

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: James Egge, Department Head
History and Philosophy

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 History and Philosophy 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 History and Philosophy
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)

Input and Committee Structures Department of History & Philosophy

Preamble: Within the Department of History and Philosophy, the section and department meetings and the committees elected by them are the principal structures for making recommendations to the Department Head regarding but not limited to budgetary, curricular, instructional, outreach, and personnel policies and procedures. Those matters affecting both sections will be considered in department meetings; matters pertaining only to one section will be considered in meetings of that section.

1. The Department Meeting of the Department of History and Philosophy
 - A. A department meeting open to all faculty members and full time lecturers of the History and Philosophy sections holding regular appointment shall be held at least once in each Fall and each Winter semester, and more frequently if needed, to consider recommendations from the joint Personnel and Finance Committee (III.E. below), topics presented by the Department Head, and such other issues as may warrant departmental attention. At such meetings a quorum shall consist of one-half plus one of the number of faculty members on regular appointment and teaching in the semester of the meeting; however, no nomination or election shall be valid unless two-thirds of such members are present. Balloting on issues may be by voice, show of hands, or secret ballot; however secret ballot must be used if a faculty member so requests.
 - B. The Department Head shall have the authority to call meetings, prepare agenda, and serve as chair without vote at department meetings. In addition, the Department Head must call a meeting upon receipt of a written request from five faculty members of the department. The Department Head will distribute an agenda for departmental meetings at least 3 working days in advance of the meeting. Items shall be placed on the written agenda at the request of any department faculty member; additionally agenda shall include an opportunity for any department faculty member to bring a matter before the meeting.
 - C. A secretary, selected by an alphabetical rotation scheme employing first letters of members' last names, shall be designated at the first meeting of the semester, shall record the minutes of department meetings held during the academic year, and shall provide copies to all department members within seven (7) days following a meeting.
 - D. Department meetings shall be conducted in accordance with Robert's Rules of Order.
- I. The Section Meetings of the History and Philosophy Sections of the Department of History and Philosophy.

- A. The History and Philosophy Sections of the department shall each have section meetings, open to all section faculty members holding regular appointments, to consider recommendations from section committees, topics presented by the Section Chair, and such other matters as may warrant section attention. History Section meetings may be scheduled for each month of the academic year (September-April) or more often if the need arises with a preliminary schedule distributed to section members within three working days of the starting date of each semester. Notices of other meetings will be distributed three working days before a meeting as the need arises.

Philosophy section meetings may be scheduled in accord with the needs of the section and conducted in accord with II. B-F of this document.

- B. Each section will choose its Section Chair in a manner and for a term agreeable to a majority of that section.
- C. The Section Chair shall have the authority to call meetings, prepare agenda, and serve as chair at section meetings with a casting vote. In addition, the Section Chair must call a meeting upon receipt of a written request from three faculty members of the section. Items shall be placed on the written agenda at the request of any section faculty member; additionally agenda shall include an opportunity for any section faculty member to bring a matter before the meeting.
- D. A secretary, selected by an alphabetical rotation scheme employing first letters of members' last names, shall be designated at the first meeting of the semester, shall record the minutes of section meetings held during the semester, and shall provide copies to all section members within seven (7) days following a meeting.
- E. Section meetings shall be conducted in accordance with Robert's Rules of Order, revised.
- F. The Department Head shall receive an agenda for all section meetings at least 3 days prior to the meeting and may attend section meetings if the section so requests. The Department Head may not vote at section meetings. Minutes of section meetings must be forwarded to the Department Head within 7 working days of the meeting.
- G. The Department Head shall receive input from the Chairs of both Sections. Such input will accurately reflect Section decisions, made by faculty vote in each Section, regarding the recommendations and proposals advanced in each Section by that Section's standing committees, *ad hoc* committees, or committee-of-the-whole. Such input shall be provided by Section Chairs within 7 working days of Section decisions made by faculty vote. The Department Head shall respond within 14 days with acceptance or written dissent (including rationale) to recommendations of the Sections.

II. The Personnel and Finance Committees of the History and Philosophy Sections

- A. The History and Philosophy Sections of the Department of History and Philosophy shall each have a Personnel and Finance Committee. In each section the committee shall be composed of three faculty members holding regular appointments who are nominated from the floor at a section meeting and are elected by majority vote of those section faculty members holding regular appointments who are present at the election meeting. No nomination or election shall be valid unless two-thirds of the faculty members of the section holding regular appointments and teaching that semester are present.

Balloting for contested elections shall be by secret ballot distributed, collected, and tallied by at least two faculty tellers, with said ballots retained by the Department Head for three months following the election. Balloting for uncontested elections may be by show of hands or, at the request of any faculty member, may be by the secret ballot process described above. The term of office of each member of the committee shall be three years, except that initially, in order to produce one vacancy each year, there shall be one member with a two-year term and one member with a one-year term. One member of the committee shall be a professor or associate professor. One member of the committee shall be an assistant professor or instructor. This constraint shall not apply if there are no more than two section faculty in one of the two rank categories listed in the preceding sentence. An alternate with a one-year term shall be elected to serve in cases of absence due to semester leaves or absences caused by temporary conflicts of interest.

Elections to these committees shall be held during the month of April with terms of office beginning at the end of the Winter Semester.

- B. The Department Head shall have the authority to call meetings, prepare agenda, and serve as chair without vote at section Personnel and Finance Committee meetings, except those meetings specified in III-D, below. Agenda shall be distributed to committee members at least 3 working days in advance of the meeting.
- C. The Personnel and Finance Committees shall hold regularly scheduled meetings monthly during the academic year (September-April). Special meetings may also be called at the request of any committee member, and must be called if two members so request. In addition, meetings must be called upon the request of five faculty members of the History section or three faculty members of the Philosophy section. Items shall be placed on the agenda at the request of any committee member or any member of the section. The section Personnel and Finance committees can make recommendations to the section members or to the Department Head, either orally or in writing concerning but not limited to matters listed in III.F. below.
- D. Faculty members on the Personnel and Finance Committees shall hold such special meetings as may be necessary to enable them to prepare the evaluation committee reports that are provided for in the EMU-AAUP agreement.

- E. The six members of the two Personnel and Finance Committees shall meet jointly if the Department Head, or five faculty members of the Department of History and Philosophy so request. Such meetings shall be for the exchange of information or for the purpose of making recommendations concerning the division of budget between the two sections or to make recommendations concerning personnel matters upon the mutual consent of both section committees. All other personnel and financial matters shall be dealt with in the section Personnel and Finance Committees.
- F. The responsibilities of the Personnel and Finance Committees of the History and Philosophy Sections shall include, but are not limited to, the following:
1. Evaluation of faculty members for reappointment, tenure, promotion, special salary adjustment, other special recognition, termination, or layoff. In the History section, the evaluation of applicants for faculty positions is normally performed by an ad hoc Search Committee (see VII), elected by the section and reporting directly to the section. In the Philosophy Section, the evaluation of applicants for faculty positions is performed by a committee of the whole. The History Section Personnel and Finance Committee may perform an advisory function in hiring, working in cooperation with the ad hoc Search Committee (see III.F.6).
 2. Recommending the development of new—or approval of existing—techniques, guidelines, forms, special department criteria, and equivalencies for purpose of evaluation of the section faculty and making recommendations affecting their status. These recommendations shall be referred to the section for discussion and approval.
 3. Recommendations concerning leaves of absence, including sabbatical leaves.
 4. The review and evaluation of section faculty members in the following areas of responsibility.
 - a. Teaching and advising students.
 - b. Research and Creative Activity.
 - c. Service to the Department, College, University, and Profession.
 5. The recommending of policies pertaining to the maintenance of faculty members' files and assuring their access thereto. These recommendations shall be referred to the section for discussion and approval.
 6. Recommendations concerning job descriptions and academic credentials for all new hires.
 7. Recommending and ranking priorities for budget allocation (This may be done in a joint meeting of the members of the History and Philosophy Personnel and Finance Committees).

8. The section committees shall advise the Department Head on policies affecting the following financial matters:
 - a. Faculty Salaries.
 - b. Student Help.
 - c. College Work Study Programs.
 - d. Services, Supplies, and Materials (to include travel, equipment, and special scholarship aid).
 - e. Alumni Relations.
9. The members of the Personnel and Finance Committees of each section shall have the opportunity to make recommendations concerning both the size and character of the department budget requested and the distribution and expenditure of the moneys awarded to the department.
10. The members of the two section committees shall see that a timetable is established that will permit adequate faculty involvement in budgetary processes. The various dates which constitute deadlines in the process of budget formulation and distribution shall be made known to the members of the two sections.
11. The Grade Grievance Committees of the Department of History and Philosophy shall be constituted as follows: a) The History section shall elect three of its number annually to serve as the faculty members on its grade grievance review board; b) Faculty serving on the Philosophy Personnel and Finance Committee shall serve as the faculty members on its grade grievance review board. Policies and procedures shall be those of the University Grade Grievance Procedure (Appendix A). The members of the section committees shall have the opportunity to make recommendations concerning modifications in the department grade grievance procedure.
12. The members of the Personnel and Finance Committees of the two sections shall elect from their number a secretary who shall keep minutes of their meetings which shall be made available for inspection to any member of the section who shall present a request to the appropriate committee member.
13. The members of the Personnel and Finance Committees of the two sections shall appoint a subcommittee equally composed of faculty members representing each Section to review the DID every five years 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 to the faculty for a vote, and as provided in Article XIII mp 417-433.
14. The members of the Personnel and Finance Committees of the two sections shall appoint a subcommittee equally composed of faculty members representing each Section, to be responsible for conducting Department Head Evaluation in accordance with Article XV of the EMU-AAUP Master Agreement.

15. The Section Chairs and/or members of the Section Personnel and Finance Committees shall serve as the official designees of the Department Head for the purpose of making classroom observations for full time and part time lecturers in their respective sections.

IV. The Instruction Committees of the History and Philosophy Sections in the Department of History and Philosophy

- A. The History section of the Department of History and Philosophy shall have an Instruction Committee consisting of four elected regular members of the faculty and two ex officio members (Undergraduate Advisor and Section Chair).

As in the case of the History Section Personnel and Finance Committee, members of the Instruction Committee shall be nominated from the floor and elected at a section meeting where two-thirds of the faculty members who hold regular appointments and are teaching that semester are present. Members shall be elected for three year terms, except that initially, in order to produce two vacancies each year, there shall be two members with two-year terms and two members with one-year terms. Elections to the committee shall be held during the month of April with terms of office beginning at the end of the Winter Semester. Temporary vacancies shall be filled by the process described above during the semester preceding an anticipated vacancy or within thirty days of an unanticipated vacancy becoming known, except that persons so elected shall be understood to be filling an unexpired term. At least one member of the committee shall have his/her area of expertise United States History, one member European History, and one member the non-United States and non-European areas. The members of the History Section Instruction Committee shall elect their chair by majority vote. The elected chair shall schedule committee meetings as needed, prepare agenda addressing but not limited to actions requested by section members, the Section Chair, or the Department Head, and distribute written notice of same to section faculty at least 3 working days in advance of the meeting.

- B. The Philosophy Section of the Department of History and Philosophy shall meet as a committee of the whole, in accordance with the provisions of I.A. above, to transact Instruction Committee business.
- C. The Instruction Committees of the History and Philosophy Sections shall review and make oral or written recommendations to the section members or to the Department Head, concerning but not limited to:
 1. Proposed curricular developments and changes.
 2. New programs.
 3. Current section instructional programs and their applicability, if any, to Plan C rotation and to individual hour loads.

4. Scheduling of classes and course offerings, including class assignments, class size, issuing of overrides, teaching load equivalencies, and Spring/Summer teaching priority.
 5. Policies concerning each section's participation in distance learning, continuing education courses, off-campus programs, and all courses carrying HIST and PHIL designation and credit.
 6. Teaching overload policies.
- D. The Instruction Committees minutes shall be kept by a secretary elected from the committee members and distributed to Section Members within the seven days following a meeting. Committee meetings shall be open to all section faculty.
- V. The Student Affairs Committees of the History and Philosophy Sections of the Department of History and Philosophy.
- A. The History section of the Department of History and Philosophy shall have a Student Affairs Committee consisting of three faculty members of the History section who hold regular appointments. Members shall be nominated from the floor and elected at a section meeting where two-thirds of the members who hold regular appointments are present. Members shall be elected for three-year terms, except that initially, in order to produce one vacancy each year, one member shall have a two-year term and one member shall have a one-year term. Elections to the committee shall be held during the month of April, with terms of office beginning at the end of the Winter Semester. Temporary vacancies shall be filled by the process described above during the semester preceding an anticipated vacancy or within thirty days of an unanticipated vacancy becoming known, except that persons so elected shall be understood to be filling an unexpired term. The members of the History Section Student Affairs Committee shall elect their chair by majority vote. The chair shall schedule committee meetings as needed, prepare agenda addressing but not limited to actions requested by section members, the Section Chair, or the Department Head, and distribute written notice of same to the section faculty at least 3 working days in advance of the meeting.
 - B. The Philosophy Section of the Department of History and Philosophy shall meet as a committee of the whole, in accordance with the provisions of I.A. above, to transact Student Affairs Committee Business.
 - C. The Student Affairs Committees of the History and Philosophy Sections shall make oral or written recommendations to the Department Head concerning but not limited to:
 1. Awarding and administering departmental scholarships within their respective disciplines.
 2. Organization and administration of programs within their respective disciplines directed to high school students and teachers or other off-campus audiences.

3. Selection of student representatives to department committees and extra-department bodies.

VI. The Graduate Committee of the History and Philosophy Sections of the Department of History and Philosophy

A. The History Section of the Department of History and Philosophy shall have a Graduate Committee consisting of three faculty members of the History Section who hold regular appointments. The Graduate Advisor shall sit as an ex officio member of the committee. Members shall be nominated from the floor, and elected at a section meeting where two-thirds of the members who hold regular appointments are present. Members shall be elected for three-year terms, except that initially, in order to produce one vacancy each year, one member shall have a two-year term and one member shall have a one-year term. Elections to the committee shall be held during the month of April, with terms of office beginning at the end of Winter Semester. Temporary vacancies shall be filled by the process described above during the semester preceding an anticipated vacancy or within thirty days of an unanticipated vacancy becoming known, except that persons so elected shall be understood to be filling an unexpired term. The members of the History Section Graduate Committee shall elect their chair by majority vote. The chair shall schedule committee meetings as needed, prepare agenda addressing but not limited to actions requested by section members, the Department Head, Section Chair, or Graduate Advisor, and distribute written notice of same to the section faculty at least 3 working days in advance of the meeting.

B. The Philosophy Section of the Department of History and Philosophy shall meet as a committee of the whole, in accordance with the provisions I.A. above, to transact Graduate Committee business.

C. The Graduate Committee of the History Section shall hold regular meetings, called either by the chair or at the request of the Graduate Advisor. Agenda shall be distributed at the meeting, and minutes shall be recorded by the chair.

D. The Graduate Committee of the History Section shall review and make oral or written recommendations to the section members or to the Department Head, concerning but not limited to:

2. Proposed curricular developments and changes.
3. New Programs.
4. Appointment of Graduate Assistants.
5. Acceptance, or denial, of student thesis applications.

VII. The Committee on K-12 Teaching of the History Section of the Department of History and Philosophy

A. The History Section of the Department of History and Philosophy shall have a Committee on K-12 Teaching consisting of two elected regular members of the faculty

and two ex officio members (an undergraduate advisor and a member of the faculty currently teaching HIST 481). Members shall be nominated from the floor, and elected at a section meeting where two-thirds of the faculty members who hold regular appointments are present. Members shall be elected for two-year terms, except that initially, in order to produce one vacancy each year, one member shall have a two-year term and one member shall have a one-year term. Elections to the committee shall be held during the month of April, with terms of office beginning at the end of Winter Semester. Temporary vacancies shall be filled by the process described above during the semester preceding an anticipated vacancy or within thirty days of an unanticipated vacancy becoming known, except that persons so elected shall be understood to be filling an unexpired term. The members of the History Section Committee on K-12 Teaching shall elect their chair by majority vote. The chair shall schedule open committee meetings as needed, prepare agenda addressing but not limited to actions requested by section members or the Department Head.

- B. The Committee on K-12 Teaching of the History Section shall hold regular meetings, called either by the chair or at the request of the Undergraduate Advisor(s) or Section Chair.

Agenda shall be distributed at the meeting, and minutes shall be recorded by the chair, to be sent to the Department Head subsequent to the meeting.

- C. The Committee on K-12 Teaching of the History Section shall review and make oral or written recommendations to the section members, Section Chair, or to the Department Head, or to the appropriate section input committee concerning but not limited to:
1. Proposed curricular developments and changes related to teaching certification at both the elementary and secondary levels, for both initial certification of future teachers and professional development of classroom teachers.
 2. History Section participation in and departmental support related to national and state accreditation requirements, report preparation, continuous improvement and curriculum revision processes.
 3. Advising issues associated with teaching certification requirements at both the undergraduate and graduate levels.
 4. Hiring recommendations for HIST 481 and CHNE-Chinese History certification exam preparation and student assessments.
 5. Remediation efforts for students failing the Michigan Test for Teacher Certification, and proposed departmental expenditures for test preparation materials and remediation efforts.

VII. Selection of Department Head

- A. The Department Head shall be selected from among the academic disciplines represented in the Department.
- B. The Chair of each section shall relay the input of the faculty of their respective sections to the Dean regarding whether the search should be internal or external.

C. Selection of Search Committee

1. A Search Committee shall be composed of three faculty members of the History Section, elected by faculty members of that section, two faculty members of the Philosophy Section, elected by faculty members of that section, and an outside Department Head who shall serve without a vote. To select the outside Department Head, the Search Committee shall forward a nomination to the Dean for his or her approval. Members of each section of the committee shall be selected across faculty ranks, where possible. The faculty rank criterion shall not apply when there is only one faculty member holding a particular rank. (For the purposes of this committee, full-time instructors and assistant professors will be considered one rank.)
2. The Search Committee shall select its chair from among the members of the committee. The chair's duties shall include, but are not limited to, the following:
 - a. Chair meetings of the Search Committee.
 - b. Preside over Department Meetings when the topic of discussion is any aspect of the search procedure.
 - c. Coordinate the advertisements and other search requirements with Academic Human Resources and the Dean and ensure that ads are placed in appropriate forums and that the various requirements are met.
 - d. Prepare appropriate documentation as required by the search process.
 - e. Ensure that the search is conducted in accordance with all applicable university regulations.
 - f. Schedule all aspects of the search process.
 - g. Keep members of the Department informed of the progress/status of the search process.

D. Tasks of the Search Committee

1. Draw up a job description, including academic credentials, and secure approval from the Department and appropriate administrative authorities prior to placing ads.
2. Prepare any voting matrices or other decision-making/selection documents or processes (including the procedure for the department's final vote) and secure department approval for their use prior to the beginning of the screening process.
3. Do an initial screening of applicant files, only to ensure that the files are complete (application received on time, appropriate degree, acceptable academic field, letters of recommendation, etc.).
4. Review the credentials of all applicants who have complete files and rank groups of candidates for recommendation to the Department for further consideration; this selection process shall be conducted using decision-making/selection documents approved earlier by the Department [see C.2. above].
5. Each member of the Department shall have the opportunity to review the files of the candidates and to express his or her preferences regarding the candidates by using the process approved by the Department for this purpose.

- E. Each section shall give input to the dean regarding its selection for Department Head in accordance with procedures approved by the faculty of that section.
- F. Throughout these procedures, the credentials of any and all applicants shall be available for review by all members of the Department. Such availability shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.

VIII. Faculty Hiring Procedures

A. History

1. Upon the agreement of the section to request a new position, the Section Chair, Personnel and Finance Committee, and the Instruction Committee will take up the matter. Faculty from all areas are permitted to provide input to these committees and to the Section Chair during this period.
2. The Section Chair, the Instruction Committee, and the Personnel and Finance Committee will then make their formal recommendation to the section, who will vote on it.
3. Upon notification from the Department Head that a search has been authorized, the Section shall, in a meeting of the Section, create a job search committee
 - a. The committee shall consist of 3 (three) members.
 - i. Additional members may be selected if the Section deems it necessary.
 - ii. Only tenured and tenure-track faculty are eligible to serve on a search committee.
 - iii. The Committee shall reflect the diversity of the department, especially with regard to rank.
 - iv. Faculty nominated by the section are seated on the hiring committee by majority vote of the Section.
 - b. Duties of the hiring committee.
 - i. The hiring committee shall set the parameters of the hiring process.
 - ii. The members of the hiring committee shall meet to select a committee chair.
 - iii. The hiring committee shall craft a job description consistent with the will of the Section.
 - iv. The hiring committee shall communicate the job description to faculty in the Section.
 - v. The hiring committee shall collect, compile, and evaluate all applications.
 - vi. The method of evaluating the applicants shall be determined by the hiring committee.
 - vii. Evaluation tools must be in compliance with EMU Human Resources policies.
 - viii. The collected application materials shall be made available to the members of the Section.

- ix. The hiring committee shall determine the method of preliminary candidate screening.
 - x. The hiring committee shall determine the number of preliminary candidates.
 - xi. The hiring committee shall determine the method of interviewing preliminary candidates.
 - xii. The hiring committee shall establish the schedule and events of on-campus interviews.
 - xiii. The hiring committee shall arrange candidate visits to permit access by the Section.
 - xiv. The hiring committee shall arrange at least two specific sessions with the candidate.
 - a. a sample teaching demonstration
 - b. a meeting/forum with section faculty to discuss or present their research
 - xv. A member of the hiring committee is responsible for noting Section faculty attendance at these sessions.
 - xvi. The hiring committee shall make hiring recommendations to the Section.
 - xvii. The hiring committee shall submit a list of preferred candidates to the Section for a vote.
 - xviii. The list of suitable candidates shall not be ranked by the hiring committee.
 - xix. The hiring committee shall submit a list of suitable alternative candidates to the Section.
 - xx. The list of alternative candidates shall be ranked by the hiring committee.
 - xxi. If a preferred candidate becomes unavailable, the top-ranked alternative shall become a preferred candidate.
4. Selecting a candidate
- a. All tenured and tenure-track faculty are eligible to attend the selection meeting.
 - b. The Section shall determine the acceptability of the proposed candidates.
 - i. After open discussion on the acceptability of the proposed candidates, the Section shall vote whether any or all the preferred candidates are acceptable for possible employment.
 - ii. A candidate is deemed acceptable by a majority vote of Section members present.
 - iii. The Section may, by majority vote of those present, opt to have a secret ballot.
 - iv. Only those candidates deemed as acceptable shall be considered in the final selection vote.

- v. Only those Section faculty members eligible to vote may cast a vote on acceptability.
 - vi. Faculty members are eligible to vote only if they have attended either the teaching demonstration or research presentation of each of the candidates deemed acceptable.
- c. after open discussion of the preferred candidates, the Section shall vote to determine whom to employ
- i. Only those Section faculty members eligible to vote may cast a vote to determine whom to employ.
 - ii. Faculty members are eligible to vote only if they have attended either the teaching demonstration or research presentation of each of the candidates deemed acceptable.
 - iii. Faculty members shall each cast one vote for the candidate that he or she prefers. If no candidate receives a majority of votes cast, the faculty shall vote again. If no candidate receives a majority on the second round of voting, the faculty shall vote again with the candidate receiving the lowest number of votes on the second round excluded from consideration. The first candidate to receive a majority of votes cast is designated as the Section's first choice for employment. To select the second choice candidate, voting will recommence, with eligible voters casting a vote for one of the candidates not selected as the first choice. The first candidate to receive a majority vote shall be designated the Section's second choice. Voting will continue in this manner until all candidates have been ranked.

5. Philosophy

Each year, the Philosophy Section, acting as a committee of the whole, shall determine whether to request a position, and, if a position is to be requested, the subject area of that position.

1. The Philosophy Section, acting as a committee of the whole, shall serve as the Search Committee.
2. Duties of the Search Committee
 - a. The members of the Search Committee shall elect a committee chair by majority vote.
 - b. The Search Committee shall craft a job description.
 - c. The Search Committee shall ensure that the job description is posted in relevant media.
 - d. The Search Committee Chair shall monitor the applications and ensure that all members of the Search Committee are provided access to them.

- e. The Search Committee shall develop screening matrices for the evaluation of all complete applications in accordance with the requirements of Human Resources.
- f. The Search Committee shall determine the number of candidates to be interviewed in the preliminary round of evaluation.
- g. The Search Committee shall determine the method of interviewing candidates in the preliminary round of evaluation.
- h. The Search Committee shall employ the relevant screening matrix to determine the ranking of candidates after the preliminary round of evaluation.

3. On-campus Interviews

- a. Based on the results of the ranking of candidates after the initial interviews, the Search Committee shall give input on the candidates to invite to campus.
- b. The Search Committee Chair, with the approval of the Search Committee, shall develop the itinerary for on-campus interviews. On-campus interview shall include a teaching demonstration, a research discussion, a meeting with students, a meeting with the Department Head and a meeting with the Dean.
- c. The Search Committee shall employ the relevant screening matrix to determine the final ranking of candidates invited to campus.

4. The Search Committee shall convey the final ranking of candidates to the Department Head.

- IX. The respective sections may establish standing or ad hoc committees in addition to the ones specified above.

Whenever a new committee is created, and if an existing committee is to be continued, the section shall determine by majority vote how the committee members shall be selected, whether by appointment by the Department Head or by election by the section.

- X. Upon written request for such action by any three department members, recall of faculty elected by the department to any position shall become an agenda item at the next department meeting thereafter held. Provided that two-thirds of the faculty members of the department holding regular appointments are present and voting, a simple majority vote shall effect such a recall.

Within each section, upon written request for such action by any three section members, recall of faculty elected by that section to any position shall become an agenda item at the next section meeting thereafter held. Provided that two-thirds of the faculty members of the section holding regular appointments are present and voting, a simple majority vote shall effect such recall.

- XI. The Department Head or Section Chair may, with prior notice, attend meetings of department and section committees in order to deliberate with the committees on specific agenda items. For this purpose, the committee chair shall keep the Department Head informed as to meeting time and anticipated orders of business.

- XII. Nothing in these procedures shall be interpreted as preventing the Department Head from consulting with individual faculty members or groups of faculty members if he/she deems it appropriate to do so in carrying out the duties of the position. Moreover, nothing in these procedures shall be interpreted as preventing faculty members from consulting with each other individually or in groups if they deem it appropriate to do so in carrying out their duties.
- XIII. Except in the case of a medical or other emergency that prevents communication between the Department Head and the faculty member, the Department Head shall not intervene in a faculty member's class without prior consultation with that faculty member.
- XIV. Summer Teaching Rotation Input Procedure.
- A. History
- The Instruction Committee shall provide input to the Department Head regarding summer teaching assignments. All faculty members may submit requests for summer teaching assignments. While every effort will be made to accommodate requests in an equitable manner, the curricular and programmatic needs of the History Section will determine the Section's summer course offerings.
1. No faculty may be assigned two course sections unless everyone who has requested summer teaching has been assigned one or has declined available course sections.
 2. If more faculty request course sections than can be scheduled, then the course sections shall be assigned to the faculty member(s) who taught fewer or no courses in the previous Summer term.
- B. Philosophy
- Based on the summer schedule, the Section Chair shall solicit summer teaching requests from faculty, who may request up to two course sections. In consultation with the faculty, the Section Chair shall determine the number and categories of, and distribution of course sections across, the summer term, subject to the approval of the Department Head. Faculty shall be assigned the scheduled course sections they requested, with the following provisos.
3. No faculty may be assigned two course sections unless everyone who has requested summer teaching has been assigned one or has declined available course sections.
 4. If more faculty request course sections than can be scheduled, then the course sections shall be assigned to the faculty member(s) who taught fewer or no courses in the previous Summer term.
- XV. Overloads should be given only in extraordinary circumstances, e.g., when the schedule requires it, or when a faculty member is unable to give up any commitments. The Department Head must seek the relevant Section's input before granting an overload. The Section Chair must bring the issue before the relevant P&F for approval.

- XVI. A faculty member may receive release from teaching (a teaching load less than 12 hours) as recommended by the Instruction Committee and Personnel and Finance Committee (History) or Personnel and Finance Committee (Philosophy), the Department Head and the Dean. Release time for elected positions may be governed by a departmental policy document. A faculty member may also petition the Instruction Committee, and the Personnel and Finance Committee (History) or the Personnel and Finance Committee (Philosophy) for release time. These committees will then provide input regarding approval of the release to the Department Head and the Dean. A letter to the faculty member should document the amount of release, the expectations of work done while on release, and the completion date of the release. This letter should be shared with the faculty of the department.
- XVII. This document shall not serve to alter, modify or otherwise supersede any provision of the EMU-AAUP Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Associations of University Professors nor shall any provision therein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Agreement. Likewise, this document shall not serve to alter, modify or otherwise supersede any provision of the EMU-FT Agreements between Eastern Michigan University and the Eastern Michigan University Federation of Teachers, for both the part-time unit and the full-time unit, nor shall any provision therein detract from any right(s) or function(s) retained by or granted EMU or EMU-FT through the parties' 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, 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 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.