

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Lewis Hershey, Department Head
Marketing

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 Marketing 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 Marketing

College of Business

Date of Last DID Revision: December 19, 2016

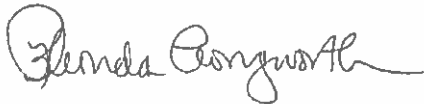
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

Department of Marketing
College of Business
DID

This document specifies the structure, functions, and election procedures for faculty input regarding the governance of the Department. It is understood that these parameters are subject to the AAUP/EMU agreement provisions. References to faculty refer to departmental members of the bargaining unit as defined in the AAUP Contract.

I Committee Structure and Membership Requirements

There will be at least four operating committees. The Committee of the Whole will consist of all tenure/tenure track faculty members. The Committee of the Whole shall meet at least twice yearly as well as on an emergency basis when such action is deemed necessary by the department head or the Chair of any standing committee. There shall be three standing committees - the Personnel Committee, the Finance Committee and the Instruction Committee. All standing committees and associated sub-committees shall consist of at least three, and no more than ten, tenure track faculty members. The standing committees and associated sub-committees have no restrictions as to either membership or consecutive years of service. Election to and operation of the standing committees shall be as described below.

From time to time special committees or subcommittees may be established to consider items of concern to the department. Such committees will report back either to a standing committee and associated sub-committees or the Committee of the Whole as is appropriate to their charge.

“The Committee of the Whole shall review the DID every five years for its compliance with the EMU-AAUP Master Agreement and Department practices. If changes are needed, it shall revise and submit the DID for approval as provided in Article XIII.

II Functions and Responsibilities

A. Personnel Committee

1. Input

The Personnel Committee shall provide input on any and all issues relating to human resource planning and implementation. These issues include but are not

limited to following: input on tenure/promotion decisions; preferences for faculty lines; input on job description; work assignments; recruiting; vetting of candidate credentials; items in the offer letters to new hires; input on service rank credit; pre-screening and interviewing candidates for faculty and department head; teaching load equivalencies; job descriptions/credentials for all new hires including lecturers and regular faculty members; allocation of teaching assignments (number and type of courses offered during each term of the year and which faculty are assigned to teach those courses) including spring and summer; and academic credentials and staffing for teaching all classes (including online and off-campus).

2. Other Functions

A. Evaluate candidates for reappointment, tenure, promotion, awards and/or special recognitions, appointments, etc.
Committee is bound by provisions of the Department evaluation document.

3. The Scheduling, Search, Committees are standing sub-committees of the Personnel Committee and will perform all the functions pertaining to scheduling/staffing, recruiting, and, respectively, discussed under Personnel Committee Input 1 and 2 and section VI.

4. Offer letters of employment shall be reviewed by the Personnel Committee, prior to conveyance to the candidate(s), to ensure compliance with the appointment standards set forth in the Department Evaluation Document.

B. Finance Committee

1. Input

The Finance Committee shall provide input on finance matters affecting the department, including but not limited to the following: the size and character of the department budget requests, expenditure of SS&M funds; monetary awards or reimbursements to faculty members from funds belonging to the department or to be allocated to the department from any source; the purchase, allocation, maintenance and retirement of all departmental equipment, including computer hardware and software; any awards or prizes to be given to students or non-faculty members which require the expenditure of departmental funds; and any other meetings, programs, or parties which require the expenditure of departmental funds.

C. Curriculum Committee

1. Input

The Instruction Committee shall provide input in all matters relating to the

development and implementation of the department's curriculum. Such matters shall include but are not limited to the following: new course offerings or

modifications in currently offered courses; class size; override policies; the implementation of grade grievance procedures.

2. Other Functions

A. Ensure review process for course revisions, new courses, and other changes in curriculum is accomplished within department and throughout the university.

B. Provide a member for College of Business Curriculum Committee.

C. Provide faculty resources for Student Grade Grievances.

D. Committee of the Whole

1. Input

The Committee of the Whole may provide input on any and all matters related to the department. Also, the Committee of the Whole may review input provided by the other Committees and, by a vote of the majority of the members, change the input. Any input provided by the Committee of the Whole shall have priority over input provided by any of the other committees.

2. The Chair of all Committees will be elected by the committee of the Whole at the start of the first fall meeting and will serve for a year.

3. **The Committee of the Whole shall conduct or designate an ad hoc committee to conduct Department Head evaluations *in accordance with the Article XV of the EMU-AAUP Master Agreement.***

4. **"The Committee of the Whole shall provide input on teaching overload policies."**

III Election to and Operation of Committees

A. Election Process

1. Elections will occur at the first Fall meeting. All tenure track faculty may nominate any tenure track faculty for committee membership, with a majority of those in attendance ruling. Voting is by a show of hands.

B. Term of Service

1. Term of service is one academic year. Activity in Spring or Summer will be based on member availability and need for timely response.

C. Meetings

1. Meetings are held in-person or electronically as needed. Committee chairs shall solicit input from all committee members.
2. The Department Head confers with the Chair of each Committee and the Chair calls committee meetings.
3. The Chair sends a written memo to members of the specific Committee delineating the date and day of meeting and purpose for calling meeting.
4. Faculty have open access to all meetings, except those relating to reappointment, tenure, and promotion, as governed by the EMU-EMU/AAU contract, or student grievances.”
5. The department head may attend committee meetings on the invitation of the committee for the purpose of providing information to the committee, or when required by the EMU-EMU/AAUP contract, but may not attend when the committee is evaluating faculty for reappointment, tenure, and promotion. When a committee is considering an issue involving input to the department head the department head may not participate in the voting.
6. All committees must distribute meeting minutes to all faculty or provide interim reports of results. The Chair shall be responsible for the distribution of the minutes of the committee meetings to the faculty.
7. Meetings may not be scheduled when Committee Members are required to be in the classroom teaching.
8. The committee chair may grant an excused absence to a member for a legitimate cause.

D. Faculty Recommendations

1. Generally, faculty recommendations shall be submitted to the department head by the committee chair. When a committee so determines, the chair may make its recommendation to the Committee of the Whole or may make a recommendation to the department head. Any tenure track faculty member may request any item be considered by committee of the Whole at the next regular semiannual meeting.

E. Replacement or Recall of Committee Members

1. Replacement may take place during an academic year if a faculty member leaves the University; is on Sabbatical or Special Assignment and unable to serve; does not attend 75% or more of the meetings; or by a 50% vote of committee of the Whole. A faculty member can resign at any time if the burden is too heavy.

2. If it is determined by the Chair of a specific committee that a faculty member has not attended 75% of meetings of the committee that the faculty member agreed to serve on, the faculty member is to be notified of the absenteeism. Notice of the absenteeism is by a note sent to the Department Head and to the member. The Department Head sends the notice of absenteeism to the Chair of the Personnel Committee. The Chair will call a meeting of the Personnel Committee and invite the faculty member so as to resolve the problem of absenteeism. If the problem of absenteeism cannot be resolved at the meeting, members of the Personnel Committee may remove the faculty member from the specific committee, and the committee will request other members of the Department to take on the service requirement for the specific committee. The Personnel Committee will then appoint a replacement. When another faculty member is assigned to the specific committee the Department Head is so notified in writing.

IV Operation of Committee of the Whole

A. Agenda

1. Agendas for general faculty meeting is constructed by the Department Head with input by faculty members. Faculty members ask the Department Head to add items to the agenda. The Department Head sends a memo to faculty members for items that they want to discuss. A preliminary agenda outline is given to each faculty member two weeks before a meeting and there is a call for additional items to be added to the agenda.

B. Attendance and Voting

1. All faculty members as well as non-bargaining unit teaching personnel may attend, however, only tenure track faculty members may vote.

C. Minutes

1. A call will be made for volunteers to take minutes at the meeting. In the absence of a volunteer the Department Head will appoint someone to take minutes. The minutes shall be distributed to members of the department after the department secretary types them up.

V. Policy Statement on Input into Scheduling Classes

PROCESS:

1. When the Department Head becomes aware of new/additional course offerings, faculty interest will be solicited.
2. The Department Head provides the Personnel Committee with the names of faculty who are interested in teaching, the classes they want to teach, and the time frame for the recommendation.

3. The Personnel Committee reviews the proposed staffing and makes a recommendation to the Department Head based on a review that considers the following guidelines.
4. After considering the recommendation of the Personnel Committee, the Department Head is responsible for making the final decision.'

VI. Scheduling

1. Faculty will have input regarding their teaching schedules. A preference sheet will be distributed for such input by the Department Head at least once a year and communicated to the Scheduling Committee for input. Faculty will be allocated their required set of courses as their teaching load based on rank and seniority. It is the responsibility of the Department Head to make the Scheduling Committee aware of any newly available courses. The faculty may make adjustments to their original set of courses based on rank and seniority.
2. Summer Teaching Assignments – Each faculty member will list his/her preferred courses and rank each choice in order of preference on a form provided by the Scheduling Committee. Then, the courses will be assigned based on our rank and seniority policy, using the “Round Robin” approach. Based on rank and seniority, each faculty member is given his/her first ranked choice until the faculty list is exhausted. Next, the second round repeats using the same approach.
3. Overloads – for tenure-track/tenured faculty who desire to teach overloads, each semester’s overloads will be allocated based on qualifications, rank and/or seniority.

VII RELEASE TIME

The Dean and/or Department head shall openly communicate all positions that are tied to release time. All interested faculty shall be given equal opportunity to bid on the position.

VIII The standing committees and associated sub-committees will provide input to matters pertaining to IB, IMC, and SCM programs

IX Scope

This document shall not serve to alter, modify or otherwise supersede any provisions of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors nor shall any provisions herein detract from any right(s) of function(s) retained by or granted EMU or EMU-AAUP through the parties’ Master Agreement.

APPENDIX C

Release/Equivalencies due to accreditation specific to the College/Department/School

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”

MP 216: "Release Time: A faculty member may receive release from teaching (a teaching load less than 12 hours) as approved by the Department Head and the Dean. Release may be considered for a variety of duties and responsibilities such as, but not limited to:

MP 221: (5) compliance with work load standards established by external professional organizations and/or accrediting bodies; and, at the same time maintain a level of credit hour production consistent with University responsibility;

Accreditation-specific release:

Faculty in the College of Business receive 1 course (3 hours) release from teaching due to the research requirements of AACSB requirements. Other than scheduled double sections (described below), there are no equivalencies in the College.

<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.