

Eastern Michigan University  
*Office of Academic Human Resources*  
Memorandum

To: Fraya Wagner-March, Department Head  
Management

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 Management 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 Management

College of Business

Date of Last DID Revision: December 19, 2016

## APPROVALS:

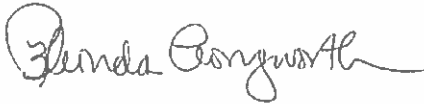


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Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



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Provost and Executive Vice President

12/19/16

(Date)

## Department of Management

# INPUT DOCUMENT

**Faculty Approved Revisions of December 4, 2015**

**Supersedes document of November 14, 2012**

The Department Input Document specifies the structure, functions, and election procedures for faculty input regarding the governance of the Management Department. These specifications are subject to the AAUP/EMU agreement provisions. . References to “faculty” refer to Management Department members of the bargaining unit as defined in the AAUP Contract.

### **I. Committee Structure & Membership Requirements**

The Department will have five input committees: the Personnel Committee, the Advisory Committee, the Instructional Effectiveness Committee, the Research Committee and the Scheduling Committee. Each committee will have no more than four and not less than three members. Members for all committees will be elected at large from the faculty. There are no membership restrictions for the Advisory, Instructional Effectiveness, Scheduling or Research Committees. However, those faculty elected to the Personnel Committee must be tenured and must not be applying for promotion during their term of office. There are no restrictions for consecutive years of service as requirements for committee membership.

#### **A. Functions and Responsibilities**

All committees must distribute meeting minutes to all faculty or provide interim reports of committee results twice a year, at a minimum.

#### **1. Personnel Committee**

The duties of the Personnel Committee will consist of the following activities:

- Provide input for departmental human resources planning and implementation (recruiting, pre-screening, and interviewing faculty). This input will include what positions should be requested.
- Select Search Committee members, in conjunction with the Department Chair. The Search Committee will be responsible for conducting searches for new faculty and interfacing with candidates and the department, which includes collecting input from all faculty on final candidates brought to campus and conducting a faculty meeting where the Search Committee will make a recommendation and record the faculty vote. The recommendation and vote will then be presented to the Department Chair. Input on service rank credit will also be collected and a faculty vote recorded.

- Evaluate [tenure-track] candidates for reappointment, tenure, promotion, awards or special recognitions, leaves of absence or sabbaticals, etc. The committee is bound by provisions of the Department Evaluation Document and the EMU/AAUP collective bargaining agreement.
- Conduct Department Head evaluations in accordance with the EMU-AAUP Master Agreement
- Conduct Department Head Searches:
  - Determine composition of the search committee, which shall include at least one Personnel Committee member
  - Identify and screen candidates using criteria developed by the search committee
  - Prepare recommendations for the Dean based on faculty prioritization of candidates

## 2. Advisory Committee

The duties of the Advisory Committee will consist of the following activities:

- Provide proactive and reactive input in the form of advice and recommendations to the department head in all matters relating to departmental administration and finance.
- In conjunction with the Department Head, prepare agenda for and call at least one faculty meeting a semester.
- Canvass all faculty for interest in serving on committees [(including vacancies that might occur mid-year)], construct [secret] ballots for committee elections, count ballots, and formally report results to faculty.
- Review Travel Policy, as needed, and provide input to Department Head
- Evaluate Applicants for Departmental Scholarships
- Solicit input from faculty for College of Business awards in teaching, research and service and recommend awards to Department Head.
- Solicit input from faculty for departmental awards in teaching, research and service and recommend awards to Department Head.
- Organize departmental retreats, in conjunction with other relevant individuals on an as-needed basis.

### **3. Instructional Effectiveness Committee**

The duties of the Instructional Effectiveness Committee will consist of the following activities:

- Determine curriculum needs for Management Department and/or implement changes based on needs identified by the committee in planning or review processes.
- Receive and consider input from faculty regarding curricular issues.
- Ensure an orderly review process for course revisions, new courses, and other changes in curriculum within the department [and monitor these items as they progress] throughout the university.
- Work with college level curricular committees (COBACC, CIMBAC, and International) on continuous improvements.
- Meet with program and course coordinators to seek input and review objectives and issues
- Host at least one brown bag event a year on teaching/instructional effectiveness.
- Lead the effort to reach faculty consensus on competencies for all graduate and undergraduate courses.
- Review and update feedback systems to enhance instructional effectiveness.

### **4. Research Committee**

The duties of the Research Committee will consist of the following activities:

- Encourage faculty research activities by identifying and publicizing opportunities for research and publication.
- Celebrate faculty research and promote faculty scholarship through publicizing faculty research results and works in progress.
- The chairperson of the Department Research Committee will serve as the departmental liaison to the College of Business Research Committee.
- Sponsor at least one brown bag each semester on research and/or grants.

### **5. Scheduling Committee**

The duties of the Scheduling Committee will consist of the following activities:

- Conduct faculty survey of teaching preferences and make recommendations to the Department Head for staffing courses.
- Provide input on teaching overload policies.

**B. Election Process, Term of Service, and Replacement/Recall Provisions**

The section details the staffing issues related to the departmental committees:

- Advisory Committee will canvass all faculty for interest in serving on all committees, and will determine nominee eligibility for Personnel Committee.
- Elections will occur in April with the term of service one year from the beginning of summer term until the end of the following winter term..
- Elections will be held in two waves. First, nominations and elections for the Personnel Committee will be conducted; second, nominations and elections for the remaining committees will be conducted.
- Ballots will be provided to faculty in mailboxes first for the Personnel Committee election. The Departmental Secretary will accept completed ballots and check off names. One informal reminder (e.g., via e-mail note) will be provided for those not returning ballots. On the stated deadline, the current Advisory Committee and the Department Head will tally ballots.
- The Advisory Committee will inform faculty by written memo of the election results for the Personnel Committee. The Advisory Committee will canvass faculty who ran for but were not elected to the Personnel Committee in order to assess interest in running for the Advisory, Instructional Effectiveness, Research and Scheduling Committee.
- Ballots will be provided to faculty in mailboxes for the Advisory, Instructional Effectiveness, Research and Scheduling Committee election.
- Faculty will return ballots to the departmental secretary. One informal email note will be sent to remind those not returning ballots.
- The Advisory Committee and the Department Head will count ballots for Advisory, Instructional Effectiveness, Research and Scheduling Committees and communicate the results to faculty by written memo and e-mail. Each newly elected committee will decide among themselves the chair of their committee.
- Ballots will be kept in the Department files until the next election. If a committee member resigns from a committee, the faculty member with the next highest number of votes will be asked to finish the term of the

resigning member. If that faculty member no longer wishes to serve on the committee, the Advisory Committee will canvass all faculty for interest and conduct an election for a faculty member to finish the term.

- In the event that two-thirds of the department faculty approve in written petition for the removal of an elected member of any committee, that member's term of office shall terminate upon submission of the petition and s/he shall be replaced in a timely manner according to the provisions dealing with resignations which is described above. The member shall be replaced according to the provisions dealing with resignations which is described above.

## **II. Scheduling**

Faculty will have input regarding their teaching schedules. At least once a year, the Scheduling Committee will distribute a preference sheet for such input. Any additional input mechanisms will be determined by the Department Head and any procedures for these mechanisms will be communicated in writing to the faculty.

## **III. Scope**

The 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 the University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

## **IV. Input Procedure for Summer Teaching Rotation Schedule for Faculty**

When an overload course becomes available, this language is intended to clarify the process and general guidelines for providing input by the scheduling committee to the department head on Management course assignments, schedules, and teaching loads, including overloads.

### **PROCESS:**

- 1) Initial Summer teaching rotation shall be based on the following criteria:
  - a. Tenure-track faculty shall have priority of rotation within the discipline.
  - b. Among tenure-track faculty, the higher rank shall have priority for rotation
  - c. Among faculty with equal rank, rotation shall be based on the following criteria and in the following order:
    - i. Length of service in rank
    - ii. Total length of service at EMU
- 2) A second course may be made available if every tenure-track faculty who requested a teaching assignment in the summer session has one course.
- 3) This policy is based on the principle of equity and recognizes faculty expertise and qualifications.

- 4) The Department Head will inform program coordinators (where applicable) and faculty of the date by which proposed summer schedules are due.
- 5) The Department Head, in consultation with the program coordinator (where applicable) and with input from the program area faculty, will prepare a list of program courses (not special topics courses) that should be offered in the summer sessions. This list will be distributed to all program area members.
- 6) In a regularly scheduled program area meeting, faculty members will bring requests to teach two courses, for which they are qualified, from this list. Proceeding in order of seniority (from most to least), faculty members will be given their first choice.
- 7) After all program faculty members have submitted a request for one course, and if there are unstaffed courses, the coordinator (where applicable) will return to the beginning of the seniority list and faculty members will submit their second course request until the summer schedule is complete.
- 8) During subsequent summers, #4 and #5 will be repeated, beginning with the next faculty member. If there are unstaffed courses after all faculty have submitted their request for one course, the faculty members who did not receive 20% the previous year, will have first choice at selecting a second course. This is a continuous process.
- 9) Faculty members may choose to pass when submitting request(s). If faculty members pass by yielding to a more experienced faculty member, that faculty member will retain the same position on the next rotation list. If a faculty member volunteers to pass for other reasons, the next rotation list will be continued as if that faculty member had selected a course.
- 10) If there is an unstaffed course in a program area, a faculty member from another program area who does not have 20%, will be able to request that course with program area approval.
- 11) It is the responsibility of the Department Head to maintain summer rotation records.

#### **VI. Input Procedure for Granting Overloads during Fall and Winter Semesters (Restricted to one per Semester without Dean's Approval).**

This language is intended to clarify the process and general guidelines for providing input by the scheduling committee to the department head on one overload course assignment per requesting faculty per semester during Fall and Winter semesters. To provide this input the scheduling committee will follow the above mention summer teaching rotation criteria a, b, and c.

#### **VII. Policy Statement on Assessing Prior Experiential Learning**

This section outlines the process for assessing prior experiential learning in the Department of Management.

#### **PROCESS:**

1. Faculty in the Department of Management who teach in the department's content areas (Organizational Behavior, Human Resource Management, Communication, Policy, and General Business) will volunteer to be available to evaluate students' portfolios to assess prior experiential learning.
2. A students interested in having his/her portfolio evaluated will



complete a form with the following information: name, student number, address, telephone number, course for which she is seeking credit, and a brief description of why this experience equates to class credit.

3. The Department Head will assign the student to a faculty member.
4. The faculty member will evaluate the portfolio, write a brief report indicating how (if at all) the student's experience demonstrates the course's knowledge or skills objectives, and provide the student and the Department Head with a copy of the report outlining the rationale for the assessment.

## 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.