

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Richard Sambrook, Department Head
Geography and Geology

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 Geography and Geology 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 Geography and Geology

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

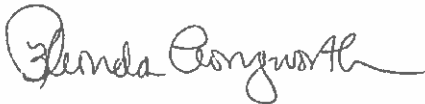
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

College of Arts and Sciences

DEPARTMENT OF GEOGRAPHY AND GEOLOGY

DEPARTMENTAL INPUT DOCUMENT

I. PURPOSE AND SCOPE

The purpose of this document is to define the input structure for the Department of Geography and Geology, including the roles and responsibilities of departmental committees, so as to facilitate consistency, efficiency, and fairness in all aspects of the department decision-making process.

This document shall not serve to alter, modify, or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.

Nothing in this document shall be interpreted as preventing the department faculty members or the Department Head from consulting with individual faculty members or groups of faculty members as appropriate for carrying out their duties.

II. DEPARTMENT ANNUAL REPORT

The Department Head shall provide to all faculty members by September 15 of each year or within ten (10) days following receipt of budgetary information from the EMU higher administration, whichever is later, a written report that includes the following information.

1. A summary of activities/developments from the prior academic year, including but not limited to the released-time appointments as well as overload, administrative, and teaching assignments for department faculty members, and total credit hour production for the department.
2. The department equipment and travel budgets for the current academic year.

III. DEPARTMENT MEETINGS

A. Attendance

Attendance at department meetings by tenured and tenure-track faculty members is expected during fall and winter semesters. If a tenured and tenure-track faculty member is unable to attend a scheduled meeting, he/she must provide written notice to the department head in advance of the meeting. Attendance at departmental meetings during spring and summer sessions is strongly encouraged but optional.

B. Schedules

There shall be no less than one regularly scheduled department meeting per semester each fall and winter semester. Additional department meetings may be scheduled by:

- the department head at times he/she deems appropriate; or
- upon written request to the Department Head signed by a majority of the members of a department standing committee; or
- upon written request to the Department Head signed by a majority of the tenured and tenure-track department faculty members.

A written request by faculty members or faculty committees for a meeting must state the date, time, place, and purpose of the meeting requested.

C. Notice

1. Fall and Winter semesters.

The dates and times of the regularly scheduled department meetings for fall and winter semesters shall be announced by the department head within the first week of each semester.

Additional department meetings or changes in the date or time of the regularly scheduled department meeting require at least five (5) instructional days notice prior to a department meeting held for the purpose of soliciting faculty input; the date, time, place, and agenda of the meeting shall be communicated by the department head in writing to all tenured and tenure-track department faculty.

A "short notice" meeting held for the purpose of soliciting faculty input may be called with less than five (5) instructional days notice if two of the following three parties agree in writing that circumstances require a waiver of the usual notice requirements:

- the department head; or
- a majority of the members of a department standing committee; or
- a majority of the tenured and tenure-track department faculty members.

In the event that a scheduled meeting must be cancelled or postponed, the department head shall notify the department faculty of such action in a timely fashion.

2. Spring and Summer Sessions.

At least ten (10) instructional days prior to a department meeting held for the purpose of soliciting faculty input, the date, time, place, and agenda of the meeting shall be communicated by the department head in writing to all tenured and tenure-track department faculty.

A "short notice" meeting held for the purpose of soliciting faculty input may be called with less notice if two of the following three parties agree in writing that circumstances require a waiver of the usual notice requirements:

- the department head; or
- a majority of the members of a department standing committee; or
- a majority of the tenured and tenure-track department faculty members.

D. Agendas

Department meeting agendas shall be prepared by the department head or, in those instances where meetings are convened in response to requests from standing committees or tenured and tenure-track faculty members, by the originators of the request. The agenda shall be distributed to all department faculty members no less than four (4) instructional days before the meeting, except in cases of short notice meetings.

A faculty member may place additional items on the agenda of any meeting by written request submitted to the department head at least twenty-four (24) hours prior to the scheduled meeting if supported by the signatures of at least three (3) other tenured and tenure-track faculty members in the department.

The chairs of Department Committees shall present committee recommendations and action items to department meetings for discussion, and for voting when necessary. Proposals from committees are to be distributed to faculty members at least one week prior to department meetings at which they are to be acted upon, unless this requirement is waived by a vote of two thirds of all tenured or tenure-track department faculty members.

E. Proceedings

The department head or his/her designee shall preside at department meetings. The proceedings shall be governed by Robert's Rules of Order. For a meeting to be official, a quorum must be present. A quorum consists of two-thirds (67%) of the tenured and tenure-track faculty members in the department. A minimum of three-quarters (75%) of the attending tenured and tenure-track faculty members is required for passage of a motion. Votes may not be taken when a quorum is not present.

Voting on a motion is to take place during the scheduled meeting time unless a three-quarters majority of the attending tenured and tenure-track faculty members supports voting by email during a specified timeframe following the meeting. When approved for email vote, the complete motion must be provided to all tenured and tenure-track faculty members, by email, at the beginning of the voting timeframe. Proxy votes are not allowed for motions that are open to email vote.

In cases when a motion is subject to vote during a meeting, exercise of proxy votes, in general, must be decided by vote of the attending tenured and tenure-track faculty members before a vote is taken on the motion. If a three-quarters majority either for or against the inclusion of proxy votes cannot be reached, the motion must be tabled until the next meeting or approved for email vote according to the specifications provided above.

F. Minutes

The department head shall ensure that minutes are taken at all department meetings. Written minutes of meetings shall be made available to the department faculty within a reasonable time period, normally not to exceed two (2) weeks from the date of the meeting. The discussed and approved minutes are the official record of departmental business.

IV. DEPARTMENT STANDING COMMITTEES

There shall be three (3) standing committees in the Geography and Geology Department: the Personnel and Finance Committee, the Instruction Committee, and the Grade Grievance/Honors Committee.

A. Committee Composition

The Personnel and Finance, Instruction, and the Grade Grievance/Honors Committees shall each consist of four faculty members.

B. Term(s) of Office

Committee appointments are for three years. There are no term limits.

C. Eligibility

All tenured and tenure-track faculty shall be eligible for faculty membership on standing committees; however, no faculty member shall hold simultaneous membership in both the Personnel and Finance Committee and the Instruction Committee.

D. Nominations

Nominations for standing committees may be made in writing to the department head by any tenured and tenure-track department faculty member starting five (5) instructional days prior to the meeting at which elections are held. Any person nominated shall have the right to decline the nomination up to the time of the vote. Self nominations are allowed up to the time of the vote.

E. Elections

Department elections shall be conducted at the last regular meeting of the department during the winter term and shall be announced by the department head in writing to all tenured and tenure-track department faculty at least five (5) instructional days in advance of the meeting. A candidate must receive a minimum of 75% of the tenured and tenure-track program faculty votes to be elected. In cases where no candidate receives 75% or more of the vote, a run-off election shall be held immediately.

F. Mid-term Vacancies

Should a position on any of the standing committees become vacant mid-term, a new election should be held within seven (7) instructional days of the vacancy to choose a replacement for the remainder of the term of the position.

G. Recall

A faculty member of any department standing committee is subject to removal from that position by the following procedure:

At the discretion of the department head or within two (2) weeks of receipt of a written petition signed by a majority of the tenured and tenure-track program faculty members of the department requesting the recall of a faculty member of any standing department committee, the department head shall schedule a department meeting for the purpose of discussing and voting on the recall proposed.

H. Committee Organization and Operation

1. Chairperson

Each standing committee shall have a Chairperson elected by consensus among the committee members.

2. Secretary

Each standing committee shall have a Secretary elected by consensus among the committee members.

3. Minutes

Minutes of meetings shall be taken by the Secretary. Meeting minutes shall be conveyed to the full department faculty, either orally or in writing, at the first department meeting following the committee meeting, but minutes which pertain to faculty evaluations and student grievances shall be excluded from this requirement. Minutes which pertain to faculty evaluations and student grievances shall be communicated to the department head within one week of the meeting.

4. Conflict of Interest

If, in the judgment of two of the four committee members, a member has a personal or professional conflict of interest in a matter to be reviewed by the committee (e.g. he/she is to be evaluated for reappointment, tenure, promotion, etc.), that member shall be replaced by a temporary alternate. To be appointed as a temporary alternate, a faculty member must receive the approval of two (2) of the three (3) remaining original committee members.

I. Meeting Schedule

Meetings of the Personnel and Finance Committee shall be scheduled, as needed, by the chairperson or by the department head. The date, time, place, and agenda of the Personnel and Finance Committee meetings will be communicated in writing to all committee members by the initiator of the meeting at least five (5) instructional days prior to the meeting. Agenda items may be proposed by any other committee member or by other tenured and tenure-track faculty members in the department and transmitted to the committee chair in writing no less than two (2) instructional days before the scheduled meeting.

Meetings of the Instruction Committee shall be scheduled, as needed, by the chairperson or by the department head. The date, time, place, and agenda of the Instruction Committee meetings will be communicated in writing to all committee members by the initiator of the meeting at least five (5) instructional days prior to the meeting. Agenda items not pertaining to review of proposals for new courses/programs or revised courses/programs may be proposed by any other committee member or by other tenured and tenure-track faculty members in the department and transmitted to the committee chair in writing no less than two (2) instructional days before the scheduled meeting. Guidelines for the submission of proposals for new courses/programs and revised courses/programs to the Instruction Committee are specified in the Department Operational Manual. The Instruction Committee shall be responsible for providing input on teaching overload policies.

Meetings of the Grade Grievance/Honors Committee shall be scheduled, as needed, by the chairperson or by the department head. The date, time, place, and agenda of the Grade Grievance Committee meetings will be communicated in writing to all committee members by the initiator of the meeting at least five (5) instructional days prior to the meeting. Agenda items may be proposed by any other committee member or by other regular faculty members in the department and transmitted to the committee chair in writing no less than two (2) instructional days before the scheduled meeting.

J. Department Faculty Input

Any recommendation of a standing committee, except those relating to reappointment, tenure and promotion, as governed by the EMU-EMU/AAUP contract, or student grievances, shall be submitted to the tenured and tenure-track faculty members of the department for an advisory vote.

K. Voting

Three (of four) votes are needed for a motion to carry in a standing committee.

Given a two-two split vote for a proposal in either the Personnel and Finance or Instruction committee, the proposal sponsor (if relevant) will be invited to the next committee meeting to answer questions and address concerns. If the vote remains a two-two split, the committee shall take the proposal to the full departmental tenured and tenure-track faculty meeting for discussion and vote.

V. DEPARTMENT AD HOC COMMITTEES

The formation, composition, and responsibilities of ad hoc committees are approved by vote of the tenured and tenure-track faculty of the department. The Department Head may recommend the formation of such committees. The standing committees may recommend the formation, composition, responsibilities, and procedures of such committees.

A. Eligibility

All tenured and tenure-track faculty in the department shall be eligible for membership on ad hoc committees. If deemed appropriate by the committee or by the department faculty, a faculty member or members from outside the department may be appointed to serve on an ad hoc committee provided such members make up less than 50% of the total committee membership.

B. Participation by Non-Faculty

The faculty serving on an ad hoc committee may recommend a qualified non-faculty member to the committee subject to approval by the faculty of the department. In no instance shall such membership exceed 25% of the ad hoc committee composition. Committee votes by such members shall be at the discretion of the faculty serving on the committee.

C. Department Faculty Input

Any recommendation of an ad hoc committee shall be submitted to the tenured and tenure-track faculty of the department for an advisory vote.

VI. PROGRAM COORDINATOR/DIRECTOR INPUT

In cases where the Department Head requests input from a Program Coordinator/Director, that inputs needs to come from the entire faculty or, in cases of issues that only impact a single program, from the entire program faculty. In no instance shall input from a Program Coordinator/Director alone be considered sufficient.

VII. NEW FACULTY SEARCH PROCEDURES

A. New Faculty Requests

The Department Head shall announce when new faculty requests are being solicited by the administration and the deadline for the requests. Each program is responsible for new faculty requests within their own program. New faculty requests shall be submitted to the Department Head, who will inform the faculty of all the requests received.

B. Search Committee

1. When a new faculty search has been approved, the Department Head will announce to the entire faculty that a search committee is being formed, and ask for volunteers to serve on the committee.
2. All tenured and tenure-track faculty members are eligible to serve. Non tenure-track instructors may serve as non-voting members of the committee at the discretion of the tenure-track committee members.
3. The faculty serving on the search committee may recommend a qualified non-faculty member to the committee in advisory capacity, subject to approval by the faculty of the department.
4. The tenured and tenure-track committee members shall select the Chair of the Search Committee at their first meeting.

C. Duties of the Search Committee Chair

1. Chair meetings of the Search Committee.
2. Request from the administration, and distribute to search committee members, written guidelines regarding applicable university regulations and legal considerations regarding the search, including confidentiality of materials submitted by candidates, and seek to ensure that the search is conducted in accordance with these guidelines.
3. Coordinate the advertisements and other search requirements with Human Resources and ensure that ads are placed in appropriate forums in a timely manner.

4. Coordinate appropriate documentation required by the search process.
5. Establish and arrange meeting schedule and location.
6. Notify all committee members of any special meetings.
7. Establish, prepare and distribute the agenda for each meeting.
8. Attend the meetings and serve as a voting member.
9. Keep faculty informed of the progress/status of the search process.
10. Forward to the Department Head the name(s) of the candidate(s) selected by the search committee together with the ranking of the acceptable candidates.
11. Once the search has been successfully completed, prepare and submit the final documentation.

D. Tasks of the Search Committee

1. Compose a job description, including academic credentials and other qualifications. Secure approval from appropriate administrative authorities for the job description prior to placing advertisements for the position.
2. Develop criteria for evaluating candidates and prepare any voting matrices or other decision-making/selection documents or processes to be used in screening candidates, and secure approval from the appropriate administrative authorities for their use prior to the beginning of the screening process.
3. Complete an initial screening of applicant files to ensure that each file is complete (application received on time, appropriate degree and academic field, letters of recommendation, etc.)
4. Using the voting matrix, evaluate and rank all applicants who have a complete file. Determine which candidates will be selected for a telephone or Skype interview and then select which candidates should be invited for campus visits.
5. Announce to the faculty the on campus interview schedule for each candidate.

E. The New Faculty Selection Process

1. The search committee will rank the candidates and provide their recommendation to the faculty for a vote.

VIII. DEPARTMENT HEAD SEARCH PROCEDURES

A. The Search Committee

1. The Search Committee shall be composed of five tenured or tenure-track members of the Department.
2. All tenured and tenure-track faculty members are eligible for nomination.
3. Each member of the faculty votes by secret ballot for five candidates from the total list of nominees. (One can vote for less than five candidates, but cannot cast more than one vote for a single candidate on a ballot).
4. The five candidates with the highest number of votes shall form the Search Committee. In the event that this process does not narrow the list of candidates to five (5), a revote will take place immediately involving all candidates. This process will be repeated until a clear slate of five (5) candidates emerges.
5. The tenured and tenure-track faculty members shall select the Chair of the Search Committee from the five faculty members on the Committee.

B. Duties of the Search Committee Chair

1. The Chair shall be exempted from all other committee assignments during the period of the search. The Chair's duties shall include, but are not limited to, the following:
2. Chair meetings of the Search Committee.
3. Preside over Department Meetings when the topic of discussion is any aspect of the search.
4. Request from the administration, and distribute to faculty, written guidelines regarding applicable university regulations and legal considerations regarding the search, including confidentiality of materials submitted by candidates, and seek to ensure that the search is conducted in accordance with these guidelines.
5. Coordinate the advertisements and other search requirements with Human Resources and the Dean, and ensure that ads are placed in appropriate forums.
6. Coordinate appropriate documentation required by the search process.
7. Schedule all aspects of the search process.
8. Keep faculty informed of the progress/status of the search process.

9. Forward the Dean the name(s) of the candidate(s) selected by the Department together with the Department's ranking of the acceptable candidates.

C. Tasks of the Search Committee:

1. Draw up a job description, including academic credentials and other qualifications. Secure approval from the Department and appropriate administrative authorities for the job description prior to placing advertisements for the position.
2. Develop criteria for evaluating candidates and prepare any voting matrices or other decision-making/selection documents or processes to be used in screening candidates, and secure approval from the Department and appropriate administrative authorities for their use prior to the beginning of the screening process.
3. Do an initial screening of applicant files to ensure that each file is complete (application received on time, appropriate degree and academic field, letters of recommendation, etc.)
4. Using criteria approved by the Department (C.2. above), review the credentials of all applicants who have a complete file, and make recommendation to the Department tenured and tenure-track faculty members regarding which candidates the committee should interview, and subsequently on which should be invited for campus visits.

D. The Department Head Selection Process:

1. Throughout the search process, Department tenured and tenure-track faculty members shall have the opportunity to review the credentials of any and all applicants. Such review shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.
2. As indicated above, the Department tenured and tenure-track faculty members shall have input on selection of the Search Committee and its chair, job description, criteria, and voting matrices or related materials. The Committee's proposed slates of candidates for interviews and for campus visits may be amended by a three-fourths majority vote of the tenured and tenure-track faculty members.
3. The final candidate(s) to be recommended to the Dean shall be selected by vote of tenured and tenure-track faculty members, following campus visits by all finalists. Voting on candidates will be as follows:
 - a. A vote on each candidate as acceptable or unacceptable by faculty members who have met or communicated with that candidate. Three-fourths of those voting are required for a candidate to be acceptable.
 - b. Ranking of acceptable candidates by faculty members who have met or communicated with all acceptable candidates. Each faculty member eligible for the ranking process

will assign by secret written ballot an ordinal ranking (top = 1) to all candidates deemed acceptable in 3a. (above). The ordinal rankings will be summed to determine an overall ranking. The final ranking will be submitted to the Dean.

- c. A vote by tenured and tenure-track faculty members on recommending granting of tenure, with a three-fourths majority of those voting required to approve such a recommendation.

IX. DEPARTMENT HEAD EVALUATION PROCESS

The Department's Personnel and Finance Committee shall be responsible for conducting Department Head Evaluations in accordance with Article XV of the EMU-AAUP Master Agreement.

X. SUMMER TEACHING ROTATION SCHEDULE

It shall be considered department policy to distribute summer teaching as nearly equal as possible in terms of credit hours among all faculty members who request it. Due to needs for specializations, preferences for teaching only in a particular semester, and the undesirability of splitting some courses, it will not always be possible to give everyone equal loads. In order to ensure that anyone teaching a smaller load one year would be given higher priority the next year, the following procedures are established.

1. By the end of the fall semester the Department Head will solicit input from each of the program areas in regard to which courses should be offered during the following summer session.
2. The Department Head will then determine which courses will be offered, and announce his/her decision to the faculty no later than January 31. At that time he/she will ask the faculty if they would like to teach a course.
3. If more than one qualified faculty member is interested in teaching a given course, the assignment will be based upon the following criteria.
 - a. Tenured and tenure-track track faculty will have first opportunity to volunteer for available summer teaching assignments.
 - b. Each person is offered one course.
 - c. A second course is offered based on the availability of funding and scheduling needs. Those with zero courses the previous year shall have first priority for two courses, followed by those who taught one, and then those who taught two, three, and so on.

- d. If there is a tie based on the previous year's data, it is broken by continuing back in time through the data. When one of those in the tie has a year with fewer summer classes, that person is ranked higher than those remaining in a tie.
- e. Coordinators or others who are paid over summer shall have their compensation treated the same as courses.

XI. PROCEDURE FOR GRANTING OVERLOADS

It shall be considered department policy to distribute overload teaching as nearly equal as possible among all faculty members who request it. Due to needs for specializations, preferences for teaching overload only in a particular semester, and the undesirability of splitting some courses, it will not always be possible to give everyone equally-sized overloads. In order to ensure that anyone teaching a smaller overload one semester would be given higher priority the next semester, the following procedures are established.

1. The Department Head will announce to the faculty which courses are available to be taught as an overload. If more than one qualified faculty member is interested in teaching a given course, the decision will be based upon the following criteria.
 - a. Tenured and tenure-track faculty members shall have first opportunity to volunteer for available overload teaching assignments.
 - b. Faculty members with zero overload courses the previous year shall have first priority, followed by those who taught one, and then those who taught two, three, and so on.
 - c. If there is a tie based on the previous year's data, it is broken by continuing back in time through the data. When one of those in the tie has a year with fewer summer classes, that person is ranked higher than those remaining in a tie.
 - d. If a faculty member's regular (non-overload) course is canceled, he/she can request to teach a course already assigned to another faculty member as overload, assuming that the area of expertise is shared.
 - e. There is no differentiation between on-campus and off-campus courses.

XII. PROCEDURE FOR AWARDING FACULTY RELEASE TIME

A faculty member may receive release from teaching a full load for a variety of duties and responsibilities. These release time credit hours will count toward our contractual workload per semester, as established in the Master Agreement between Eastern Michigan University and the

Eastern Michigan University Chapter of the American Association of University Professors. Release time is not guaranteed in the contract and is at the discretion of the Department Head.

The Department Head is responsible for assuring that release time is assigned in a transparent, fair, and equitable manner.

- A. The Department Head will announce the availability of any releases to all department faculty prior to awarding any instructional release. The announcement shall include the purpose of the release, amount of time to be awarded, duration of the release, etc.
- B. The Department Head will solicit names of all faculty interested in and qualified for the release.
- C. All faculty shall provide their input on all candidates for the release.
- D. All release times issued must be recorded by the Department Head, and the complete list of issued release times must be disseminated to all department faculty, and audited once each academic year by the department Personnel and Finance Committee.
- E. A list of common release time appointments based upon past practice can be found in the departmental Release Time Document.

XIII. DEPARTMENT OPERATIONAL MANUAL

The Departmental Operational Manual document provides information with regard to how the input structure defined in this document should be implemented for a wide range of departmental affairs, according to the consensus view of the department faculty.

XIV. PERIODIC REVIEW OF THE INPUT DOCUMENT

The Department's Personnel and Finance Committee shall review the DID once every five years at a minimum, during the first and fifth year of each decade (e.g., 2010, 2015), for its compliance with the EMU-AAUP Master Agreement and Department practices. It shall report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and Article XIII.

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, requires 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, requires 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 is 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.**