

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Alexandria Oakes, Department Head
Physics and Astronomy

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 Physics and Astronomy 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 Physics and Astronomy

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

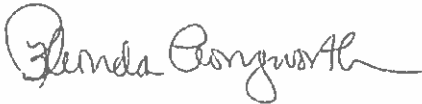
APPROVALS:



12/19/16

Assistant Provost & Assistant VP for Administration

(Date)



12/19/16

Provost and Executive Vice President

(Date)

DEPARTMENT OF PHYSICS AND ASTRONOMY FACULTY INPUT DOCUMENT

This faculty input document of the Department of Physics and Astronomy is designed to facilitate departmental decision-making through faculty participation in governance as per contractual provision for "meaningful faculty involvement in the area of selection and evaluation of faculty members, curricular development, and utilization of financial resources." Nothing in this document is meant to alter, modify, or supersede any provisions of the master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors (EMU-AAUP). Nothing in this document shall be interpreted as preventing the Department Head from consulting with individual faculty members or groups of faculty members as she/he deems appropriate in carrying out her/his duties

I. STANDING COMMITTEES

The faculty involvement in governance will be realized and channeled through three standing committees:

1. Personnel and Finance Committee (P&F),
2. Instruction Committee,
3. Grade Grievance Committee.

A. Committee Structure

Each of the three standing committees shall consist of three (3) regular faculty members (persons employed in the bargaining unit EMU-AAUP) and one (1) alternate for a three-year term on a staggered basis so that one term expires each year. The Grade Grievance Committee shall also have two (2) student (one undergraduate and one graduate) members appointed each year by the Department Head in consultation with the faculty members on the Grade Grievance Committee. No member of the Personnel and Finance Committee shall be eligible to be reelected; however, a member may serve any number of non-consecutive terms.

The Department Head shall be an ex-officio (non-voting) member of the P&F and Instruction Committees. She/he shall be entitled to participate in all committee proceedings except on the occasions where the EMU-EMU/AAUP Contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports.

B. Nominations and Elections

Nominations for expiring terms on standing committees shall be conducted at the first regular meeting of the department during the fall term and shall be announced to the faculty at least fourteen (14) days in advance of the vote. Nominations may be made in writing to the Department Head (and simultaneously informing the faculty) by any regular department faculty member five days prior to the meeting at which elections are held. Nominations may also be taken from the floor at the time of the election.

Elections shall be by secret ballot. The candidate who receives a majority vote of the regular department faculty shall be elected. In the event no candidate receives a majority, the candidate receiving the fewest votes shall be dropped from the nominees and the vote retaken. This procedure shall be repeated until only one candidate secures a majority. In the event of a tie, the Department Head will cast a tie-breaking vote.

C. Operational Guidelines

In the first committee meeting after the elections, each committee will elect a chairperson and if necessary, a secretary. Meetings of a committee shall be scheduled, as needed, by the chairperson or by the Department Head with a notice at least two (2) days in advance of the meeting. Agenda items may be proposed by any regular faculty member of the department. All faculty members shall be allowed to attend committee meetings unless discussion or action involving personnel is taking place.

Conflict(s) of Interest

If a committee member has a personal or professional conflict of interest in a matter to be reviewed by the committee (e.g. she/he is to be evaluated for reappointment, tenure, promotion, etc.), that member shall be replaced by the alternate. If the alternate has such a conflict of interest the faculty shall elect a temporary alternate or alternates to review the matter at issue.

Recalls and Vacancies

A faculty member of any department standing committee is subject to removal from that position by a majority vote of the regular department faculty members. The notice of a recall-vote meeting shall be served at least one (1) week prior to the meeting. The proposal for a recall vote may be brought by the Department Head or by a majority of faculty members through a written petition.

Should a position on any of the standing committees become vacant, the designated alternate shall serve until the next regular department election for such a position, at which time a replacement shall be chosen for the remainder of the term of the position. Should further vacancies occur, a meeting of the department faculty be called within two (2) weeks to fill the vacant seat. A simple majority of the regular department faculty members shall be sufficient to elect replacements.

II. SCOPE OF RESPONSIBILITIES

Personnel and Finance Committee

The Personnel and Finance Committee shall advise the Department Head on personnel, finance, and resource issues, including but not limited to the following:

- A. Evaluation for purposes of appointment, reappointment, tenure, promotion, participation in graduate programs, and professional performance evaluations of faculty.
- B. Evaluation of the professional responsibilities of the faculty, including teaching, advising, orientation, participation in service activities, keeping posted office hours, participation in ceremonial academic functions, limits on outside professional work, keeping up-to-date in one's specialization, research and/or scholarly creative activities, attending and/or organizing conferences/meetings.
- C. Establish and review course load responsibilities for new hires and probationary and tenured faculty. Establishment and review of general academic credentials and job description for appointment of instructors in Continuing Education and Lecturers. Review and/or update methods of evaluation of all department personnel and criteria for tenure and promotions specified in the Faculty Evaluation Document of the department.
- D. Establish equivalency credits for workload issues including but not limited to: laboratory contact hours, graduate teaching, independent study/thesis advising, research/grant-proposals, student advising, writing intensive courses, introductory versus advanced courses, and small versus large enrollment courses, and the number and the level of preparations involved.
- E. Evaluation of faculty files for the purposes of faculty review. Triennial review and evaluation of the performance of the Department Head and recommendations to the Dean as described in the EMU-EMU/AAUP Master Agreement.
- F. Oversight and evaluation of teaching schedules and priorities in the department and Continuing Education throughout the year including faculty rotation in spring/summer course offerings.
- G. Budget requests and the distribution of available funds, including SS&M, student help/work study, travel funds, and instructional equipment.
- H. Establish space-use policies and recommend space assignment.

Instruction Committee

The Instruction Committee shall advise the Department Head on curriculum and instructional issues affecting the department, including but not limited to the following:

- A. Develop and recommend curricular goals, review and recommend potential new programs, and evaluate the effectiveness of current programs.
- B. Recommend course changes, new course adoptions, and course deletions.
- C. Recommend policy on the scheduling and sequencing of classes and of course offerings in the department and Continuing Education throughout the year. Develop policy on class sizes and overrides. Advise P&F committee on teaching-load equivalencies.

- D. Monitor academic standards with respect to new course provisions or modifications of existing courses. Coordinate tutorial programs in liaison with the Holman Learning Center.
- E. Review grant proposals involving changes to curricula.

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 related matters.

III. OTHER COMMITTEES

The following committees and/or coordinators may be appointed by the Department Head at the fall organizational meeting. The members shall be chosen by expression of interest and subsequent approval by a majority vote.

Graduate Committee shall handle graduate student affairs. The committee shall have at least two members. One of them will serve as Graduate Coordinator.

Honors and Awards Committee shall handle selection of recipients of scholarships and awards and organize the honors event.

Colloquium Coordinator shall organize a departmental colloquium series and arrange for speakers.

Lunch-Time Physics coordinator shall organize Lunch-Time Physics activities.

Ad hoc Committees

The Department Head may create ad hoc committees (such as for program review, assessment, etc.) and appoint committee members except in the following cases:

1. A majority of the department faculty request that the committee members be elected.
2. The purpose of the committee is to search for a candidate to fill a tenure track faculty vacancy or a Department Head vacancy. (Search Committee)

Search Committee (ad hoc)

The field of specialization for the vacancy shall be decided in a faculty meeting by a two-thirds majority vote before the search is authorized. There shall be four members on the Search Committee: a member of the P&F committee selected by the P&F committee, a member appointed by the Department Head, and two members

elected by a secret ballot in accordance with section I.B. At least two of the search committee members should have some level of expertise in the specialized field of search if possible.

The Search Committees shall operate in accordance with the guidelines under section I.C above with the following changes:

1. The Department Head (acting or permanent) shall not be an ex-officio member of a Department Head Search Committee unless invited by that committee.
2. Except where privacy rights may be violated, all faculty shall have access to all data used in Search Committee deliberations.
3. The Search Committee shall be responsible for developing drafts of advertisements announcing the vacancy, establishing search criteria, developing and executing the screening process, and submitting a recommendation to the department faculty. By simple majority vote at any department faculty meeting, the department faculty can require its approval at any stage of the search process. The final departmental faculty recommendation for a candidate to fill the vacancy requires a two-thirds majority vote at a departmental faculty meeting.

IV. DEPARTMENT MEETINGS

The Department Meetings provide a platform where recommendations of the P&F, Instruction, and other committees except those relating to reappointment, tenure, and promotion, as governed by the EMU-EMU/AAUP contract, shall be submitted to the regular faculty members of the department for an advisory vote. The faculty may revise recommendations before passing them on to the Department Head. To table the recommendations indefinitely would require a two-thirds majority vote.

There shall be no less than one department meeting in each of the fall and winter semesters. Department meetings shall be scheduled by the Department Head at times she/he deems appropriate; upon 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.

A. Notice

At least seven (7) days prior to a department meeting held for the purposes of soliciting faculty input, the date, time, place and agenda of the meeting shall be posted by the Department Head in a prominent place in the department and communicated by e-mail 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 the P&F, Instruction, or the Search Committee agree in writing that circumstances require a waiver of the usual notice requirements. In the event a non-emergency item requiring faculty input is brought to the faculty, despite its not having been included on the pre-published agenda, any faculty member shall have the right to have the discussion tabled until a subsequent meeting.

B. 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 sending a request to the Department Head at least forty-eight (48) hours prior to the scheduled meeting.

C. Proceedings

The Department Head, or his/her designee, shall preside at department meetings. The proceedings shall be governed by Robert's Rules of Order. A quorum shall consist of at least three fifths of the regular faculty in the department. Only regular faculty members are eligible to vote. Other physics and astronomy staff may attend the meetings, unless objected to by a majority faculty vote.

D. Minutes

The Department Head shall assign regular faculty members the responsibility for taking minutes at department meetings on an alphabetically rotational basis. Minutes of meetings shall be distributed to the department faculty via e-mail within a reasonable time period, but certainly before the next faculty meeting.

VI. RELEASE TIME

When the administration offers a release per the EMU-AAUP contract for administrative-related tasks, the Department Head shall provide notice to all faculty of the proposed release.

All faculty within the department shall have opportunity to provide input about the job tasks associated with the release, the amount of release time, and length of term, and the Personnel and Finance Committee will produce a written job description based on this faculty input, which will be brought back to the faculty for vote. The Department Head will then invite faculty nominations for the position. The Personnel and Finance Committee shall oversee: the input process, vetting of the release, and voting of a faculty member appointed to it. The process shall again ensue at the time of the appointment expiration, including appointment extensions.

Once a faculty member is selected to fill the position, the Department Head, per the AAUP contract, shall provide the appointee with a letter of appointment that includes the vetted job description and term of appointment; all department faculty shall receive a copy.

VII. SUMMER TEACHING

The Department Head shall notify the faculty of anticipated summer teaching opportunities by January 15 of the year in which the summer course is to be run. Requests for summer teaching appointments from interested faculty must be provided in writing to the Department Head by February 1. Summer teaching assignments must be approved by the Department Head and shall be awarded beginning with faculty whose average summer load over the last five years is lowest, and working upward. Summer I and Summer II terms will be ranked separately. Beginning faculty will have zeroes entered for their terms prior to arriving at EMU, initially giving them higher priority for summer teaching. Externally awarded funding for summer research shall **not** count towards the summer load calculation.

VIII. 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.

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.
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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".
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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.**