

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Jacqueline Goodman, Department Head
Women's and Gender Studies

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 Women's and Gender Studies 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 Women's and Gender Studies

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

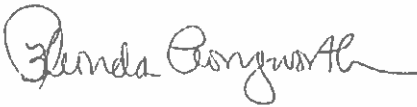
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

Department Input Document **Women's and Gender Studies**

Within the Women's and Gender Studies Department, the department meeting and committees elected by the department members are the principal structures for making recommendations to the department head regarding but not limited to budgetary, curricular, instructional, outreach, and personnel policies and procedures.

For the purposes of this document, "department members" are tenured or tenure-track faculty whose tenure lines are fully or in part in the Women's and Gender Studies Department ("department faculty members"), as well as tenure or tenure-track faculty whose tenure lines are in other departments, but who regularly (at least one semester/term out of six consecutive semesters/terms) teach courses that are offered by Women's and Gender Studies or cross-listed with Women's and Gender Studies and who attend at least one department meeting in Fall and one department meeting in Winter each year, and who indicate at the beginning of each semester (Fall and Winter terms) that they wish to be department members. Membership is contingent upon attendance at meetings in previous semester. Therefore, faculty with tenure-track lines in other departments, who do not attend a meeting in the Fall, are no longer "department members" in the Winter term. If they do not attend a meeting in the Winter they will not be "department members" in the subsequent Fall term. In order to reactivate membership, attendance at a meeting will be required but the faculty member will not be able to vote at that meeting. Active membership resumes when the faculty member attends a second meeting in that same semester.

The Personnel and Finance committee will review membership at the beginning of each semester (Fall and Winter), and under extenuating circumstances will consider maintaining active the membership status of individuals who did not attend any meetings in a previous semester but who were active on WGST committees.

- I. The Department Meeting of the Women's and Gender Studies Department
 - A. A department meeting shall be held monthly in each semester, and more frequently if needed to consider recommendations from the Personnel and Finance Committee (II.A. below), and Curriculum Committee, (III.A. below), topics presented by the department head, and such other issues as may warrant departmental attention. Participation is open to all department members and full time and part time lecturers; however, voting is limited to department members.
A quorum for voting purposes shall consist of five (5) department members. Balloting on issues may be by voice, show of hands, or secret ballot; however, secret ballot must be used if a department member so requests.
 - B. The department head shall have authority to call meetings, prepare agenda, and serve as chair without vote at department meetings. In addition, the department head must call a meeting upon receipt of a written request from three (3) department members. The department head will distribute the agenda for departmental meetings at least three (3) working days in advance of the meeting. Items shall be placed on the written agenda at the request of any department member; additionally, agenda shall include an opportunity for any department member to bring a matter before the meeting.

- C. The department head will advertise positions with release time at the beginning of the academic year, or when a vacancy occurs.
- D. A secretary shall be designated by the department head at each department meeting, shall record the minutes of that meeting, and shall provide copies for distribution to the department members within seven (7) days of the meeting. A copy of the minutes shall be kept on file in the department office.
- E. Department meetings shall be conducted in accordance with Robert's Rules of Order, revised.

II. The Personnel and Finance Committee of the Women's and Gender Studies Department

- A. The committee shall be composed of three (3) tenured department members who are nominated from the floor at a department meeting and are elected by majority vote of those department members present at the election meeting. Members of the P & F committee cannot serve on the Curriculum committee concurrently.

The term of office of each member of the committee shall be three (3) years, except that initially, in order to produce one vacancy each year, there shall be one member with a two-year term and one member with a one-year term. An alternate with a one-year term shall be elected to serve in cases of absence due to leaves or absences caused by temporary conflicts of interest.

Elections to this committee shall be held during the month of April with terms of office beginning at the first day of July.

Temporary vacancies shall be filled by the process described above during the semester preceding an anticipated vacancy or within thirty days of an unanticipated vacancy becoming known, except that persons so elected shall be understood to be filling an unexpired term.

- B. The Personnel and Finance chair, elected by the majority of the committee, shall have the authority to call meetings and prepare agenda. The agenda shall be distributed to committee members three (3) working days in advance of the meeting. The chair will serve as the secretary of the committee.
- C. The Personnel and Finance Committee shall meet as needed. Special meetings may also be called at the request of any committee member, and must be called if two members so request. In addition, meetings must be called upon the request of three (3) department members. Items shall be placed on the agenda at the request of any committee member or department member. The Personnel and Finance Committee makes recommendations to the department head in writing

and reports to the department meeting.

- D. The responsibilities of the Personnel and Finance Committee shall include, but are not limited to, the following:
1. Bi-Annual review of department member roster.
 2. Recommendations concerning job descriptions and academic credentials for all new hires and rehires of full time and part time lecturers.
 3. Recommending and ranking priorities for budget allocation.
 4. Advising the department head on policies affecting the following matters;
 - a. Full time and part time lecturer salaries.
 - b. Student help
 - c. Services, supplies, and materials (SS&M) (to include travel, equipment, and scholarship aid)
 - d. Fundraising.
 - e. Graduate assistants.
 5. Recommendations to the department head concerning both the size and character of the program budget requested and the distribution and expenditure of the money awarded to the program.
 6. Evaluation of prospective faculty members for appointment in accord with guidelines approved by the department and consistent with the department DED. (See II. D.A. for information on additional evaluator.)
 7. Recommendations concerning the development of new—or approval of existing—techniques, guidelines, forms, special departmental criteria, and equivalencies for purpose of evaluation of the departmental faculty and recommendations affecting their status. These recommendations shall be referred to the department for discussion and approval.
 8. The review and evaluation of department faculty members, i.e., tenure or tenure-track faculty members with all or part of their tenure line in the department of Women's and Gender Studies, in the following areas of responsibility:
 - a. Teaching and advising students.
 - b. Committee activities.
 - c. Research and writing.
 - d. Attendance at professional meetings.
 - e. Other special departmental and professional responsibilities.
 9. The review and evaluation of department faculty members with split appointments for tenure and promotion will be in accordance with the Women's and Gender Studies department DED. If the majority of the split appointment is in a department other than Women's and Gender Studies, this evaluation will be conveyed to the Personnel Committee of

that other department and a member of the Women's and Gender Studies Personnel Committee shall meet with the Personnel Committee of that other department.

10. The review of 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 mp 380-382.
11. Drafting proposal for overload policies which will be submitted to the Committee of the Whole for discussion and decision.

E. Release Time Positions: Graduate Advising and Undergraduate Advising

1. The P & F Committee will evaluate applicants and make recommendations to the Department Head.

III. The Curriculum Committee of the Women's and Gender Studies Department

- A. The committee shall be composed of three (3) elected department members and one Women's, and Gender Studies graduate student, who are nominated from the floor at a department meeting and are elected by majority vote of those department members present at the election meeting.

The term of office of each member of the committee shall be three (3) years, except initially, in order to produce one vacancy each year, there shall be two members with two-year terms and two members with one-year term.

Elections to the committee shall be held during the month of April with terms of office beginning at the first day of the Spring term.

- B. The Curriculum Committee chair, elected by the majority of the committee, shall have the authority to call meetings and prepare agenda,. The agenda shall be distributed to committee members at least three (3) working days in advance of the meeting. The chair will serve as the secretary of the committee.
- C. The Curriculum Committee of the Women's and Gender Studies Department shall review and make written recommendations to the department meeting and the department head, concerning but not limited to:
1. Proposed curricular developments and changes.
 2. New programs.
 3. Scheduling of classes and course offerings, including class assignments, class size, issuing of overrides, teaching load equivalencies and Summer teaching priority.
 4. Policies concerning the department's participation in distance

learning, continuing education courses, off-campus programs, and all courses carrying WGST designation and credit.

- D. The Curriculum Committee's minutes shall be kept on file in the program office. Committee meetings shall be open to all department members.

- E. Program Review and/or Assessment, and WGST Lecture Series__1. The Curriculum committee will evaluate applicants and make recommendations to the Department Head.

IV Summer Teaching Rotation

Priority given in the following order:

1. Department Faculty

2. Department Member whose continued department membership is dependent on being able to teach in the Summer term.

3. Department Members who actively participate in WGST (e.g. serving on committees, regular attendance at Department Meetings, and/or working with WGST students).

4. Department Members, beginning in alphabetical order to meet first requests; then go through the list to accommodate any second requests depending on demand. If only a portion of first requests can be met for a particular term, then for the following term we begin with the person who did not get a course in the previous term and move down the list from there. The same applies for second course requests.

1. Department Faculty

VI. Selection of Department Head

- A. The department members shall provide input to the CAS Dean on the appropriate qualifications of the department head.

- B. Appointment of Search Committee
With the approval of the CAS Dean, a Search Committee shall be composed of at least three (3) department members, one of whom shall be from outside the College of Arts and Sciences, and a representative of the Dean's Office. The department members shall be elected by a majority at the department meeting.

- C. The Search Committee shall select its chair from among the members of the committee. The chair's duties shall include, but are not limited to, the following:
 1. Chair meetings of the Search Committee.
 2. Preside over department meetings when the topic of discussion is any aspect of the search procedure.

3. Coordinate the advertisements and other search requirements with Academic Human Resources and the Dean and ensure that ads are placed in appropriate forums and that the various requirements are met.
4. Prepare appropriate documentation as required by the search process.
5. Ensure that the search is conducted in accordance with all applicable university regulations.
6. Schedule all aspects of the search process.
7. Keep members of the department informed of the progress/status of the search process.

D. Tasks of the Search Committee

1. Recommend a job description to the Dean, including academic credentials, and secure approval from the department members at department meeting and forward to appropriate administrative authorities prior to placing the ads.
2. Prepare any voting matrices or other decision-making/selection documents or processes (including the procedure for the department's final vote) and secure administrative approval for their use prior to the beginning of the screening process.
3. Do an initial screening of applicant files to ensure that the files are complete and applicant meets minimum standards for the position.
4. Review the credentials of all the applicants who have complete files and rank groups of candidates for recommendation to department for further consideration.
5. Each department member shall have the opportunity to review the files of the candidates and to express his or her preferences regarding the candidates by using the process approved by department members for this purpose.
6. The chair of the Search Committee shall forward to the Dean the name(s) of the candidate(s) recommended for the short list.

E. Recommendation Process

1. The recommended candidates shall be voted upon and ranked by department members in accordance with the process approved at a department meeting for this purpose.
2. In order to vote on the finalists, a department member must attend at least one of the on campus sessions with each candidate.

F. Throughout these procedures, the credentials of any and all applicants shall be available for review by all department members. Such availability shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.

VII. Department Head Evaluation

- A. The Personnel and Finance Committee shall be responsible for initiating an evaluation of the Department Head in accordance with the Article XV of the EMU-AAUP Master Agreement. All department members will be asked to participate in the evaluation process.

VIII. Selection of Faculty Member

- A. The department members shall provide input to the department head.
- B. Appointment of Search Committee
With the approval of the CAS Dean, a Search Committee shall be composed of at least three (3) department members. The department members shall be elected by a majority at the department meeting.
- C. The Search Committee shall select its chair from among the members of the Committee. The chair's duties shall include, but are not limited to, the following:
 1. Chair meetings of the Search Committee.
 2. Preside over department meetings when the topic of discussion is any aspect of the search procedure.
 3. Coordinate the advertisements and other search requirements with Academic Human Resources and the Dean and ensure that ads are placed in appropriate forums and that the various requirements are met.
 4. Prepare appropriate documentation as required by the search process.
 5. Ensure that the search is conducted in accordance with all applicable university regulations.
 6. Schedule all aspects of the search process.
 7. Keep members of the department informed of the progress/status of the search process.

- D. Tasks of the Search Committee
1. Recommend a job description to the Dean, including academic credentials, and secure approval from the department members at department meeting and forward to appropriate administrative authorities prior to placing the ads.
 2. Prepare any voting matrices or other decision-making/selection documents or processes (including the procedure for the department's final vote) and secure administrative approval for their use prior to the beginning of the screening process.
 3. Do an initial screening of applicant files to ensure that the files are complete and applicant meets minimum standards for the position.
 4. Review the credentials of all the applicants who have complete files and rank groups of candidates for recommendation to department for further consideration.
 5. Each department member shall have the opportunity to review the files of the candidates and to express his or her preferences regarding the candidates by using the process approved by department members for this purpose.
 6. The chair of the Search Committee shall forward to the Dean the name(s) of the candidate(s) recommended for the short list.
- E. Recommendation Process
1. The recommended candidates shall be voted upon and ranked by department members in accordance with the process approved at a department meeting for this purpose.
 2. In order to vote on the finalists, a department member must attend at least one of the on campus sessions with each candidate.
- F. Throughout these procedures, the credentials of any and all applicants shall be available for review by all department members. Such availability shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.

IX. A recall of elected committee members must be proposed in writing to the department head with a petition signed by at least one-third of the department members. The department head will then notify the faculty member who is being considered for recall in writing and call a department meeting. During the meeting the committee member who is being considered for recall should be given an opportunity to respond to the allegations against him/her. A secret ballot will be conducted (by the two most senior department members present, by the order of recall in the contract, excluding the one being recalled) for the purpose of recalling the committee member. A simple majority of the votes cast by the department members shall be necessary to confirm the recall.

- X. The department head may, with prior notice, convene and attend meetings of committees in order to present items for discussion and to deliberate with the committees on specific agenda items. For this purpose, the committee chair shall keep the department head informed as to meeting times and anticipated orders of business. The department head shall absent her/himself from the final committee discussion and vote.

- XI. In those instances where faculty members serve as program coordinators and/or director, there will be a committee structure through which that coordinator collects faculty input before making recommendations. Recommendations will go to the department head.

- XII. Nothing in these procedures shall be interpreted as preventing the department head from consulting with individual department members or groups of department members if she/he deems it appropriate to do so in carrying out the duties of the position. Moreover, nothing in these procedures shall be interpreted as preventing department members from consulting with each other individually or in groups if they deem it appropriate to do so in carrying out their duties.

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

Course	Equivalency	Notes
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.
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.

Course	Equivalency	Notes
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