

1 **ARTICLE XIII. FACULTY PARTICIPATION IN GOVERNANCE**

2 **A. Responsibilities**

3
4 Recognizing the necessity for meaningful Faculty involvement in the areas of selection and
5 evaluation of Faculty Members, curriculum development, and utilization of financial
6 resources, the following procedures for the involvement of Faculty shall be used.
7 Fundamentally, what is desirable and intended by the sections that follow is to ensure
8 mindful participation by the Faculty with the ultimate decision-making resting in Eastern
9 Michigan University management, but with an assurance of procedural regularity and fair
10 play.

11
12 In all sections of this Agreement calling for Faculty Input, it is understood that such input
13 will be through the structures developed in ~~this Article XIII~~ above. Furthermore, as Faculty
14 members provide input to those responsible for managing the University, likewise, decisions
15 shall be communicated in a timely manner to the Faculty input bodies that provided input.
16 Faculty input bodies may request a written response to their input. Such response shall be
17 provided within fifteen (15) days. Any dissenting decision to input shall be supported by
18 reasoning and evidence.

19 **B. Department and College Committees**

- 20 1. There shall be in each department, college or division, including University Library, a
21 system providing for Faculty input in the areas of personnel, instruction, and finance. By
22 way of illustration, Faculty may utilize the input system to provide their
23 recommendations to the University on matters pertaining to the academic credentials and
24 professional qualifications of instructional staff, Faculty teaching assignments, teaching
25 overload policies, class size, override policies, teaching load equivalencies and
26 departmental budget development.
- 27 2. While in office, the Chairs of each College Council shall be granted one-quarter (1/4)
28 release time during the Fall and Winter semesters.
- 29 3. Departmental and College Input Documents shall include the following information:
- 30 a. identification of those committees and faculty assignments created for the purpose of
31 providing input in the areas set forth in XIII.B. above:
- 32 b. the election process and criteria for determining Faculty eligibility for
33 department/college committee service;
- 34 c. the size, composition and operational guidelines of each committee and the term of
35 office its members;
- 36 d. the process for replacement or recall of Faculty elected to committee service;

- 37 e. the process for searching for, screening and recommending Department Head
38 candidates to the Dean.
- 39 f. the process for carrying out the Department Head evaluation as provided for in
40 Article XV.
- 41 g. the manner in which Faculty Members serving as coordinators/directors will provide
42 appropriate faculty input in making recommendations to the Department Head.
- 43 h. process for review of the Input Document every five (5) years.
- 44 i. process for Faculty input on new Faculty hires, including the prioritization of requests
45 for new Faculty hires, the selection of Faculty members to serve on search
46 committees for hiring new Faculty, and evaluation of candidates for new Faculty
47 positions.
- 48 j. Process for Faculty Summer teaching assignments.
- 49 k. The approved equivalencies for departments with the research/creative release
50 program and those departments without the research/creative release program (see
51 Appendix A for the research/creative release program).
- 52 4. Departmental and College input bodies may request a written response to their input.
53 Such response shall be provided within fifteen (15) days. Any dissenting decision to
54 input shall be supported by a rationale.
- 55 5. It is understood that existing structures established under prior Agreements are acceptable
56 insofar as they are consistent with the terms of the present Agreement.
- 57 4.6. Existing departmental and college structures may be reviewed and changes made subject
58 to approval on a secret ballot by a majority of the Bargaining Unit Members in the
59 department or college concerned, subject to Section B.5. below.
- 60 ~~5.~~ Changes at the department or college level must be submitted through the appropriate
61 college level structure and approved by both the Dean or equivalent administrative agent
62 and the Provost and Vice President. Prior to proposed changes being approved at either
63 level, departmental and college recommendations shall be reviewed by the Association
64 and the Assistant Vice President for Academic Human Resources, for the purpose of
65 determining whether such recommendations are in compliance with the terms and
66 conditions of the parties' Master Agreement. After the Dean ~~or the Provost and Vice~~
67 ~~President~~ receives a proposed change, a statement of approval or reasons for disapproval
68 will be returned within thirty (30) days of receipt of the proposed change.
- 69 7.

70 ~~6.8.~~ Faculty Members in each academic department who chair their department curriculum
71 and finance committees shall be made aware of their department's budgetary and FTEF
72 allocations by September 15 or ten (10) days following the date that the Department Head
73 receives the information, whichever is later.

74 ~~7.9.~~ Faculty shall be involved in any and all future reviews of summer course offerings,
75 including the determination of the best method of undertaking such reviews and the
76 evaluation of the results thereof.

77 C. Faculty Senate

78 The Faculty Senate shall consist of the Provost, or his/her designated representative, as a
79 non-voting member and one (1) Faculty Member from each department, and the University
80 Library, each of whom shall be elected in accordance with the Bylaws of the Faculty Senate.
81 The President of the Faculty Senate shall be elected by a majority vote of those bargaining
82 unit members voting. A new Faculty Senate President will be elected every two (2) years.
83 ~~The first election will be held on April 1, 2016.~~ The election will be run by the EMU-AAUP.

84 While in office, the President of the Faculty Senate shall be granted one-half (1/2) release
85 time during the Fall and Winter semesters.

86 The Faculty Senate shall provide recommendations to the Provost, with copies to the EMU-
87 AAUP on all credit producing areas, scholarly/creative activity, and instructional matters
88 including but not limited to admissions, advising, withdrawals and incompletes, grading,
89 attendance, assessment, General Education, Extended Programs and Educational Outreach,
90 research, graduate programs, the distribution of new faculty hires across colleges and the
91 library, and other instructional matters affecting more than one (1) college. The Provost or
92 designee shall respond in writing to written recommendations in a timely manner.

93 The Faculty Senate and the Provost shall mutually agree to any modification of the
94 established system for providing recommendations and operational guidelines. The
95 Association reserves the right to object to any modification(s) on the grounds that such
96 modification(s) violate this Agreement or the Association's rights and obligations as the sole
97 bargaining representative.

98 It is understood by the parties that when Faculty input is sought, Faculty Senate shall have
99 the right to select or appoint Faculty representatives on all university-wide committees,
100 commissions, councils, or task forces. Should Faculty Senate choose not to appoint a
101 representative, they will notify the ~~Provost and Vice President~~ Provost in writing in a timely
102 manner. If minutes are taken, chairs of these university-wide bodies shall distribute minutes
103 of their meetings to the Faculty Senate President in a timely manner. This does not limit the
104 University's right to invite Faculty to serve on any committee, commission, council or task
105 force; however, these Faculty Members are not to be construed as providing Faculty input
106 under Article XIII of the Agreement.

107 D. Graduate Council

108 As a standing subcommittee of the Faculty Senate, the Graduate Council shall provide
109 recommendations to the Faculty Senate on issues concerning scholarly/creative activities and
110 instructional matters regarding graduate programs. Rules, policies and regulations
111 pertaining to graduate programs are determined by the Graduate School to the extent that no
112 such rule(s), policy(ies) or regulation(s) or modification thereof, shall be contrary to the clear
113 and express terms of this Agreement, nor shall any such rule(s), policy(ies), regulation(s), or
114 rates be administered to detract from rights clearly and expressly given to the Association or
115 its members by the terms of this Agreement. The introduction or modification of rules,
116 policies, or regulations that require Faculty input under the provisions of Article XIII.A. shall
117 be forwarded to the appropriate Faculty body (e.g., departmental committee, college council,
118 Faculty Senate) for consideration and recommendation prior to implementation by the
119 University.

120 The Graduate Council shall be comprised of ten (10) Faculty members appointed by the
121 respective College Councils and the Library, in the following way: four (4) members shall
122 represent the College of Arts and Sciences, two (2) members shall represent the College of
123 Health and Human Services, with all other colleges and the Library having one (1)
124 representative each.

125 The Graduate Council and the Director of Graduate School shall mutually agree to any
126 modification of the established system for providing input and operational guidelines. The
127 Association reserves the right to object to any modification(s) on the grounds that such
128 modification(s) violate this Agreement or the Association's rights and obligations as the sole
129 bargaining representative.

130 **E. Academic Affairs Educational Environment and Facilities Planning Committee.**

131 The committee will be composed of eighteen (18) members including ten (10)
132 representatives appointed by the Faculty Senate; four (4) members shall represent the College
133 of Arts and Sciences and two (2) from the College of Health and Human Services with all
134 other colleges and the Library having one (1) representative each. The Faculty Senate shall
135 choose one of the appointed Faculty Members to serve as the committee co-chair. Eight (8)
136 administrative appointees, including an administrator from each college and one from the
137 library will be appointed by the Provost's Office, and the Provost will appoint one of these to
138 co-chair the committee. In addition, the Chief of Operations of Physical Plant shall designate
139 a non-voting representative and alternate to attend meetings of the committee, provide
140 needed information to the committee, request input on academic projects being considered by
141 Physical Plant, and assist in channeling input from the committee back to Physical Plant.
142 The administrative and faculty co-chairs shall coordinate on developing agendas and
143 scheduling meetings.

144 The Academic Affairs Educational Environment and Facilities Planning Committee will
145 plan, analyze, make recommendations, and/or facilitate issues related to buildings and
146 instructional facilities that house various colleges and offices within the division. The

147 Committee also serves to provide input when required under the terms of this Agreement to
148 the ~~Provost and Vice President~~Provost for Academic Affairs regarding facilities.

149 The Committee will:

- 150 1. Assist with planning the facilities needs of Academic Affairs such as building new
151 instructional facilities and renovating or upgrading existing instructional facilities.
- 152 2. Assist with evaluating the current physical, climatic, and technology conditions in
153 EMU's classrooms, labs, and faculty offices, and recommend such improvements as may
154 be appropriate.
- 155 3. Assist with setting divisional maintenance and renovation priorities for classrooms such
156 as furniture and instructional equipment needs.

157 ~~F.A. In all sections of this Agreement calling for Faculty Input, it is understood that such~~
158 ~~input will be through the structures developed in Article XIII above.~~

159 **G.F. Standing Committee on Departmental Evaluation Documents**

- 160 1. A Standing Committee, consisting of four (4) representatives selected by the Association
161 and four (4) representatives selected by EMU, shall be appointed. The Parties shall each
162 designate a co-chair from among the members of the committee. The committee shall
163 review all revisions submitted to modify existing documents or recommendations to
164 create new documents. The Standing Committee may serve as a resource for the
165 Department Evaluation Document revision process and make recommendations to the
166 Parties about evaluation criteria and procedures.
 - 167 2. It is understood that the existing format, criteria, and standards of current Departmental
168 Evaluation Documents established under the terms of the 2012 Master Agreement
169 (including its Appendix F) are acceptable insofar as they are consistent with the terms of
170 the current Agreement.
 - 171 3. Revisions
 - 172 a. Revisions in existing Departmental Evaluation Documents that are consistent with the
173 terms and conditions of this Master Agreement may be initiated by the Faculty in a
174 department, the Department Head or the Dean of the College. Faculty Members and
175 Administrators are encouraged to seek the advice of the Office of the Assistant Vice
176 President for Academic Human Resources and the Association prior to proposing
177 revisions. Recommended changes shall be presented to the Faculty in the department,
178 who shall be given an opportunity to vote on any proposed revision(s) and provide a
179 written rationale in support of their position.
- 180 Proposed revisions, the vote of the departmental Faculty and any accompanying
181 written rationale shall be forwarded simultaneously to the Assistant Vice President

182 for Academic Human Resources, the Dean, and the Association, by the Department
183 Head, and shall be reviewed by the Department Head, who shall within thirty (30)
184 calendar days excluding summer term either note concurrence with the recommended
185 changes(s) or, in a written statement, provide a rationale as to why the proposed
186 change should not be approved, and if such statement is not provided within thirty
187 (30) calendar days excluding summer term will be deemed approved by the
188 Department Head. The recommendation for change, the Faculty vote and its written
189 rationale, if provided, and the Department Head's concurrence shall be forwarded to
190 the Dean for consideration. The Dean shall within thirty (30) calendar days excluding
191 summer term either note concurrence with the recommended change(s) or, in a
192 written statement, provide a rationale as to why the proposed changes should not be
193 approved, and if such statement is not provided within thirty (30) calendar days
194 excluding summer term will be deemed approved by the Dean. The recommendation
195 for change, the faculty vote and its written rationale, if provided and the Department
196 Head and Dean's concurrence or written exceptions shall be forwarded by the Dean
197 to the Standing Committee for its consideration. The Standing Committee shall
198 respond, in writing, to the request within thirty (30) calendar days (excluding summer
199 term) either approving the requested change(s) or providing a rationale as to why the
200 proposed changes were not approved.

201 b. Revisions must be submitted to the Standing Committee by no later than January 15
202 of each academic year and approved by no later than March 15 for such revisions to
203 be applicable in the following year's evaluation process. It is agreed that the
204 Standing Committee will meet twice in each of the fall and winter semesters to
205 consider submitted revisions. A completed and dated signature page must accompany
206 each Departmental Evaluation Document approved. Once approved, copies including
207 the completed signature page, are held by the EMU-AAUP and the Assistant Vice
208 President for Academic Human Resources. Copies are sent to the Department Head
209 for distribution to all Faculty. New Faculty receive the Departmental Evaluation
210 Document from the Department Head.

211 c. In those instances where there is not a majority vote of the Standing Committee to
212 support a recommended change, the Departmental Evaluation Document shall stand
213 as previously written.

214 **H.G. New Departments and/or College Reorganization**

215 1. Tenure-track and Tenured Faculty

216 a. Tenured Faculty shall retain the original date of their Tenure as they are transferred to
217 the new department and said Tenure status shall be recognized thereafter as residing
218 in the new Department.

219 b. Probationary Faculty working towards Tenure shall work towards Tenure in their new
220 Department in accordance with the probationary evaluation schedule in which they
221 were originally hired.

222 2. New Departmental Evaluation Documents

223 a. Departments newly created, split, or merged during the life of this Agreement shall
224 complete the development of a Departmental Evaluation Document and obtain
225 Standing Committee approval by no later than April 30th of the first complete
226 academic year following the creation, split, or merger of the department(s).

227 b. Procedural channels identical to those set forth in Article XIII.G. above shall be
228 utilized when submitting proposed documents to the Standing Committee.

229 c. In those instances where there is not a majority vote of the Standing Committee to
230 support a newly created Evaluation Document by April 30th of the first complete
231 academic year following the creation, split, or merger of the department(s), applicants
232 from said department shall be evaluated against the standards of performance set forth
233 in Article XV of this Agreement.

234 d. During the year that a merged, split or newly created department is developing an
235 Evaluation Document, Faculty affected by such creation, split, or merger shall be
236 evaluated in accordance with the Departmental Evaluation Document that was
237 applicable to their performance prior to said creation, split, or merger.

238 3. Evaluations

239 a. Until the new Departmental Evaluation Document is approved and takes effect,
240 Faculty shall be evaluated in accordance with the performance standards, criteria, and
241 procedures in the Departmental Evaluation Document of the original Department.
242 The original department committee, Department Head and Dean shall complete the
243 evaluation. In unique circumstances, the College Council will appoint a new
244 department evaluation committee.

245 b. Once the new Departmental Evaluation Document is approved and takes effect,
246 Faculty shall be evaluated in accordance with the performance standards, criteria, and
247 procedures in the new Departmental Evaluation Document. The new department
248 committee, Department Head and Dean shall complete the evaluation.

249 4. Departmental Input Document

250 a. Newly created or merged departments or colleges, and those departments or colleges
251 that are otherwise absent a system for Faculty input as provided in this Agreement,
252 shall develop and submit an Input Document for approval by no later than April 30
253 of the first (1st) complete year following the creation, split, or merger of a department or
254 college, whichever is applicable. If such are not in place by April 30, as provided
255 herein, the generic document developed and approved by EMU and the Association
256 shall be implemented.

257 5. Input

258 The EMU-AAUP and EMU agree to the following process for any proposed
259 departmental realignment, within or across colleges.

260 The process will be as follows:

261 a. The Dean(s) will ask, in writing, for written input from the affected
262 departments/programs on the move of any programs or faculty. The input will be
263 required within thirty (30) working days from the day the input is requested.

264 Faculty may ask for any information and/or data needed regarding the move from the
265 Dean(s). This information and/or data will be provided by the office of the Dean(s)
266 or Academic Human Resources.

267 Faculty will vote on whether Faculty members moving from one department to
268 another can be appointed based on DED appointment standards.

269 A majority of the entire Faculty in the new department must approve giving Tenure
270 and rank to the Dean(s) within thirty (30) days of the requested input.

271 b. After the Dean(s) receives the input from the affected department faculty, the Dean(s)
272 will decide whether or not to move forward with the move.

273 If the Dean(s) supports the move, the Dean(s) will ask, in writing, for written input
274 from the appropriate College Council(s) on the realignment of any programs or
275 faculty.

276 If the Dean(s) does not support the move, the Dean(s) will provide a written response
277 to the faculty in the affected Departments regarding the decision to not support the
278 move, as well as respond to specific comments, concerns and issues based on the
279 input. The Dean(s) has thirty (30) working days to issue the response.

280 c. After receiving written input from the College Council(s), the Dean(s) then has thirty
281 (30) working days to respond to the input from the College Council(s) and make a
282 decision regarding whether or not to allow the move.

283 d. If the reorganization is across colleges, the Faculty Senate will provide input to the
284 Provost. The Provost will then have thirty (30) working days to respond to the
285 Faculty Senate.

Tentative Agreement

James P. Greene

Date

Matthew Kirkpatrick

Date

EMU Chief Negotiator

AAUP Chief Negotiator