicants' letters of application and curriculum vitae, and then vote for the applicant best qualified to serve in the position, and forward its recommendation(s) to the Department Head and the PFC. (See *Duties and Functions of the PFC*).
3. Faculty members who wish to continue serving as a Coordinator beyond the maximum three-year appointments shall notify in writing the Subject-area or Standing Committee members, the PFC, and the Department Head of their intentions and shall be approved following the same process described above.

### ***Graduate Committee (GC)***

#### ***Membership***

The Graduate Committee (GC) shall consist of six elected faculty members, two elected each year for three-year, overlapping terms. When appropriate, one graduate student should attend GC meetings as a non-voting member. Faculty members who seek election to the GC should strive to represent the Subject-area Committees within the Department that maintain programs for graduate degrees: English Education, Literature, Written Communications, Linguistics, Children's Literature, and Creative Writing.

The Coordinator of Graduate Studies shall act as Chair of the GC. The Chair shall call meetings and submit agendas to GC members prior to scheduled meetings for the GC's approval and/or alteration. The Chair shall designate or the GC members shall select a secretary to record the minutes of each meeting.

#### ***Duties and Functions***

Faculty serving on the GC shall oversee policies and procedures that affect the graduate programs in English. When reviewing applications for graduate assistantships, the GC shall seek the assistance of the appropriate Coordinators for Subject-areas, the Director and Associate Director of First-Year Writing, or others, as appropriate. When making curricular decisions, the GC will strive to seek input from the Subject-area Committees of subject-areas affected by those decisions. The GC's duties include but *are not limited to* the following:

- to supervise and coordinate procedures for graduate recruitment and retention;
- to review and approve proposals for new graduate programs;
- to review and approve proposals for new graduate courses;
- to review and approve any changes in titles, descriptions, prerequisites, goals, and outcomes for any existing graduate courses;
- to review and approve general requirements for graduate admissions;
- to assign graduate assistantships in consultation with the Director and Associate Director of First Year Writing, or other, relevant Coordinators;
- to review and approve other Departmental policies that affect graduate studies in English.

*Input Procedures for the GC (see pages 5-6)*

***Undergraduate Curriculum Committee (UCC)***

*Membership*

The Undergraduate Curriculum Committee (UCC) shall consist of five to six elected faculty members, two elected each year for two-year, overlapping terms. Faculty members who seek election on the UCC should strive to represent the various undergraduate programs within the Department: Literature, Written Communications, Journalism, Public Relations, English Education, Linguistics, Children's Literature, and Creative Writing.

The Coordinator of Undergraduate Studies shall serve as the Chair of the UCC. The Chair shall call meetings and submit agendas to UCC members prior to scheduled meetings for the UCC's approval and/or alteration. The Chair shall designate or the UCC members shall select a secretary to record the minutes of each meeting.

*Duties and Functions*

The UCC is concerned with curricular developments and changes in courses across the Department's many undergraduate programs. When making curricular decisions, the UCC will strive to seek input from the Subject-area Committees of subject-areas affected by those decisions. The UCC's specific duties shall include but *are not limited to* the following:

- to review and approve new undergraduate programs in the Department, including any of the Department's programs offered through Extended Programs and Educational Outreach (EPEO);
- to review and approve any new undergraduate course offerings, traditional, online, or hybrid, in the Department, including any of the Department's courses offered through EPEO (see the Department's policy on EPEO offerings and the Department's policy on traditional, online, and hybrid courses);
- to review and approve any changes in the descriptions, prerequisites, titles, goals, or outcomes of existing undergraduate programs and courses in the Department;
- to review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through EPEO;
- to maintain a file of representative syllabi for all undergraduate courses taught in the department.

***Subject-area Committees***

***Literature Committee (LTC)***

*Membership*

The Literature Committee (LTC) shall consist of faculty members whose primary responsibility is to teach courses in literature. The Coordinator of Literature Programs shall automatically serve as the

Chair of the LTC. The Chair shall call meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate, or the LTC members shall elect, a secretary to record the minutes of each meeting.

#### *Duties and Functions*

Faculty members on the LTC focus on curriculum development and course content of literature programs and courses at both the undergraduate and graduate levels and address any other questions related to these areas.

#### *Literature Steering Committee*

The Literature program shall also have a Literature Steering Committee (LSC) of six members elected by and from faculty whose primary responsibility is to teach courses in literature. Two members are elected each year for three year, overlapping terms. In addition, the Coordinator of the Literature Program shall automatically be a member and shall serve as the Chair of (LSC). The Chair shall call meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate, or the LSC members shall elect, a secretary to record the minutes of each meeting. LSC meetings will be open to all literature faculty.

#### *Duties and Functions*

While all literature faculty will have input into the program, the responsibility of the Literature Steering Committee (LSC) is to attend all LTC committee meetings and to take special responsibility for stewardship of the program. The LSC may or may not choose to have meetings separate from LTC meetings in order to engage in strategic planning, propose agendas, etc., but program decisions can only be made by the LTC.

#### *Rhetoric and Writing Committee*

##### *Membership*

The Rhetoric and Writing Committee (RWC) shall consist of faculty whose primary responsibility is to teach courses in the Written Communication undergraduate program.

The faculty member elected as the Coordinator of the Written Communication program shall serve as the RWC Chair. The Chair shall call all RWC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or the RWC members shall elect a secretary to record the minutes of each meeting.

#### *Duties and Functions*

Faculty members on the RWC focus on curriculum development and course content of the Written Communication program, particularly the undergraduate major.

## ***Written Communications Committee (WCC)***

### ***Membership***

The Written Communications Committee (WCC) shall consist of self-selected faculty members whose responsibilities include teaching courses in English Education, Journalism, Public Relations, and Rhetoric and Writing.

### ***Duties and Functions***

The goal of the committee is to foster interaction among these closely related subject areas in the Department. Faculty members on the WCC also focus on curriculum development and course content of the graduate program in Written Communication.

The faculty member elected as the Coordinator of the Written Communication program shall serve as the WCC Chair. The Chair shall call all WCC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or the WCC members shall elect a secretary to record the minutes of each meeting.

## ***Linguistics Committee (LGC)***

### ***Membership***

The Linguistic Committee (LGC) shall consist of faculty members whose primary responsibility is to teach courses in linguistics. The faculty member elected to serve as the Coordinator of the LGC shall serve as the Chair of the committee. The Chair shall call all LGC meetings and present an agenda for each meeting to be approved and/or altered. The Chair shall designate or the LGC members shall elect a secretary to record the minutes of each meeting.

### ***Duties and Functions***

Faculty members on the LGC focus on curriculum and course content of linguistic programs and courses at both the undergraduate and graduate levels and address any other questions related to these areas.

## ***English Education Committee (EEC)***

### ***Membership***

The English Education Committee (EEC) shall consist of faculty members whose primary responsibility is to teach courses focused on English instruction, K-12.

The faculty member elected to serve as the Coordinator of the English Education Program shall serve as the Chair of the committee. The Chair shall call all EEC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or the EEC members shall elect a secretary to record the minutes of each meeting.

#### *Duties and Functions*

Faculty members on the EEC focus on curriculum development and course content of the English Education program and courses at both the undergraduate and graduate levels. EEC members shall also coordinate their courses and programs with the College of Education's Secondary Education program.

In addition, EEC members shall represent the Department by serving on the College of Arts and Sciences Methods Committee, where they address a variety of matters related to teaching methods and assessments, as well as the College of Education's Basic Programs Committee.

When appropriate, EEC members serving as Directors and Co-directors of the Eastern Michigan University Writing Project shall be responsible for initiating and supporting professional development, teacher research, maintaining continuity in programs for practicing teachers in various K-12 subjects, and in offering and supporting such community outreach efforts as summer writing camps and the Family Literacy Initiative to help families support their children's development as writers.

### *Children's Literature Committee (CLC)*

#### *Membership*

The Children's Literature Committee (CLC) shall consist of faculty members whose primary responsibility is to teach courses in children's literature.

The faculty member elected as the Coordinator for the Children's Literature Program shall serve as the Chair of the committee. The CLC Chair shall also work with the EEC Chair to coordinate offerings of children's literature courses for students who major or minor in the College of Education.

The Chair shall call all CLC meetings and submit an agenda for each meeting to be approved and/or altered. The CLC Chair shall designate or the CLC members shall elect a secretary to record the minutes of each meeting.

#### *Duties and Functions*

Faculty members on the CLC focus on curriculum development and course content of the Children's literature programs and courses at the undergraduate and graduate levels and address any other questions related to these areas.

### ***Public Relations Committee (PRC)***

#### ***Membership***

The Public Relations Committee (PRC) shall consist of faculty members whose primary responsibility is to teach courses in public relations.

The faculty member elected to serve as the Coordinator of the Public Relations Program shall serve as Chair of the committee. The PRC Chair shall call all PRC meetings and submit an agenda for each meeting to be approved and/or altered. The PRC Chair shall designate or the PRC members shall elect a secretary to record the minutes of each meeting.

#### ***Duties and Functions***

Faculty members on the PRC focus on curriculum development and course content of the public relations program, at the undergraduate and graduate levels and address any other questions related to these areas.

### ***Creative Writing Committee (CWC)***

#### ***Membership***

The Creative Writing Committee (CWC) shall consist of faculty members whose primary responsibility is to teach courses in Creative Writing.

The faculty member elected to serve as the Coordinator of the Creative Writing Program shall serve as Chair of the committee. The CWC Chair shall call all CWC meetings and submit an agenda for each meeting to be approved and/or altered. The CWC Chair shall designate or the CWC members shall elect a secretary to record the minutes of each meeting.

#### ***Duties and Functions***

Faculty members on the CWC focus on curriculum development and course content of the creative writing programs and courses at the undergraduate and graduate levels and address any other questions related to these areas.



## ***First-Year Writing Committee (FYWC)***

### ***Membership***

The First-Year Writing Committee (FYWC) shall consist of faculty, lecturers, and graduate assistants whose primary responsibility is to teach first year undergraduate writing courses. The WCC Chair may also serve as a member of the FYWC.

The faculty member appointed as Director of First-Year Writing shall serve as the Chair, and the faculty member appointed as Associate-Director of FYWC shall serve as the Co-Chair. The FYWC Chair and/or Co-Chair shall call FYWC meetings and submit an agenda for each meeting to be approved and/or altered. The FYWC Chair and/or Co-Chair shall designate or the FYWC members shall elect a secretary to record the minutes of each meeting.

### ***Duties and Functions***

The FYWC members work on issues related to course development and content of the first-year writing program and courses within that program and to other questions related to first-year writing.

## ***Other Committees***

### ***Departmental Coordinating Committee (DCC)***

#### ***Membership***

The DCC consists of Coordinators, elected Chairs of Standing Committees, and the Department Head. The DCC may also include other faculty or a representative from fulltime lecturers. The Department Head shall serve as Chair of the DCC and calls all DCC meetings as the Head deems them necessary. The DCC Chair/Head shall designate or the DCC members shall elect a secretary to record the minutes of each meeting, and the DCC Chair shall present an agenda to the DCC members to be approved and/or altered.

Meetings are open to all faculty members.

#### ***Duties and Functions***

At the discretion of the Department Head, the DCC shall serve as a two-way channel of communication between the Head and representatives from the Standing and Subject-area Committees. As a non-voting and non-policy-making committee, the DCC shall maintain full transparency to the Department about information on programs and courses and about its operations.

## ***Scholarship Committee (SC)***

### ***Membership***

The Scholarship Committee (SC) shall consist of four members elected from faculty across Subject-areas. Two members are elected each year for three year, overlapping terms. The Chair of the Scholarship Committee shall be selected from its own ranks and rotate every two years. The Chair shall call all SC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or SC members shall elect a secretary to record the minutes of each meeting.

The Chair shall also be responsible for announcing and managing scholarship due dates and serve as the liaison between the Dean's office, the Office of Financial Aid, donors, and student applicants for all scholarships.

### ***Duties and Functions***

Faculty members on the Scholarship Committee shall be responsible for assessing and ranking student applications for all relevant and applicable scholarships within the Department.

### ***Ad Hoc Committees***

Ad Hoc Committees may be constituted to meet the needs of the Department not otherwise within the purview of the Standing or Subject-area Committees. Generally, the committee will be composed of all faculty volunteers; any alternative compositions will be voted on by the department faculty. The creation of Ad Hoc committees and the opportunity to volunteer for them will be announced to the faculty at department meetings or by email. Ad Hoc Committee members shall elect a Chair from their own ranks. The Chairs of Ad Hoc Committees shall call meetings and submit agendas to members to be approved or amended. The Chair shall select or ask the members to appoint a secretary to record the minutes for each meeting. The Chair or a designated member of the committee shall present proposals or recommendations to the Department for its consideration and approval. Whenever Ad Hoc committees are charged with developing policies or procedures affecting the whole faculty (such as the DID committees), members should strive to represent the various Subject-areas within the Department.

### ***Duties and Responsibilities of Coordinators, and the Director and Associate Director of First-Year Writing***

Listed below are brief outlines of some of the duties and responsibilities for Coordinators and for faculty members appointed to the designated positions as the Director and Associate Director of First-Year Writing. These outlines are not exhaustive and are subject to change.

## *General Guidelines for Coordinators*

In general, it is understood that coordinators will maintain open communications with their faculty constituencies.

If coordinators are assisting the Department Head with scheduling, affected faculty members must be apprised of their slate of courses and tentative meeting times before the schedule is difficult to change or cannot be changed. The assignment of courses and times should follow the EMU-AAUP Master Agreement's provision for the "assurance of procedural regularity and fair play" (Article XIII).

### *Coordinator of Undergraduate Studies*

#### **Brief Description of Responsibilities**

The Coordinator of Undergraduate Studies assists the Department Head with varied departmental responsibilities; is responsible for coordinating General Education advising and program advisors within the Department; chairs the Undergraduate Curriculum Committee; facilitates observations and evaluations of the instructional effectiveness of full and part-time adjunct faculty; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

### *Director of the First-Year Writing:*

#### **Brief Description of Responsibilities**

The Director of First-Year Writing coordinates all aspects of the First-Year Writing Program; represents the program at various University, College, and Departmental meetings; designs and implements all First-Year Writing assessments; plans for and implements curricular changes; schedules first year writing classes; supervises and evaluates graduate assistants who teach First-Year Writing classes; chairs the FYWC; and assists the Department Head in staffing of sections of First Year writing courses, and in the evaluating of part-time lecturers who teach First Year Writing courses; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

### *Associate Director of First-Year Writing*

#### **Brief Description of Responsibilities**

The Associate Director of First-Year Writing works closely with the Director of First-Year Writing to assist with all aspects of the First Year Writing Program; represents the program at various University, College, and Departmental meetings as needed; assists with program, curricular, and assessment design and implementation for First-Year writing courses, and with evaluation of graduate students and part time lecturers teaching First-Year writing courses; and co-chairs the FYWC.

### *Coordinator of Graduate Programs*

#### **Brief Description of Responsibilities**

The Coordinator of Graduate Programs coordinates the receipt, review, and processing of all graduate applications for the various English Department programs; organizes all recruitment activities for the Department's graduate programs; tracks graduate students' progress toward completion of their degrees; working with the Director and Associate Director of First Year Writing, the GC members, and other, relevant Department faculty and personnel, assists in the selection of and awarding of graduate assistantships, fellowships, and scholarships, and in advising graduate assistants in completion of their

programs of study; working with faculty members directing theses and writing projects, reviews and approves graduate students' thesis and writing project proposals, and independent study proposals for graduate credit; chairs the Graduate Committee; represents the Department on the Graduate Council and on at least one sub-committee of the Council; meets and works with other Graduate Coordinators at EMU; serves on the Department's Coordinating Committee; maintains the graduate handbook and the web site for graduate programs; and provides regular reports and updates to the Department.

### ***Coordinator of the Written Communications Program***

#### **Brief Description of Responsibilities:**

The Coordinator of the Written Communications Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of graduate and undergraduate Written Communication courses and program offerings; assists in advising students who major and minor in the undergraduate and graduate written communication program; chairs the Written Communications and Rhetoric and Writing Committees; represents the written communication program at various College and University functions as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

### ***Coordinator of the Literature Program***

#### **Brief Description of Responsibilities**

The Coordinator for the Literature Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate literature courses and program offerings; assists in advising students who major and minor in the graduate and undergraduate Literature programs; chairs the Literature Committee (LTC) and the Literature Steering Committee (LSC); represents the graduate and undergraduate literature programs at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

### ***Coordinator for the English Education Program***

#### **Brief Description of Responsibilities**

The Coordinator for the English Education Program coordinates curriculum revisions and program assessments of English Education; assists with scheduling of undergraduate courses and program offerings; advises students who major and minor in the undergraduate English Education program or who take graduate courses in the English Studies for Teachers masters program; chairs the English Education Committee; represents the program at various Departmental, College, and University functions, as needed; facilitates coordination of activities with the College of Education; serves on the Department's Coordinating Committee; serves as a liaison with the Michigan Department of Education on curricula, state mandates, and other issues affecting English Education students; and provides regular reports and updates to the Department.

### ***Chair of Personnel and Finance Committee***

#### **Brief Description of Responsibilities**

The Chair of the Personnel and Finance Committee coordinates the many activities and functions involved in the evaluation of faculty seeking tenure and promotion, and evaluations of the Department Head; consults with the Department Head and other Coordinators on faculty requests for released time; coordinates and facilitates searches to hire new faculty, new or interim Department Heads; applies and

maintains the Department's Evaluation Document; represents the PFC on the Department's Coordinating Committee, and provides regular reports and updates to the Department.

***Coordinator for the Children's Literature Program***

**Brief Description of Responsibilities**

The Coordinator for the Children's Literature Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate Children's Literature courses and program offerings; assists in advising students who major and minor in the graduate and undergraduate children's literature programs; chairs the Children's Literature Committee; represents the programs at various Departmental, College, and University functions, as needed; serves on the Department Coordinating Committee; and provides regular reports and updates to the Department.

***Coordinator for the Creative Writing Program***

**Brief Description of Responsibilities**

The Coordinator for the Creative Writing Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate Creative Writing courses and program offerings, and with advising students who major and minor in the graduate and undergraduate creative writing programs; chairs the Creative Writing Committee; represents the program at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee, and provides regular reports and updates to the Department.

***Coordinator for the Public Relations Program***

**Brief Description of Responsibilities**

The Coordinator for the Public Relations Program coordinates undergraduate curriculum revisions and program assessments; assists with scheduling of the undergraduate Public Relations courses and program offerings, and in advising students who major and minor in the undergraduate Public Relations program; chairs the Public Relations Committee; represents the program at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee, and provides regular reports and updates to the Department.

***Coordinator for the Linguistics Program***

**Brief Description of Responsibilities**

The Coordinator for the Linguistics Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate Linguistics courses and program offerings, and in advising students who major and minor in the graduate and undergraduate Linguistic programs; chairs the Linguistics Committee and represents the program at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

## ***Other Department Representatives and Elected Officers***

### ***College of Arts and Sciences (CAS) Council Representative***

The CAS Council Representative shall act as the Department's representative at the meetings of the College of Arts and Sciences Council and shall report back to the faculty and Department Head on actions taken that affect the Department or its members. The Department shall elect one representative for a two-year term.

### ***Faculty Senate Representative and Alternate***

The Faculty Senate Representative/Alternate shall act as the Department's representative at meetings of the University's Faculty Senate and shall report back to the faculty and Department Head on actions taken that affect the Department or its members. The Department shall elect one representative and one alternate, both for three-year terms.

### ***Graduate School Council Representative***

The Coordinator of Graduate Programs shall serve as the Graduate School Council Representative and shall act as the Department's representative at meetings of the Graduate School Council and shall report back to the faculty and Department Head on actions taken that affect the Department or its members.

### ***Library Representative***

The Library Representative shall act as the Department's liaison with the University Library and shall represent the Department at meetings of the University Library Committee. The Department shall elect one representative for a three-year term.

### ***Elections Officer***

The Elections Officer shall carry out the duties related to conducting annual Departmental elections and any supplementary elections that may be required. The Department shall elect one faculty member for a three-year term. The Officer's duties include the following:

- to distribute a memo to solicit nominations for elected Departmental committees, representatives, and officers and volunteers for non-elected Departmental committees;
- to prepare the election ballot and the process for voting;
- to tabulate results of the annual election and volunteers for non-elected committees;
- to distribute lists of members on elected and non-elected committees.

### ***Basic Programs Representative***

The Basic Programs Representative shall act as the Department's representative at meetings of the College of Education's Basic Programs Committee and shall report back to the faculty and Department Head on actions taken that affect the Department or its members.

### *Students' Problems and Grievances Committee Representative*

The Students' Problems and Grievances Committee Representative shall act as the Department's representative on this committee shall report back to the faculty and Department Head on actions taken that affect the Department or its members. Faculty members elected to this position serve one year terms.

### *Teaching Overload Policy*

In accordance with Article XIII of the EMU-AAUP Master Agreement, the department will maintain a "Teaching Overload Policy Document" that will be written and periodically reviewed by Ad Hoc committees created for that purpose.

### *Hiring Process*

*Approved Jan 29, 2016*

In the Department of English Language and Literature, the general process by which new faculty are hired is as follows:

1. Individual programs, upon determining their specific need for new faculty, submit hiring requests and rationale for a new faculty hire to Department Personnel Committee who passes ranking to Administration (Department Head, Dean, etc.) and Department as a whole. Dept. Head notifies program coordinator and Department Faculty of approval or denial of hiring request at appropriate Dept. Meeting.
2. The Department Head, in consultation with the PFC, shall rank the requests for new faculty positions before the Head submits the hiring and ranking recommendations to the Dean of the College.
3. Relevant Program Coordinator announces in Department meeting the creation of a search committee. The new faculty search committee is formed by the Relevant Program Coordinator in consultations with the Dept Head and PFC. The search committee includes:
  - a. Search Committee Chair (ideally tenured)
  - b. Individual program members
  - c. Personnel Committee member (tenured)
  - d. Faculty member from other program if relevant
4. Search Committee meets, reads applications, makes appropriate decisions regards pool of candidates, arranges campus visits, interviews, and so forth, and, based up rubric, makes final recommendations to Department and Department Head.
5. The recommendations to appoint applicants to the new faculty positions shall be based on the Department's Evaluation Document and the terms of appointment in the EMU-AAUP Master Agreement, including any service/rank credit awarded.



***Release Time Policies and Procedures***  
***Approved December 4, 2015***

When the administration offers a release, the Department Head shall provide notice to all faculty of the proposed release at least one semester before the release begins. All faculty members within the department shall have opportunity to provide input about the job tasks associated with the release, the amount of release time, and the length of term. This input will be forwarded to the Personnel and Finance Committee; this committee will then finalize input on tasks, amount of release time, term of position and forward this input to the Department Head. The Department Head will then publish a written job description for the release and invite faculty nominations for it. The Personnel and Finance Committee shall oversee the input process, vetting of the release, and selection of faculty member for the position, forwarding the results of their deliberations to the Department Head. The process shall again ensue at the time of the appointment expiration or any appointment extensions. Once a faculty member is selected to fill the position, the Department Head, per the AAUP contract, shall provide the appointee with a letter of appointment that includes the vetted job description and term of appointment; all department faculty shall receive a copy.

***Summer Teaching Policies***  
***Approved January 29, 2016***

1. Students' needs come first. Offerings will always be subject to student need.
2. By November each year/scheduling cycle, the coordinator, for each program, shall solicit which faculty are interested in summer teaching, and how much.
3. No more than two sections per summer.
4. Anyone who teaches 1 section or less one year is eligible for 2 sections the next.
5. Anyone who teaches 2 sections one year is eligible for 1 or 0 the next year.
6. All interested will get 1 section before second sections will be offered.
7. Rank for offerings will begin with faculty up 2 sections.
  - a. the least recent summer term in which the faculty taught multiple sections;
  - b. respecting previous summer cancelled sections – that is, if a faculty member was due to teach two sections and one was called, that member remains at of the list;
  - c. position at the top of the list is not forfeited by not teaching in a given summer;
  - d. new faculty slot into the bottom of the list.



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***DID Amendments***

The DID may be amended in accordance with Article XIII of the EMU-AAUP Master Agreement.



## APPENDIX A

### University Equivalencies

MP 209: The established credit hours of a course are used to determine teaching load. The Departmental Input Document (DID) indicates exceptions to this rule ....”

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one equivalency can be applied to a course. For lecture/lab combinations, departments may develop policies, clarifying application of equivalencies, through the curriculum input process.

These equivalencies apply to traditional courses taught during the Fall and Winter semesters.

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
Double section	2x	A "double section" is created by purposely scheduling two identical sections of a course at the same time, with the same cap, and with the same instructor. If the two sections fill to 1.5x the single section cap, the double section is created and each section is counted towards workload.
Writing Intensive courses	+1 hour	Courses designated as "W" with a course cap of 25 students qualify for this equivalency.
Graduate courses (500-699 level)	+1 hour	Graduate courses, and the overall participation in graduate programs, require significantly greater preparation than undergraduate courses. A graduate course cross-listed with an undergraduate course does <u>not</u> receive this equivalency, unless enrollment of the graduate portion of the section exceeds the minimum number of graduate students for the course to "make" as a graduate section.
Doctoral courses (700-999 level)	+1 hour	Doctoral courses, and the overall participation in doctoral programs, require significantly greater preparation than undergraduate courses.
Team-teaching	1:1	Each faculty member team-teaching the course receives the established credit hours of the course, assuming each faculty member is actively involved in teaching the course over the entire semester.

Contact Hours	1 contact hour = 1 credit hour towards load	If the scheduled hours that a face-to-face section meets are greater than the credit hours of the course, the contact hours are used to determine the teaching load, assuming the faculty member is actively involved in teaching the section over the entire meeting time. The typical case would be a clinical, studio or laboratory course.
Field-based and/or Academic Service Learning (ASL) courses	+1 hour	A section is scheduled at a field site, has the same course cap as an on-campus section, the faculty member is actively involved in coordinating and teaching the course at the field site, and the additional workload is not accommodated by any other means. ASL courses must be approved and vetted for General Education Learning Beyond the Classroom and designated as "L".

There are no additional equivalencies for the following courses/cases:

- 1) First-time teaching a course or first-time in a number of years teaching a course.
- 2) Additional preparations
- 3) Developing and teaching online courses
- 4) Teaching courses off-campus
- 5) General Education courses

## APPENDIX B

### Equivalencies specific to Department/School

The equivalencies below identify unique learning experiences that involve courses or sections in the Department/School not covered in Appendix A.

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one equivalencies can be applied to a course.

These equivalencies applied to traditional courses taught during the Fall and Winter semesters.

The equivalencies below assume workload has not been accommodated by other means, including but not limited to release time and courses already assigned as load.

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
Student Teaching Supervision	2 students = 1 hour	The faculty member is in the field attending classes taught by the student, evaluating student work, meeting with the supervising teacher, and actively engaged in the student-teaching placement.
Internships and Co-op courses	10 banked credit hours = 1 credit hour course	The faculty member supervising the internship or co-op is identified as the instructor of record for the course and is actively involved in teaching the course (including arrangement of the internship or co-op, evaluating and monitoring student progress and meetings at the site). When the internship or co-op is completed (a final grade is entered), the credit hours of the course(s) is banked. Once 10 credit hours are banked, the faculty member receives one credit hour equivalency to balance the accumulated workload.
Thesis/Final Project/Graduate Capstone courses/Graduate Research/Graduate Independent Studies	10 banked credit hours = 1 credit hour course	The faculty member supervising a graduate thesis/final project/capstone course(s) is identified as the instructor of record for the course (for example, in the case of a Masters Thesis, the faculty member is serving as the committee chair). When the thesis/final project/capstone is completed (a final grade entered), the credit hours of the course(s) is banked. Once 10 credit hours are banked, the faculty member receives one credit hour equivalency to balance the accumulated workload.

**Undergraduate Research courses/Honors Thesis courses/Independent Studies**

**10 banked credit hours = 1 credit hour course**

**The faculty member supervising an Undergraduate Research course or a Honors thesis course is identified as the instructor of record for the course. When the course is completed (a final grade entered), the credit hours of the course are banked. Once 10 credit hours are banked, the faculty member receives one credit hour equivalency to balance the accumulated workload.**

**Rules for banked equivalencies:**

- 1) Banked equivalencies are primarily used to balance faculty teaching loads.**
- 2) Banked equivalencies can be used as soon as 10 hours have accumulated.**
- 3) Banked equivalencies must be used when 40 hours have accumulated (at least 10 hours must be used).**
- 4) No more than three (3) Independent Studies may be banked per year; Anything more than three (3) will count as service.**

## APPENDIX C

### Release/Equivalency due to accreditation specific to the College/Department/School

The equivalencies below identify unique learning experiences that involve courses or sections in the Department/School not covered in Appendix A.

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one equivalencies can be applied to a course.

These equivalencies applied to traditional courses taught during the Fall and Winter semesters.

The equivalencies below assume workload has not been accommodated by other means, including but not limited to release time and courses already assigned as load.

#### Discipline-specific equivalency:

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
WRTG 120/121	+1 hour	Composition courses (currently courses with a prefix of WRTG) with course caps of 25 students that include 10 writing assignments of 500 words or more receive this equivalency.

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