

Eastern Michigan University  
*Office of Academic Human Resources*  
Memorandum

To: David Klein, Department Head  
Political Science

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 Political Science 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 Political Science  
College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

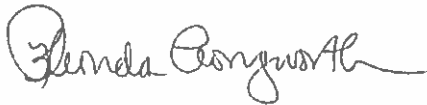
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

# **POLITICAL SCIENCE DEPARTMENT DEPARTMENT INPUT DOCUMENT**

## **ARTICLE I**

### **DEPARTMENTAL MEETINGS**

- 1) Department meetings shall be scheduled by the department head on his/her initiative or upon written request signed by a majority of the members of a department standing committee or by a majority of the department's tenured or tenure-track faculty members. There shall be no less than one department meeting each regular semester (fall and winter). A written request for a meeting, as prescribed above, must state the date, time, place, and purpose of the meeting requested.
- 2) 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 by the department head in a prominent place in the department and communicated in writing to all department faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice only when the department head and a majority of the members of a department standing committee agree in writing that circumstances require a waiver of the usual notice.
- 3) The agenda for department meetings shall be prepared by the department head or, in those instances where meetings are convened in response to requests from a department standing committee or tenured or tenure-track faculty members, as prescribed above, by the originators of the request. Additional items may be placed on the agenda of any meeting by tenured or tenure-track faculty members by written request submitted to the department head at least forty-eight (48) hours prior to the scheduled meeting and supported by the signatures of at least three (3) other tenured or tenure-track department faculty members.
- 4) The department head, or his/her designee, shall preside at department meetings. The proceedings shall be governed by Robert's Rules of Order.
- 5) The department head shall assign responsibility for taking minutes at department meetings on a rotating basis among all faculty members. Such minutes shall be made available to department members within a reasonable time period, normally one week.
- 6) Committees responsible for personnel or personnel-related matters shall have regular participation in their responsibilities by the alternate members. These committees are: Personnel and Finance Committee, department head search committees and faculty search committees.

**ARTICLE II**  
**COMMITTEES**

**SECTION A            Personnel and Finance Committee**

- 1) The Personnel and Finance Committee shall advise the department head on personnel and finance matters.
- 2) The committee shall consist of four tenured faculty members, three elected by secret ballot by the department's tenured or tenure-track faculty at the last ordinary meeting of the department during each winter semester. These three members shall serve three-year terms, staggered so that one term expires each year, and will not be eligible for reelection to consecutive terms. The fourth member shall serve as alternate, elected for a one-year renewable term following the election of the regular member(s).
- 3) The chairperson shall be elected by committee members and shall also provide liaison with the comparable college-wide committee.
- 4) The department head shall be an ex-officio member of the Personnel and Finance Committee, entitled to meet with the committee at all times except on those occasions where the EMU/AAUP Contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports.
- 5) That member of the committee, excluding the chairperson and the alternate, who is most junior on the committee, shall take minutes. Such minutes shall be made available to the members of the department within a reasonable time period, normally one week. Minutes pertaining to individual personnel shall be excluded from this requirement.
- 6) The alternate shall participate fully in committee responsibilities, attending committee meetings and participating in discussions, but shall not vote unless notified by the department head that a regular member of the committee is unavailable or cannot vote.
- 7) If, in the judgment of the department head or two committee members, a committee member has a conflict of interest, personal or professional, in a matter to be reviewed by the committee, that member shall be replaced by the alternate. If that alternate has such a conflict of interest, the department head shall appoint a temporary alternate or alternates to review that particular matter.
- 8) Meetings of the committee shall be scheduled, as needed, by the chairperson or by the department head. The date, time, place, and agenda of meetings shall be posted in a prominent place in the department and communicated in writing to all committee members by the initiator of the meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member or by other tenured or tenure-track faculty members.
- 9) The chairperson, or his/her designee, shall preside at meetings of the committee. Robert's Rules of Order shall govern the proceedings of the committee.

10) Advisory responsibilities of the Personnel and Finance Committee shall include but are not limited to the following:

***Personnel***

- a) Evaluation of professional responsibilities of faculty under the Department Evaluation Document (DED) for purposes of appointment, reappointment, tenure, promotion, professional performance evaluation, termination, or layoff.
- b) Review and give input of general academic credentials, job descriptions, and course load responsibilities for all new hires, including instructors in Continuing Education and lecturers as well as tenure-track appointees.
- c) Give input on overload policies in regular (Fall/Winter) terms and on teaching schedules and policies in Summer terms.

***Finance***

- d) The committee shall advise the department head and report periodically to the faculty regarding the department's budget requests and expenditure of funds available to the department, including SS & M and travel expenditures.

- 11) The committee shall elect from its membership one individual to serve as liaison to the Public Administration Committee to provide direct communication between the committees.
- 12) Any formal recommendation of the committee, except those relating to reappointment, tenure and promotion as governed by the EMU/AAUP contract, shall be submitted to the tenured or tenure-track faculty members of the department for an advisory vote.
- 16) The committee is responsible for conducting Department Head evaluations and reporting the results pursuant to the contractual process.

**SECTION B            Instructional Committee**

- 1. The Instructional Committee shall advise the department head on instructional and curricular matters.
- 2. The committee shall consist of four faculty members, three elected to three-year terms and one alternate elected for a one-year term. The committee may also include one student member. The faculty members shall be elected at the last regular meeting of the department during each winter semester. Three-year terms shall be staggered so that one term expires each year. Faculty committee members shall elect the chairperson. The department head shall be an ex-officio member of the committee.
- 3. The alternate shall participate only when a regular member is not available.

4. The student member shall be nominated by the officers of the department Pi Sigma Alpha chapter at the beginning of the fall semester for election by department faculty for service during the ensuing academic year.
5. That faculty member of the committee, excluding the chairperson and alternate, who is most junior on the committee, shall take minutes. Such minutes shall be made available to members of the department within a reasonable time period, normally a week.
6. Meetings of the committee shall be scheduled, as needed, by its chairperson or by the department head. The date, time, place, and agenda of meetings shall be posted in a prominent place in the department and communicated in writing to all committee members by the initiator of the meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member or by other department faculty members. The chairperson, or his/her designee, shall preside at meetings of the committee. Robert's Rules of Order shall govern the proceedings of the committee.
7. The committee shall advise the department head on all instructional and curricular developments and changes, including but not limited to research into potential new programs, evaluation of the effectiveness of current programs, sequencing of classes and of course offerings throughout the year, academic standards with respect to new course provisions or modifications of existing courses, tutorial programs, and override and class size policies.
8. The committee shall elect from its membership one individual to serve as liaison to the Public Administration Committee to provide direct communication between the committees.
9. In formal contractual matters relating to public administration, the committee shall seek the advice of the Public Administration Committee prior to submission of its formal recommendations.
10. Any recommendation of the committee concerning course and curricular development shall be submitted to the tenured or tenure-track faculty members of the department for an advisory vote.

## **SECTION C            Grade Grievance Committee**

- 1) The Grade Grievance Committee shall conduct student grade grievance proceedings pursuant to university student grade grievance procedures as necessary and advise the department head on grade grievance matters.
- 2) The committee shall consist of four faculty members, three elected to three-year terms and one alternate elected for a one-year term, and two student members. The faculty members shall be elected at the last regular meeting of the department during each winter semester. Three-year terms shall be staggered so that one term expires each year. Faculty committee members shall elect the chairperson.
- 3) Student members shall be nominated by the officers of the department Pi Sigma Alpha chapter at the beginning of the fall semester for election by department faculty for service during the ensuing academic year.

- 4) That member of the committee, excluding the chairperson, who is most junior on the committee, shall take minutes. Such minutes shall be made available to members of the department faculty within a reasonable time period, normally one week.

#### **SECTION D            Public Administration (PA) Committee**

- 1) The Public Administration Committee shall advise the department head on matters pertaining to department public administration programs. In formal contractual matters relating to personnel and finance and instruction, the committee shall respond in a timely manner to a request for advice from the Personnel and Finance Committee and the Instructional Committee. In all other matters, the committee shall advise the department head separately of the department Personnel and Finance Committee and the department Instructional Committee.
- 2) The committee shall elect from its membership one liaison representative to the Personnel and Finance Committee and to the Instructional Committees. In each case, that liaison representative may be a public administration faculty member who has been elected to those committees by the department faculty.
- 3) The committee shall consist of all tenured and tenure-track faculty members and full-time lecturers on the MPA program's NASPAA Faculty and Instructor Roster and the MPA Coordinator. The department head, a member of the Personnel and Finance Committee, and a member of the Instructional Committee shall be members ex-officio.
- 4) The Director of the Master of Public Administration Program shall chair the committee. Minutes shall be taken at each meeting by committee members on a rotating basis, and such minutes shall be made available to all members of the department within a reasonable time period, normally one week.
- 5) Meetings of the committee shall be scheduled, as needed, but not less than twice each fall and winter semester, by its chairperson, the department head, or by written request to either, signed by a majority of the faculty members of the committee. The date, time, place, and agenda of meetings shall be posted in a prominent place in the department and communicated in writing to all committee members by the initiator of the meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member or by other department faculty members.
- 6) The Public Administration Committee shall also function as an advisory committee to the Director of the Master of Public Administration Program with regard to all aspects of that program, and in an advisory role to departmental faculty with respect to a search for a faculty member in public administration. In this latter case, upon receipt of a recommendation by a Search Committee, and prior to departmental consideration of faculty candidates, the Public Administration Committee shall make a recommendation to the department.

#### **SECTION E            International Affairs (IA) Committee**

- 1) The International Affairs Committee shall advise the department head on matters pertaining to the department's international affairs program and relevant courses. The committee shall respond in a timely manner to a request for advice from the Personnel and Finance Committee and the

Instructional Committee on appropriate matters and advise the department head separately of the department Personnel and Finance Committee and the department Instructional Committee.

- 2) The committee shall consist of all tenured and tenure-track faculty members and full-time lecturers who teach international relations and comparative government courses. Committee members shall elect the chairperson of the committee. The department head, a member of the Personnel and Finance Committee, and a member of the Instructional Committee shall be members ex-officio.
- 3) Committee members shall also elect from its membership one liaison representative to the Personnel and Finance Committee and to the Instructional Committees. In each case, that liaison representative may be an international affairs faculty member who has been elected to those committees by the department faculty.
- 4) Meetings of the committee shall be scheduled, as needed, but not less than twice each fall and winter semester, by its chairperson, the department head, or by written request to either, signed by a majority of the faculty members of the committee. The date, time, place, and agenda of meetings shall be posted in a prominent place in the department and communicated in writing to all committee members by the initiator of the meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member or by other department faculty members.
- 5) Minutes shall be taken at each meeting by committee members on a rotating basis, and such minutes shall be made available to all members of the department within a reasonable time period, normally one week.
- 6) The International Affairs Committee shall also function in an advisory role to departmental faculty with respect to a search for a faculty member in international relations or comparative government. In this role, upon receipt of a recommendation by a Search Committee, and prior to departmental consideration of faculty candidates, the International Affairs Committee shall make a recommendation to the department.

#### **SECTION F            American Politics, Law and Theory (APLT) Committee**

- 1) The American Politics, Law and Theory Committee shall advise the department head on matters pertaining to the department's political science and public law programs and relevant courses. The committee shall respond in a timely manner to a request for advice from the Personnel and Finance Committee and the Instructional Committee on appropriate matters and advise the department head separately of the department Personnel and Finance Committee and the department Instructional Committee.



- 2) The committee shall consist of all tenured and tenure-track faculty members and full-time lecturers who teach political science, public law and political theory courses. Committee members shall elect the chairperson of the committee. The department head, a member of the Personnel and Finance Committee, and a member of the Instructional Committee shall be members ex-officio.
- 3) Committee members shall also elect from its membership one liaison representative to the Personnel and Finance Committee and to the Instructional Committees. In each case, that liaison representative may be an American politics, public law and political theory faculty member who has been elected to those committees by the department faculty.
- 4) Meetings of the committee shall be scheduled, as needed, but not less than twice each fall and winter semester, by its chairperson, the department head, or by written request to either, signed by a majority of the faculty members of the committee. The date, time, place, and agenda of meetings shall be posted in a prominent place in the department and communicated in writing to all committee members by the initiator of the meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member or by other department faculty members.
- 5) Minutes shall be taken at each meeting by committee members on a rotating basis, and such minutes shall be made available to all members of the department within a reasonable time period, normally one week.
- 6) The American Politics, Law and Theory Committee shall also function in an advisory role to departmental faculty with respect to a search for a faculty member in political science, public law and political theory. In this role, upon receipt of a recommendation by a Search Committee, and prior to departmental consideration of faculty candidates, the APLT Committee shall make a recommendation to the department.

## **SECTION G Awards Committee**

- 1) The Awards Committee shall advise the department head on matters pertaining to the awarding of scholarships, and to the recognition of students at the departmental reception (e.g., Students of the Year awards in the various subfields).
- 2) The committee shall consist of three members of the tenured and tenure-track faculty, with one representative on the committee from each of the three area committees (Public Administration, International Affairs, and American Politics, Law and Theory). Committee members shall be elected for three-year terms, staggered so that there will be one vacancy per year. There shall also be one alternate on the committee, elected for a one-year term.
- 3) The committee shall meet as needed to read scholarship applications and determine winners, as well as to consider candidates for departmental recognition.
- 4) Minutes shall be taken at each meeting by committee members on a rotating basis, and such minutes shall be made available to all members of the department within a reasonable time period, normally one week.

## **Section H Elections, Vacancies, Recall**

- 1) Any faculty member nominated for a position may decline to be a candidate. Members of departmental standing committees shall be elected by secret ballot at the last regular meeting of the department during each winter semester, with terms commencing at the start of the fall semester. No member of the department Personnel and Finance Committee shall hold such membership simultaneously with membership on the department Instructional Committee.
- 2) Should a position on any of the standing committees become vacant, the designated alternate shall serve until the next regular department meeting at which time a replacement shall be chosen for the remainder of the term of the position. A simple majority of department faculty members present and voting shall be sufficient to elect replacements to all committees with the exception of the Personnel and Finance Committee. A simple majority of the department's tenured or tenure-track faculty members present and voting shall elect replacements for the Personnel and Finance Committee.
- 3) A faculty member of any department standing committee is subject to removal from that position by the following procedure.
  - a) Within two weeks of receipt of a written petition signed by a majority of the tenured or tenure-track faculty members of the department and 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.
  - b) Notice of the meeting and of its purpose shall be communicated in writing to all department faculty at least one week prior to the meeting.
  - c) The faculty member cited shall be removed from the committee assignment in question if a majority of the department's tenured or tenure-track faculty members so vote.
- 4) 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 to be recommended to the Provost for approval in accordance with the provisions of the EMU/EMU-AAUP Master Agreement may be approved at a subsequent regular department meeting; a majority vote of the department's tenured or tenure-track faculty is necessary for ratification.
- 5) Voting by written, signed proxy ballot is permitted at regular department meetings for specific agenda items. Elections to staff committees or to hire personnel shall exclude discretionary proxy ballots. Proxies shall be dated and deposited with the department head or presiding officer.

## **SECTION I Search and Ad Hoc Committees**

- 1) Department head search
  - a) A screening committee for department head search shall be constituted as follows. The tenured or tenure-track faculty members of the department shall have an opportunity to nominate candidates

and elect 4 members to a department head search committee. The department head shall announce the opening of nominations for candidates to serve on the committee at least one week prior to a faculty vote. The names of nominees shall be posted and emailed as they are submitted. Once nominations have closed, the full list of nominees shall be posted in a prominent place in the department and emailed to all faculty. Election shall be by the department's tenured or tenure-track faculty by secret pre-printed ballot. Once the committee is selected, the members shall select their own chair.

- b) One or two student members may be selected to serve on the search committee if the department agrees by majority vote. The student member or members shall be nominated by the officers of the department Pi Sigma Alpha chapter at the request of the chair of the search committee for election by department faculty for service on the committee.
- c) The alternate shall participate fully in responsibilities of the committee, but vote on matters before the committee only in the absence of one of the other members of the committee.
- d) The search committee shall develop review and reporting procedures and provide these to the department faculty. All recommendations with respect to search committee procedures shall be submitted to the faculty for review. Should faculty wish to overrule a decision on procedures made by the search committee, a meeting of the faculty shall be called upon receipt by the department head of a written petition signed by at least three (3) members of the department faculty. The search committee shall provide the tenured or tenure-track faculty with a pre-printed ballot to select from among the finalists for the position of department head once the search process is complete.

## 2) Faculty search

- a) Whenever departments are eligible to submit requests for positions, the department head shall notify the department of the process and deadline. The department head will consult the Personnel and Finance Committee about options and consider their input and that of the faculty in submitting requests to the dean.
- b) When the department is in a position to hire a new tenured or tenure-track faculty member, a search committee shall be established in the following manner. The department head shall propose a search committee of tenured or tenure-track faculty predominantly in areas of expertise with respect to the new position, and this committee shall be approved by a pre-printed ballot vote of the tenured or tenure-track faculty. Once the committee is selected, the members shall select their own chair.
- c) The MPA Director is eligible to serve on a search committee for public administration faculty position.
- d) One or two student members may be selected to serve on the search committee if the department agrees by majority vote. The student member or members shall be nominated by the officers of the department Pi Sigma Alpha chapter at the request of the chair of the search committee for election by department faculty for service on the committee.

- e) The alternate shall participate fully in responsibilities of the committee, but vote on matters before the committee only in the absence of one of the other members of the committee.
  - f) The search committee shall develop review and reporting procedures and provide these to the department faculty. All recommendations with respect to search committee procedures shall be submitted to the tenured or tenure-track faculty for review. Should faculty wish to overrule a decision on procedures made by the search committee, a meeting of the tenured or tenure-track faculty shall be called upon receipt by the department head of a written petition signed by at least three (3) members of the department's tenured or tenure-track faculty.
  - g) The search committee shall provide the tenured or tenure-track faculty with a pre-printed ballot to select from among the finalists for the faculty position once the search process is complete.
- 3) Ad Hoc committees may be proposed by the department head on his/her own initiative or in response to a proposal from any department faculty member. Prior to the establishment of any such committee, the department head shall present the proposal at a department meeting for a vote by the department's tenured or tenure-track faculty. The proposal is to include the name, purpose, responsibilities, proposed membership, and length of service of the committee.
- 4) Every five (5) years from the date of final university approval of this DID, the department head shall propose to the faculty the appointment of an Ad Hoc Committee to Review the DID for its compliance with the EMU-AAUP Master Agreement and Department practices. The proposal should be in compliance with Part 3 above as to necessary elements, and upon creation, the Ad Hoc Committee shall review the DID to determine whether changes are necessary, and if so revise and submit the revised DID to the faculty for a vote. When the faculty have approved the revised DID, the Head shall submit the DID for approval as provided for in the EMU-AAUP Master Agreement.

## **SECTION J Faculty Participation in an Advisory Role**

- 1) Input limited to tenured or tenure-track faculty, primarily related to personnel and curriculum matters, is indicated explicitly. In other cases, full-time lecturers in the department have an advisory role.
- 2) Faculty liaisons and student committee members shall serve in an advisory role. The presence or absence of liaisons and student committee members shall not alter the normal activities of the committees on which they serve.
- 3) Written input from the aforementioned committees in the form of minutes and other formal reports shall be submitted to the department head in a timely manner.

## **Article III**

### **ADDITIONAL TEACHING OPPORTUNITIES**

#### **Section A Summer Teaching**

A rotation shall be established for scheduling. Priority in the rotation is based on the number of courses taught the previous summer. Each person is offered one course if available. A second course is offered based on the availability of funding and scheduling needs. Those with 0 courses the previous year shall have first priority, followed by those who taught 1 and then those who taught 2. If there is a tie based on the previous year's data, it is broken by continuing back in time through the data. When one of those in the tie has a year with fewer spring or summer classes, that person is ranked higher than those remaining in a tie.

As hired, new faculty go to the top of the rotation and are entitled to be at the top of the list in their first year, but they follow the policy thereafter. Like new faculty members, administrators who return to the department start with the equivalent of 0 courses from the previous year, thus giving them the right to be at the top of the list in their first year back in the department.

#### **Section B Overload Teaching**

When it becomes necessary to cover classes for unforeseen reasons (e.g., instructors' illness, receipt of a grant), faculty members already teaching a full load may be considered for overload to replace the person originally assigned to a class. Under such circumstances, the department shall put out a general call for a replacement, specifying the expertise required and the deadline for expressing interest. The department head shall consult with the Personnel and Finance Committee before making an offer to a replacement. Faculty members teaching a full load do not have a right of first refusal in such situations, however.

## **ARTICLE IV**

### **RELEASE TIME**

#### **Section A Release Time**

Whenever there is the possibility of release time for extraordinary service, the department head shall put out a general call explaining the tasks to be performed, the amount of release, and deadline for applying. The department head shall consult with the Personnel and Finance Committee before making an offer of release time.

## **ARTICLE V**

### **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 Chapter of the American Association of University Professors, nor shall any provision in this document detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

#### Document history:

Approved by Political Science Department faculty on October 14, 2016 by a vote of 13-0, with no abstentions.

(Previous revisions to DID approved September 1990, November 2002, November 2010, March 2011, and March 2015)

## 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, require 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, require 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.

<b>Contact Hours</b>	<b>1 contact hour = 1 credit hour towards load</b>	<b>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.</b>
<b>Field-based and/or Academic Service Learning (ASL) courses</b>	<b>+1 hour</b>	<b>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".</b>

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 equivalency 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.**