

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Carol R. Freedman-Doan, Department Head
Psychology

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 Psychology 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 Psychology
College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

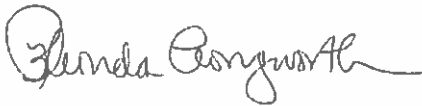
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

October 2015

Department Input Document
Psychology Department

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

Department Meetings:

Department meetings shall be held monthly during the Fall and Winter semesters. Department meetings are chaired by the Department Head. Items may be placed on the agenda or special meetings called by petition from the faculty. Lecturers who are part of the EMU-FT bargaining unit shall be permitted to attend regular meetings of the full time faculty in *an ex officio* capacity (non-voting).

Each committee, by majority vote of its members and individuals responsible for departmental affairs, shall report its recommendations regarding policy changes and major decisions at the department meetings for final determination.

Standing Committees:

The Personnel, Instruction, Finance, and the four Graduate committees (Doctoral, Clinical-Behavioral M.S., General Clinical M.S., and Experimental M.S. committees) each consist of tenure-track Faculty Members, one of whom is the chairperson. Changes in the structure or function of the Personnel, Instruction, Finance, or Graduate committees may be recommended at the department meetings. If approved, the change(s) must be additionally approved in writing by the Provost and Executive Vice President of Academic and Student Affairs before they can go into effect. The members and chairperson of each committee serve for at least one year and are elected by the faculty at a department meeting (the same procedure holds true for representatives to College/University committees). The Department Head or any faculty member may include items on the agenda of a committee by informing the chairperson of that committee in a reasonable time before the meeting.

The Department Head has the right to attend any Department committee meeting in *an ex officio* capacity (non-voting). The sole exception to this is when the Personnel committee meets on issues for which the EMU/AAUP contract requires a report that is independent of the Department Head's report.

The meeting of each committee is open to any faculty member of the Psychology Department who wishes to participate in *an ex officio* capacity (non-voting), with the exception of certain closed Personnel meetings that are restricted solely to members of the Personnel Committee. Any faculty who wishes to submit an issue to be discussed in a committee meeting may do so at a department meeting.

It is understood that nothing in this document shall be interpreted as preventing the Department Head from consulting with individual faculty members or groups of faculty members if he/she deems it appropriate to do so in carrying out his/her duties. However, it is also understood that such informal consultation shall not be construed, at any time, as faculty input as defined by the EMU/AAUP contract.

Recall Provision:

If the majority of the members of any departmental committee believe that one of its members is not fulfilling his/her responsibility to the committee, then the committee may choose to bring this matter to the attention of the faculty at the monthly department meeting. If the majority of all full-time faculty in the department vote to recall that member from the committee, she/he will be removed from any further responsibility and another faculty member will be chosen as a substitute for the remainder of the academic year.

PERSONNEL COMMITTEE

1. Scope of Personnel Committee:

The Personnel Committee shall be concerned with personnel evaluations as required by the Department Evaluation Document (DED) and EMU-AAUP Master Agreement as well as with recommendations regarding the initiation and alteration of policy in the following areas:

- a. Appointment and Reappointment
- b. Tenure
- c. Promotion
- d. Professional Performance Evaluations
- e. Hiring policy for part and full time lecturers
- f. Granting of release time to faculty by the Department Head, except for release time decisions for program coordination, for which input is given by the respective graduate committee (described below).
- g. The Departmental Evaluation and Input documents

The Personnel Committee shall review the DID every five years for its compliance with the EMU-AAUP Master Agreement and Department practices. It shall report the results of its

review to the Department. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and Article XIII of the EMU-AAUP Master Agreement.

h. The search, screening, and evaluation of Department Head candidates

The Personnel Committee will develop the position description, screening and interview materials, and evaluation forms for Department Head candidates. The Personnel Committee will bring its recommendation to the Faculty for a formal vote that will be forwarded to the Dean for consideration.

i. The evaluation of the Department Head

2. Structure:

The Personnel Committee shall have the following composition: Three Full Professors, two Associate Professors, and one Assistant Professor. In the event there are insufficient members at a given rank to meet these requirements, the committee will substitute faculty at the next highest rank. The chairperson will automatically be considered one representative from his/her rank.

3. Procedures Regarding Evaluation Decisions:

- a. Decisions made by the Personnel Committee will normally constitute the recommendations of the Faculty of the Department. In the event that a Faculty Member is in disagreement with a recommendation, he/she will have the right to appeal in the following order: (i) to the Personnel Committee itself, or (ii) the Department as a whole. These procedures are independent of the grievance procedures outlined in the EMU/AAUP contract.

INSTRUCTION COMMITTEE

1. Scope of Instruction Committee:

The Instruction Committee shall be concerned with recommendations regarding the initiation and alteration of policy in the following areas:

- a. New courses, course modifications, etc. Proposals are presented on the standard forms to the committee. They must be approved first by the committee and then by the Department as a whole, before being recommended by the Faculty to the Department Head.
- b. New programs, Major and Minor requirements, cutbacks due to financial exigency, etc. They must be approved first by the committee and then by the Department as a whole, before being recommended by the Faculty to the Department Head.

- c. Periodic evaluation of programs, group requirements, etc. Periodically, subcommittees are formed to evaluate specific programs with a view toward recommending such changes as may be necessary to update or improve the instructional program.
- d. Class size and override policies
- e. Recommendations concerning undergraduate course assignments.
- f. Recommendations concerning semester course schedules.
- g. Recommendations concerning teaching overload policies and assignments.
- h. Summer Teaching Rotation Policy. Recommendations concerning allocation of Summer teaching assignments to those who request summer teaching her faculty. The initial list is determined by seniority (highest-lowest). Each faculty member will be assigned at least one course before second assignments are made. If a faculty member defers Summer teaching, they will be prioritized for teaching assignments the following Summer. (Note: Faculty who receive summer funding through grants, will be prioritized for the following summer as well).
- i. Other matters. Other areas for recommendations include (i) guidance to Majors and Minors, (ii) academic standards, (iii) teaching and learning resources, (iv) transfer credits,
- j. (v) stimulation of research.

2. Structure:

The Instruction Committee consists of a minimum of four tenure-track faculty members, one of whom will serve as the representative of the Graduate Programs (i.e., a standing member of either the Doctoral, GC MS, CB MS, or Experimental Graduate Committee). The chairperson may come from any rank. Lecturers in the EMU-FT bargaining unit shall be permitted representation on the standing Instruction committee of the department as *ex officio* (non-voting) members. They are not eligible to serve as chair of the committee. No more than two lecturers may serve as committee representatives. Lecturers shall be permitted to serve on ad hoc departmental committees related to instruction, and to represent the department at university functions and activities that are instruction related, such as recruiting, advising and retention.

FINANCE COMMITTEE

1. Scope of Finance Committee:

The Finance Committee reserves the right to:

- a. Recommend priorities for budget allocations.

- b. Recommend how Service, Supplies, and Materials (SS&M) money will be spent.
 - c. Monitor the expenditure of all department funds.
 - d. Study the Graduate and Undergraduate Assistantship, College Work-Study, Student help, and Equipment allocations and recommend policies regarding expenditures in each category.
 - e. Keep the faculty informed about departmental financial matters.
 - f. Periodically survey the faculty on how departmental funds should be spent.
 - g. Recommend decisions regarding special faculty requests for equipment, supplies, travel, etc.
 - h. Make recommendations to faculty concerning space allocations in the department.
2. Structure:

The Finance Committee consists of a minimum of three faculty members. The chairperson may come from any rank. The Finance Committee will meet with the Department Head once a month to analyze the budgets and review requests for funds.

GRADUATE COMMITTEES

1. Scope of Graduate Committees:

The Graduate Committees shall be concerned with coordinating curricular matters regarding graduate education among the various graduate programs and making recommendations regarding the policy in graduate programs. The Graduate Committees each make recommendations to the Instruction Committee if they wish to suggest changes in domains that fall within the scope of the Instruction Committee, as delineated above. If the Graduate Committees wish to make changes that do not involve matters pertaining to Instruction, they will make those recommendations directly to the Faculty at monthly Faculty Meetings. The Graduate Committees make recommendations to the Department Head regarding release time for their respective program coordinator positions.

2. Structure:

There shall be four Graduate Committees, one to oversee the policies, procedures, and curriculum associated with each of the four graduate programs:

The Doctoral Training Committee

- a. The Doctoral Training Committee shall be responsible for oversight of the Ph.D. program in Clinical Psychology.

- b. The Doctoral Training Committee will consist of the Director of Clinical Training (DCT) of the Ph.D. program, the Program Coordinators of the GC MS and CB MS Programs, the Psychology Clinic Director, all faculty defined as “core clinical faculty” for APA accreditation purposes, all faculty who are chairing doctoral student theses and dissertations, and at least one doctoral student representative elected by the graduate students and approved by Department Head; the student representatives shall not participate in matters involving student evaluation, discipline or other confidential matters.
- c. The Director of Clinical Training (DCT) will be selected by the Doctoral Training Committee and approved by the Department Head. The DCT must have credentials and expertise consistent with the Clinical Psychology Doctoral program’s mission and goals.
- d. The Committee shall select one of its faculty members to serve as chair; the chair position will typically rotate among members. Typically, the DCT will serve as the Doctoral Committee Chair, but this is not mandatory.
- e. The Committee may seek input from any individuals it deems relevant to issues under deliberation.
- f. A subcommittee on admissions to the Ph.D. program will be formed annually to review applications for admissions, evaluate applications on the basis of criteria established by each subcommittee, and make recommendations for admissions. Any faculty desiring a graduate fellow for the coming academic year must serve on the Admissions Committee; any member of the Doctoral Training Committee can serve if they so choose.

The General Clinical (GC) MS Committee

- a. The GC MS Committee will consist of the coordinator of the GC MS Program and all faculty designated as core GC MS faculty members.
- b. The coordinator of the GC MS Program will be selected by the GC MS Committee and approved by the Department Head.
- c. The coordinator of the GC MS Program will serve as the Chair of the GC MS Committee.
- d. The GC MS Committee serves as the de facto Admissions Committee for the GC MS Program
- e. The committee may seek input from any individuals it deems relevant to issues under discussion.

The Clinical Behavioral (CB) MS Committee

- a. The CB MS Committee will consist of the coordinator of the CB MS Program and all faculty designated as core CB MS faculty members.
- b. The coordinator of the CB MS Program will be selected by the CB MS Committee and approved by the Department Head.
- c. The coordinator of the CB MS Program will serve as the Chair of the CB MS Committee.
- d. The CB MS Committee serves as the de facto Admissions Committee for the CB MS Program
- e. The committee may seek input from any individuals it deems relevant to issues under discussion.

The Experimental MS Committee

- a. The Experimental MS Committee will consist of the coordinator of the Experimental MS Program and all faculty designated as Experimental MS faculty members.
- b. The coordinator of the Experimental MS Program will be selected by the Experimental MS Committee and approved by the Department Head.
- c. The coordinator of the Experimental MS Program will serve as the Chair of the Experimental MS Committee.
- d. The Experimental MS Committee serves as the de facto Admissions Committee for the Experimental MS Program
- e. The committee may seek input from any individuals it deems relevant to issues under discussion.

3. Duration of Graduate Committee Memberships:

- a. Participation in the Graduate Committees is defined by faculty role, as delineated above. Membership and the expectation of participation remain in effect for the duration of a faculty member's involvement in the Department in the roles specified above.
- b. Masters' program coordinators, and, by extension, their roles as their respective Graduate Committee Chairs, will be designated annually, with no term limits.

- c. The Chair of the Doctoral Training Committee will also be designated annually, by committee vote, with approval of the Department Head. The Chair of the DTC is often the Director of Clinical Training (DCT), but this will be decided by the DTC annually.
- d. The DCT will serve for a three-year term with the possibility of renewal.

4. Scope of the Graduate Committees

Each Graduate Committee shall be responsible for making recommendations regarding policies and procedures for their respective Programs in areas including but not limited to:

- a. Admissions
- b. Evaluation of students, academic standards
- c. Coordination of supervised practicum and/or curricular research training (e.g., thesis and dissertation).
- d. Periodic evaluation of the program, long-range planning, curricular changes, and accreditation, as relevant to their program's structure and goals

NEW FACULTY SEARCH COMMITTEES

At a convened Department meeting, the Department Head solicits input from the faculty regarding faculty search priorities. The Department Head will provide a written justification if the position requested differs from that recommended by faculty. When a search is approved, the Department Head will obtain input from the full faculty at a convened Department meeting regarding the composition of each new faculty search committee. Recommended faculty must agree to serve, and once the committee is established, committee members will provide input on who should serve as Chair. After reviewing applicant files, the Search Committee brings their recommendations regarding campus interviews to a Department meeting, where input from the full faculty can be heard. After interviews are complete, the Search Committee brings their recommendations to a Department meeting, where a formal vote is taken.

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.

Contact Hours	1 contact hour = 1 credit hour towards load	If the scheduled hours that a face-to-face section meets are greater than the credit hours of the course, the contact hours are used to determine the teaching load, assuming the faculty member is actively involved in teaching the section over the entire meeting time. The typical case would be a clinical, studio or laboratory course.
---------------	---	--

Field-based and/or Academic Service Learning (ASL) courses	+1 hour	A section is scheduled at a field site, has the same course cap as an on-campus section, the faculty member is actively involved in coordinating and teaching the course at the field site, and the additional workload is not accommodated by any other means. ASL courses must be approved and vetted for General Education Learning Beyond the Classroom and designated as "L".
--	---------	--

There are no additional equivalencies for the following courses/cases:

- 1) First-time teaching a course or first-time in a number of years teaching a course.
- 2) Additional preparations
- 3) Developing and teaching online courses
- 4) Teaching courses off-campus
- 5) General Education courses

APPENDIX B

Equivalencies specific to Department/School

The equivalencies below identify unique learning experiences that involve courses or sections in the Department/School not covered in Appendix A.

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one 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.

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;

Doctoral Program Faculty

For Doctoral Program Faculty, there are no equivalencies (Appendix A and B are not used).

Requirements

1. Scholarly Activity

Evidence of scholarly activity (at least 3 projects within 3 years), with the preponderance of this activity in collaboration with EMU students as evidence by co-authorship, involving:

i. Published or in press works such as scholarly research or review articles, or books or book chapters.

ii. External scholarly research grants applied for and/or obtained. Grants should include the release associated with being a "Doctoral Program Faculty" as part of the EMU match in support of the grant.

iii. Scholarly presentations disseminated outside of EMU at regional, national, and/or international conferences.

iv. Other completed works that may not be published but which have been disseminated and considered for adoption outside of EMU (e.g., via other media, such as training videos).

2. Graduate Student Mentoring

v. Research in progress, articles or books in progress, or other works in progress. It is expected such works in progress will only be one of the projects used as evidence.

Evidence of intensive graduate student mentoring in the past year, specifically, chairing or serving as a member on at least three major projects defined as:

- i. Preparatory work for thesis requiring active mentoring during each graduate student's first year of study.
- ii. Thesis
- iii. Qualifying exam
- iv. Dissertation

No more than one (1) project from area i. per year is counted.

Teaching Load Expectations

12 hours per academic year

Doctoral Program Faculty in Psychology will be assigned to teach courses with the understanding that only credit hours are used to determine teaching load, there will be a balance of undergraduate and graduate sections, as well as a balance of large and small sections.

Doctoral Program Faculty in Psychology must meet both the criterion above to receive this reduction in their teaching load. This distinction is reviewed annually in order to determine teaching load for the following year.

New faculty who are expected to earn the distinction of Doctoral Program faculty will automatically receive the distinction during their first three (3) years at EMU as they establish their research labs and mentorship roles. In their third year, typically as part of the full evaluation for re-appointment, Doctoral Program Faculty status will be determined for the following two (2) years. After that, the distinction is reviewed annually.

Faculty who do not earn this distinction will have a 12 hour teaching load with equivalencies defined in Appendix A and B.

Specific equivalency:

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
Clinical Supervision	5 students = 90 face-to-face hours per term = 3 hours teaching load	Faculty licensed as Psychologists in the State of Michigan provide intensive individualized year-round clinical supervision at the EMU Psychology Clinic.