

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Behrooz Lahidji, School Director
Engineering Technology

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 School of Engineering Technology 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

School of Engineering Technology

College of Technology

Date of Last DID Revision: December 19, 2016

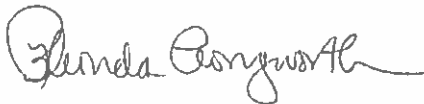
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

**Department Input Document
School of Engineering Technology
Eastern Michigan University**

I. School of Engineering Technology (SET) Meetings

A. Schedule

1. There shall be no less than one SET meeting in each of the fall and winter semesters.
2. SET meetings shall be scheduled by the School Director (SD) at times he/she deems appropriate or upon written request signed by a simple majority of the members of a School standing committee; or upon written request signed by a simple majority of the tenured/tenure-track faculty members. A written request for a meeting must include the purpose of the meeting requested.
3. The first regularly scheduled SET meeting of the academic year will be scheduled during the first month of the fall semester. Notice and the agenda shall be emailed to faculty at least ten (10) working days before the meeting.

B. Agenda

1. The SET meeting agenda shall be prepared by the SET SD, or in those instances where meetings are convened in response to requests from standing committees or tenured/tenure-track faculty members, by the originators of the request, and disseminated at least five (5) working days in advance of the meeting.
2. A faculty member may place additional items on the agenda of any School meeting either in advance, by notifying the SD in writing, or at the beginning of the meeting.

C. Proceedings

1. The SD or his/her designee shall preside at SET meetings. The proceedings shall be governed by the most recent edition of Robert's Rules of Order.

D. Minutes

1. The SD shall be responsible for having minutes of SET meetings recorded and disseminated.
2. Minutes of meetings shall be made available to the SET faculty within a reasonable time period, but at least five (5) work days prior to the next scheduled meeting. Minutes will be posted on the appropriate server location.
3. Files of SET Department meeting minutes shall be established in the School's main office and be available to tenured/tenure-track faculty during regular business hours and on the server.

II. SET Committees

A. Committee Structure & Membership

1. There shall be five (5) standing input committees in the SET: the Personnel Committee (PC), the Instruction Committee (IC), the Finance Committee (FC), the Strategic Planning and Continuous Improvement Committee (SPCIC), and the Graduate Committee (GC). The proceedings shall be governed by the most recent edition of Robert's Rules of Order.

B. Personnel Committee (PC)

1. Membership: The Personnel Committee shall consist of three tenured faculty members and a tenured alternate. One member of the committee must be a tenured full professor. The Personnel Committee will be elected in the first month of the fall term. One member will be elected from the previous year's PC and two additional members will be elected with one-year terms. The committee will annually elect its own chair. PC members should be affiliated with different programs.
2. Responsibilities
 - a. The committee is responsible for the interpretation of the Department Evaluation Document (DED). The primary purpose of the committee is to perform evaluation of faculty for tenure, promotion, and continuing evaluation of tenured faculty. The committee will write personnel evaluation reports as

required by the DED and AAUP Contract. The committee may also be asked to review the credentials of proposed adjunct faculty and lecturers. In the event that these activities are carried out by ad hoc committees, the Personnel Committee will be responsible for monitoring the composition and conduct of these committees. The personnel committee is also responsible for:

- b. Review of emerging personnel issues, and making recommendations to the SD or to the school faculty.
 - c. Accepting referral of problem cases from the School Director.
 - d. Faculty searches
 - e. Complete the triennial evaluation of the SD consistent with the AAUP Contract.
 - f. Revision of the SET DED and DID as required consistent with the AAUP Contract.
3. Procedures: As per the AAUP Master Agreement, faculty seeking reappointment, tenure or promotion will submit their prescribed materials to the SD who will then forward said materials to the PC. The PC will then complete the contract/DED defined evaluation and forward the complete evaluation forms and narratives to the SD. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.
- C. Instruction Committee (IC)
1. Membership: The IC shall consist of no fewer than three and no more than 5 tenured/tenure-track faculty elected at the opening of the fall term. IC members should be affiliated with different programs. The committee will annually elect its own chair.
 2. Responsibilities: The IC shall review academic credentials and professional qualifications of instructional staff, faculty teaching assignments, teaching overload policies, class size, override policies, and teaching load equivalencies. The IC shall review all curricular issues as the first step in the input system before bringing to the school for a vote. The IC shall serve as the primary source of input to the SD on instructional and curricular issues. The IC shall oversee the formation of the Grade Grievance Committee.
 3. Procedures: Proposals for curricular and class changes will proceed from academic programs to the Instruction Committee. Approved forms must be used as defined by the Provost and which are available on the Academic Affairs website. The Instruction Committee will evaluate these proposals and seek additional input if/when necessary. If the proposal is approved by a majority vote of the Instruction Committee, the proposal will be distributed to the SET faculty electronically at least 72 hours prior to a scheduled SET meeting. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting. In addition, the chair or person so designated will arrange for appropriate signature(s) from SD and deliver the approved proposal to Dean's office for distribution to Faculty Council.
 4. The IC shall provide input on summer teaching.
 5. The IC shall provide input on authorizing new faculty lines, including the structure of the faculty search committee, how departmental faculty will be included in the process of hiring, how input on service rank credit is to be handled, and content of letters to newly selected faculty members.
- D. Finance Committee (FC)
1. Membership: The Finance Committee shall consist of no fewer than three and no more than five tenured/tenure-track faculty elected at the opening of the fall term. FC members should be affiliated with different programs. The committee will annually elect its own chair.
 2. Responsibilities: The FC shall have the responsibility to provide input on department budget development. Its purview will include but not be limited to such matters as travel monies, supplies, service and maintenance (SS&M), and marketing expenses. Its primary duty is to

suggest priorities and provide input to the School Director relative to the use of School financial resources with the exception of salaries.

3. Procedures: The FC will respond to budget requests submitted by faculty. The FC will receive budget information from the SD and recommend the allocation of available resources with faculty requests. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.

E. Strategic Planning and Continuous Improvement Committee (SPCIC)

1. Membership: The SPCIC shall consist of five tenure-track members that should include major curriculum areas elected at the opening of the fall term. The committee will annually elect its own chair.
2. Responsibilities:
 - a. Recommend the long-term goals, policies, and plans for the School of Engineering Technology.
 - b. Define the market segments to be served.
 - c. Identify the essential characteristics required to serve the defined market segments.
 - d. Devise a program to develop and maintain the essential characteristics.
 - e. Oversee assessment and related issues.
3. Procedures:
 - a. Define the basic philosophy and mission of the School.
 - b. Assess the strengths and weaknesses as well as the opportunities and threats facing the School.
 - c. Develop whatever strategy necessary to obtain appropriate data for decision making purposes.
 - d. Plan for the acquisition of critical resources.
 - e. Develop a scheme to maintain steady growth and vitality.
 - f. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.

F. Graduate Committee (GC)

1. Membership: The Graduate Committee shall consist of no fewer than three tenured/tenure-track faculty and Program Coordinators of graduate programs to be elected at the opening of the fall term. Graduate Committee members should teach graduate classes. The Graduate Committee's make-up should generally reflect the curricular areas with graduate programs in the School. The committee will annually elect its own chair.
2. Responsibilities: The Graduate Committee will oversee selection, training and monitoring of graduate assistants; provide liaison with the Ph.D. program; provide representation to the Graduate Council and the Graduate School.
3. Procedures: The GC will meet and carry out tasks as needed. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.

III. Input from Curricular Program Areas

- A. Faculty through their respective program coordinators will regularly provide input to the SD on issues such as scheduling, assignment of instructional staff, thesis advisement, independent studies, budget, and other related matters. In the case of a dispute between the program faculty and the SD, the appropriate contractually-defined input committee will be consulted to provide additional input. Input to the SD in writing will be shared with affected parties. Upon request, the program coordinator will indicate to the SD how input was received from program faculty.
- B. Program coordinators will be selected by the SD with the input from program faculty. The appointment of the program coordinator will be made for one year before classes start in the fall semester. Program coordinator duties include but are not limited to input to the SD in the following areas: schedules, teaching assignments, course changes, curriculum changes, laboratories, budget and any appropriate input requested by the SD.

IV. Recall of Standing Committee Members

- A. At the discretion of the School Director, or within two weeks of receipt of a written petition requesting the recall of a faculty member signed by a majority of the standing committee involved, the School Director shall schedule a faculty meeting for the purposes of discussing

and voting on the proposed recall.

- B. Recall of members shall require a simple majority of the faculty and be effective only for the duration of the appointment.

V. School Director Selection

- A. The faculty in the School shall have the right to participate in the selection of the permanent SD.
- B. When a vacancy occurs, the Dean shall seek the input and advice from the tenured faculty as to the preferred credentials and duties.
- C. The tenured/tenure-track faculty shall be accorded representation on and participation in any search committee with the same rights and responsibilities accorded to any other committee member.
- D. SET faculty serving on the search committee will be elected by all SET tenured/tenure track faculty.

VI. Release Time:

A faculty member may receive release from teaching as approved by the SD after receiving input on such an award from the Instruction Committee. A letter should document the amount of release, the expectations of work done while on release, and the completion date of the release. All Department Faculty need to be notified of available and assigned release time. Release may be considered for a variety of duties and responsibilities, such as, but not limited to:

1. extraordinary obligations in the area of Scholarly/Creative Activity or research;
2. laboratory supervision, planning, and/or equipment/facility maintenance;
3. participation in and/or administration of grant projects;
4. extraordinary service or committee obligations, such as coordination of advising, program coordination, multiple-section course supervision, and other administrative duties;
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;
6. new Faculty during their first year at EMU.

VII. Summer Rotation:

1. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.
2. The School Director will inform program coordinators (where applicable) and faculty of the date by which proposed summer schedules are due.
3. The School Director, 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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.
9. It is the responsibility of the School Director to maintain summer rotation records.

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 a course at the same time, with the same cap, and with the same instructor. 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, 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. |

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| 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 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. |

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| 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. |
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| 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. |
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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.