

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Debra Ingram, Department Head
Mathematics

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 Mathematics 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 Mathematics
College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

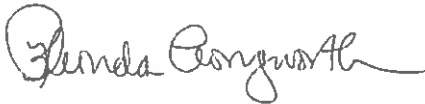
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

Department of Mathematics

Faculty Input System

0. Process for reviewing the DID

The Department's Personnel Committee shall 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 as provided as in the existing DID and Article XIII of the EMU-AAUP Agreement.

I. Departmental Meetings

A. Schedules

There shall be no fewer than one departmental meeting in each of the Fall and Winter semesters. Department meetings shall be scheduled by the department head at times he/she deems appropriate; upon the written request signed by a majority of the members of a department standing committee; or, upon written request signed by a majority of the regular department faculty members. A written request for a meeting must state the date, time, place, and purpose of the meeting requested.

B. Notice

At least seven (7) 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 posted in a prominent place in the department and communicated in writing to all regular department faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when a majority of the members of a department standing committee agree in writing that circumstances require a waiver of the usual notice requirements.

C. 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 regular faculty members, by the originators of the request. A faculty member may place additional items on the agenda of any meeting by written request submitted to the department head at least forty-eight (48) hours prior to the scheduled meeting.

D. Proceedings

The department head or his/her designee shall preside at department meetings. The proceedings shall be governed by Robert's Rules of Order.

E. Minutes

The department head shall assign regular faculty members the responsibility for taking minutes at department meetings. Minutes of meetings shall be made available to the department faculty within a reasonable time period, normally not to exceed one (1) week from the date of the meeting.

II. COMMITTEE STRUCTURE AND ELECTIONS

There shall be the following standing committees in the Mathematics Department: the Instruction and Finance Committee (IFC), the Personnel Committee (PC), the Grade Grievance Committee, the Program Area Committees (Math and Math Methods for example), and the Graduate Committee.

A. Committee Composition

The Instruction and Finance Committee and Personnel Committee shall each consist of five (5) regular faculty members, with at least one member from each Area. The Grade Grievance Committee shall consist of three (3) regular faculty members and two (2) student members. The student members are appointed each year by the department head in consultation with the faculty members on the Grade Grievance committee. The Area committees shall consist of members of the Area as determined by the Area. The Graduate Committee consists of three (3) members of the graduate faculty.

B. Term(s) of Office

Faculty terms of the following committees are two years:

Personnel Committee - three members elected in April of even calendar years and two in April of odd calendar years.

Instruction and Finance Committee - three members elected in December of odd calendar years and two in December of even calendar years.

Grade Grievance Committee - as determined by the department head.

Area Committees - as determined by the Area.

Graduate Committee - as determined by the IFC.

C. Eligibility

1. All regular faculty shall be eligible for membership on standing committees as long as no restriction in this document is violated.
2. No faculty member shall hold simultaneous membership on the Personnel Committee and the Instruction and Finance Committee and members on the Personnel Committee must be tenured.
3. Membership of a faculty member in an Area committee shall be determined by academic training, demonstrated competency in teaching non-elementary courses in the Area, recognized research or publication in the Area, or other demonstrated competency in the Area.

D. Nomination and Election

Personnel Committee - The PC chair shall call for nominations for membership in the PC at the end of March. In each election, nominations will be made so that it is possible for each area to be represented on the PC as a result of the ensuing election. Nominations shall be posted in a prominent place in the department office as received. Any person nominated shall have the right to decline the nomination up to two (2) days prior to the election. The election is to be held in a one week period during the first two weeks of April using a secret preprinted ballot. The highest vote-getters consistent with stated

restrictions will be elected. Terms of office shall begin on the following September 1.

Instruction and Finance Committee - The PC chair shall call for nominations for membership in the IFC at the end of November. In each election, nominations will be made so that it is possible for each area to be represented on the IFC as a result of the ensuing election. Nominations shall be posted in a prominent place in the department office as received. Any person nominated shall have the right to decline the nomination up to two (2) days prior to the election. The election is to be held in a one week period during the first two weeks of December using a secret preprinted ballot. The highest vote-getters consistent with stated restrictions will be elected. Terms of office shall begin on the following January 1.

E. Vacancies

In the event that a vacancy should occur on the IFC or the PC before the expiration of the term of office, a special election shall be held to fill the vacancy until the expiration of said term, in accordance with the election procedures of the department and the required composition of the committee. If the vacancy will not last until the expiration of the term of office, the committee shall appoint a temporary alternate.

A chair shall be elected by the members of each committee. In the absence of a chair, he/she may designate another committee member to chair meetings.

F. Recall

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

1. At the discretion of the department head or within two (2) weeks of receipt of a written petition signed by a majority of the regular 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.
2. Notice of the meeting and of its purpose shall be communicated in writing to all regular department faculty at least one (1) week prior to the meeting.
3. The faculty member cited shall be removed from the committee assignment in question if a majority of the regular department faculty members so vote.

III. Operational Guidelines for Committees

A. Chair(s)

The members of each committee will elect a chair. In the absence of a chair, he/she may designate another committee member to chair meetings of a committee.

The PC shall elect a chair for the year at the first meeting called in September by the chair of the previous year.

The IFC shall elect a chair for the year at the first meeting called in January by the chair of the previous year.

B. Secretary(s)

Any member of a committee, excluding the chair, may be appointed Secretary.

C. Minutes

When appropriate, minutes of meetings shall be taken by the Secretary and shall be made available to the regular faculty of the department within a reasonable time period. Minutes which pertain to individual personnel and student grievances shall be excluded.

D. Department Head Involvement

The department head shall be an ex-officio member of all committees and shall be entitled to meet with the committees at all times except on those occasions where the EMU-EMU/AAUP contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports.

E. Conflict(s) of Interest

When a committee 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.), the chair of the committee (or in case it is the chair who has the conflict of interest, the department head) may appoint a temporary alternate(s) to review the matter at issue and shall do so if necessary to maintain a quorum.

F. Meetings

Meetings of a committee shall be scheduled, as needed, by the chair or by the department head.

G. Department Faculty Input

Any recommendation of the IFC or the PC involving the faculty as a whole, except those relating to reappointment, tenure and promotion, as governed by the EMU-EMU/AAUP contract, or student grievances, shall be submitted to the regular faculty members of the department for a vote.

Written input from committees in the form of minutes and other formal reports shall be submitted to the department head in a timely manner.

Nothing in this document shall be interpreted as preventing the department head from consulting with individual faculty members or groups of faculty members as he/she deems appropriate in carrying out his/her duties.

IV. Scope of Responsibilities of Committees

A. Personnel Committee

The Personnel Committee shall work in consultation with the department head and shall be responsible for faculty input on individual matters including but not limited to the following:

1. Evaluation for purposes of appointment, reappointment, tenure, promotion, graduate faculty status and professional performance reviews.
2. Evaluation of proposals for leaves of absence, including sabbaticals and other scholarly/creative activities which require reductions in teaching responsibilities, and other special recognition.
3. Evaluation of the professional responsibilities of the faculty, including teaching, advising, orientation, registration, participation in committee activities, keeping posted office hours, participation in ceremonial academic functions, limits on outside professional work, work load, equivalencies and released time, keeping up with current developments in one's field(s) of specialization, scholarly research and writing and creative activities, attending conferences, and other such departmental responsibilities.
4. Evaluation of faculty files for purposes of faculty review.
5. Establishment and review of general academic credentials, job descriptions, and course load responsibilities for all new hires, probationary and tenured faculty, including instructors in Continuing Education, lecturers, and tenure track appointees.
6. Oversight and evaluation of Spring/Summer teaching schedules and priorities. See section VII.
7. Establishment of criteria for the evaluation of the department head conducted triennially or upon request of a simple majority of the faculty with the results forwarded to the department head and the dean of the college.
8. Oversight in consultation with the area committees concerning area membership.
9. Oversight of the scheduling process including the assignment of Honors courses.
10. Oversight of Part-time Instructor and Continuing Education Coordinators
11. Administration of all departmental elections.
12. In the winter semester establishment of a priority list for released time for research for the coming year in consultation with the department head.
13. Responsibility for conducting Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.
14. Responsibility for providing input on overload policies.

B. Instruction and Finance Committee

The Instruction and Finance Committee shall work in consultation with the department head and shall be responsible for faculty input on individual matters including but not limited to the following:

1. Oversight and evaluation of all instructional and curricular developments and changes, including research into potential new programs, effectiveness of current programs, sequencing of classes and of course offerings in the department and Continuing Education throughout the year, academic standards with respect to new course provisions or modification of existing courses, tutorial programs,

override and class size practices, preparation of catalog copy, career planning, Library Liaison, honors and awards, and external departmental relationships, such as institutional membership in professional societies.

2. The size and character of department budget requests and the distribution and expenditure of funds available to the department, including but not limited to SS&M and travel expenditures.
3. Evaluation of the recommendations of the area committees and the Graduate Committee, and making recommendations and setting priorities concerning their programs.
4. Submission to area committees' guidelines for each semester's course offerings.
5. Oversight of Curriculum and Scholarship Committees. The members of these committees are to be appointed by the IFC to staggered terms not to exceed four years. Furthermore the IFC is to submit to the department head for publication a list of all members of these committees including term expiration dates each September.
6. In the winter semester establishment of a priority list for the disbursement of finances for the coming year in consultation with the department head.

C. Grade Grievance Committee

The Grade Grievance Committee shall conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures as necessary and shall advise the department head on grade grievance matters.

D. Area Committees and Graduate Committee

1. These committees shall:
 - a. Oversee courses and programs under their jurisdiction.
 - b. Make recommendations to the IFC and the PC concerning instruction, budget, and personnel matters in their jurisdiction, as may be required from time to time. In particular, each committee shall by March 1 of each year, if requested, submit a report to the IFC and the PC containing a summary of the year's activities, budgetary requests and projections, evaluation of current programs, and suggested remedies for deficiencies.
 - c. Report regularly to the IFC and the PC.
 - d. Carry out departmental policy.
 - e. Determine a method of obtaining representative student input.
2. In addition the area committees shall:
 - a. Make recommendations to the IFC on course offerings for each semester.
 - b. Make recommendations, where appropriate, to the IFC concerning admission to programs, requirements and waivers of requirements, textbook selection, course outlines, instructional procedures, academic standards, testing, and honors and awards.
 - c. Make recommendations to the PC for teaching assignments for each semester.
 - d. Work in consultation with the PC on the hiring of teaching personnel.
3. The Graduate Committee shall aid the Head in the oversight of the Graduate Program advising, and in monitoring the standards and effectiveness of that program. It shall make recommendations , in

consultation with any area committee affected, to the IFC and the PC concerning program changes or requirements.

VI. AD HOC COMMITTEES

Ad Hoc Committees may be appointed by the department head. The standing committees may recommend the composition, responsibility and procedures of such committees.

VII. Hiring Process

The department will vote to request authorization for new faculty.

A. Search Committee Composition

1. Math Ed Area Position:

The Math Ed Area Committee shall assemble a search committee consisting of at least one member of the Math Ed Area Committee and interested faculty members.

2. Math Area Position:

The Math Area Committee shall assemble a search committee consisting of at least one member of the Math Area Committee and interested faculty members.

3. Department Head Position:

The committee shall consist of the PC, program administrator of Developmental Mathematics, a department head from a different department, and other interested tenured faculty members.

B. Search Committee Duties

Each committee shall

1. Decide minimum qualifications.

2. Write the advertisement.

3. Do the necessary paperwork required by AHR including indicating where the advertisement is to be published.

4. Evaluate all the applicants' materials:

a) Create a list of rating criteria (e.g. a matrix with weighted criteria).

b) Provide access of qualified applicants' materials to the department for input.

5. Present to the department at least three candidates to be brought on campus for interviewing.

6. Make arrangements concerning the applicants' visits (housing, meals, schedule,...)

7. Make ranked recommendations to the department.

8. Make suggestions about service rank credit and what should be included in the offer letter for each candidate.

C. Hiring Decision

The department as a whole meets to decide whom to hire.

The hiring decision is to be made in two steps:

Step 1: Rate each candidate as acceptable or unacceptable.

In order for a candidate to be acceptable, the number of votes in favor of the candidate must be at least $\frac{5}{8}$ ($\frac{3}{4}$ in case of a department head) of the sum of the votes in favor and the votes opposed. (NOTE: The point is that our future colleagues should have broad support in the department, more than just a majority.)

Service rank credit and items to be included in the offer letter for each candidate are included in the vote whether a candidate is acceptable.

Step 2: Order the acceptable candidates.

D. Failed Search

A search is deemed to be a failed search if either

1. the search committee decides that there are no qualified applicants, or
2. when the department meets as a whole, the department decides that none of the invited candidates is acceptable.

VIII. Scheduling

The following policies are advisory to the department head:

A. Scheduling of Classes

The IFC recommends the list of upper level courses offered in each semester with input from the area committees as described in the duties of the IFC. In the fall and winter semesters the area committees recommend which faculty members will teach the classes. The teaching assignments for the summer semesters are distributed using the procedure described in item B. below with input from the area committees.

B. Summer Teaching Assignments

- a. The Personnel Committee is to keep a priority list for Summer teaching as defined in B.b.
- b. The priority list has been created and will be revised according to the following:
 1. A list was created of all regular faculty as of July 1, 1991, ordered essentially by seniority.
 2. Each name was assigned zero points.
 3. Everyone who wishes Summer teaching is given one half ($\frac{1}{2}$) time, if possible. If not possible $\frac{1}{2}$ -time appointments are assigned as specified in steps 4-7 below.
 4. While FTE remain, another $\frac{1}{2}$ -time is assigned to persons on the list with the most points; in case of a tie, the order of the list will break the tie.
 5. At the end of step 4, those who requested full time but have only $\frac{1}{2}$ -time assigned are given the option to refuse $\frac{1}{2}$ time. FTE thus freed are assigned to $\frac{1}{2}$ -time people wanting full time using the process of step 4 above.
 6. At the end of step 5, each person who has been assigned teaching is given his/her preference of Spring/Summer as possible; when it is not possible, the person is assigned the other term.
 7. At the end of step 6, those who requested one term but were assigned the other are given the option to refuse that other term. FTE from the bottom thus freed are reassigned using steps 4-6.
 8. Each person's points on the priority list are increased as follows (to be determined at the end of the summer term):

1. Each person who requested teaching is assigned 1 point for each credit hour requested but not taught (maximum of six (6) points).
 2. Each person who requested teaching, who either gives no preference of one half-term over the other or who does give a preference but teaches in the non-preferred half term, is assigned one (1) point.
 3. Each person who did not request teaching is assigned three (3) points.
 4. If a new tie occurs as a result of an increase in points of a faculty member, that person will move above other faculty members who maintained the same point value. Otherwise the order of the previous list is maintained.
 9. A new tenure-track faculty member teaching full-time will be added at the bottom of the list with zero points.
- c. At the end of each year in which the list is altered (August 31), it will be normalized by subtracting the points of the lowest ranked faculty member from each faculty member's point total. This means that the lowest rank always has 0 points. The list is to be kept by the Personnel Committee and approved by that committee before distribution. A copy is distributed to each faculty member during September.

IX. Release Time

The Personnel Committee will provide input to the department head on release time granted to faculty members. The Personnel Committee is to maintain a document detailing the release time assignments and how a faculty member can obtain such an assignment. The department head will document the amount of release, the expectations of work done while on release, and the completion date of the release in a letter to each faculty member receiving release time.

X. Amendments

Amendments to this document shall be proposed in writing at a regular department meeting, with modifications to the proposed amendments permitted at that time. Proposed amendments may be approved at a subsequent regular department meeting. If approved, recommended amendments shall be forwarded to the University in accordance with the procedures set forth in the EMU-EMU/AAUP master agreement.

XI. Scope

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, nor shall any provision in this document detract from any right(s) or function(s) retained or granted EMU or EMU/AAUP through the parties' 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, 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.**