

College of Arts and Sciences Interdisciplinary Program Operational Guidelines (IPOG) template

(Approved by College Advisory Council, September 24, 2015)

Purpose and Role Definitions

This template is intended for use by multiple collaborating departments or programs that are 1) managing an existing interdisciplinary degree-granting program, or 2) developing a new interdisciplinary degree-granting program. It may be revised to a version that is appropriate to the program's self-governance needs. In the case of new interdisciplinary program development, the program's operational guidelines, based on this template, is subject to the approval of the Dean prior to University implementation of the program. In the case of existing interdisciplinary degree-granting programs, the program's IPOG should be recommended to the Dean for approval. This template is intended for use by CAS interdisciplinary degree-granting programs that exhibit any or all of the following curricular characteristics:

- required core courses shared by two or more departments in the College or between CAS departments and any other College,
- interdisciplinary-prefix courses that are taught by faculty in two or more CAS departments or between CAS departments and any other College,
- cross-listed required core courses taught by faculty in two or more departments, or between CAS departments and any other College,
- team-taught courses taught by faculty in two or more departments in the College or between CAS departments and any other College.

The following are the Program's role definitions:

1. *Faculty Affiliate* – A tenured or tenure-track faculty member who demonstrates commitment to the mission of the Program through teaching, research or service, and who has been elected to Faculty Affiliate status by the Faculty Affiliates. Faculty affiliate status will initially be extended to those members teaching any required course in the program.
2. *Program Coordinator* - Faculty Affiliate recommended by the Steering Committee, and elected by the faculty affiliates.
3. *Program Administrator* – Department Head of a department affiliated with the Program, designated by the Dean as administrator of the interdisciplinary program. The Program Administrator serves *ex officio* on the Steering Committee and is responsible for reporting programmatic issues to the Dean.
4. *Affiliated Departments* - Departments with instructional, budget or physical resources used by the Program. Departments may be affiliated with the program on the recommendation of the Steering committee by vote of Faculty Affiliates.
5. *Steering Committee* - Membership consists of one Faculty Affiliate from each affiliated department, the Program Coordinator, the Program Administrator.

(NAME OF PROGRAM)

INTERDISCIPLINARY PROGRAM OPERATIONAL GUIDELINES (IPOG)

- I. Faculty Affiliation
 - A. A Faculty Affiliate is a tenured or tenure-track faculty member who demonstrates commitment to the mission of the Program through teaching, research, or service, and has been elected to affiliate status by the Faculty Affiliates.
 - B. The term of affiliation is 3 years, renewable by the procedure described in I.D.
 - C. The procedure for affiliation is as follows:
 - i. The candidate affiliate should request affiliation from the Steering Committee, providing evidence in the form of a resume showing service, teaching, research or creative contributions to this interdisciplinary program's areas of expertise.
 - ii. The Steering Committee will then forward the candidate's resume and a recommendation of affiliation (either positive or negative) to the Faculty Affiliates.
 - iii. The Faculty Affiliates will vote on the affiliation as specified in Section III.
 - D. The procedure to renew Faculty Affiliate status after a 3 year term:
 - i. The Faculty Affiliate must request renewal of their affiliation with the Program Affiliates by the first Faculty Affiliate meeting of the fourth academic year subsequent to their affiliation status. This request must include an updated resume providing evidence in the form of a resume showing service, teaching, research or creative contributions to this interdisciplinary program's areas of expertise. The renewal will follow the procedures specified in I.C to renew the Faculty Affiliate's status for a 3 year term.
 - ii. A faculty member whose Faculty Affiliate status has lapsed may follow the procedures specified in I.C to renew her or his status for a 3 year term.
- II. Department Affiliates
 - A. Initial affiliated departments are _____. Other departments may be affiliated by vote of the Faculty Affiliates on the recommendation of the Steering

Committee.

- B. Department affiliation means that the affiliated department may elect a representative to the Steering Committee. If an affiliated department fails to elect a representative, the department will not be considered in the determination of quorum for Steering Committee meetings.

III. Affiliate Faculty Meeting Procedures

- A. The Affiliate Faculty meetings will be held at least once each Fall and Winter semester, and may coincide with the meetings of the Steering Committee meeting. The meeting will be open to all interested faculty, students, and staff, but voting will be restricted to Faculty Affiliates as indicated above.

- i. Meetings will be conducted by Robert's Rules of Order.

- B. The Affiliate Faculty will serve as an advisory body to the Steering Committee on any issues that may require Faculty Affiliate knowledge and approval.

- C. The Program Coordinator will chair the meeting. In the absence of the program coordinator an alternate Faculty Affiliate will be elected to serve as *pro tem* chair.

- D. Quorum will be a simple majority of Faculty Affiliates. All votes will be by simple majority of attending Faculty Affiliates.

- E. The Program Coordinator shall have the authority to call meetings, and to prepare agenda. In addition, the Program Coordinator must call a meeting upon receipt of a written request from three (3) Faculty Affiliates of the program or by request of the Program Administrator, or by request of three (3) members of the Steering Committee. Notice and agenda of meetings shall be distributed to all Faculty Affiliates at least four business days in advance of the meeting. Items shall be placed on the written agenda at the request of any Faculty Affiliate. The agenda shall include an opportunity for any Faculty Affiliate to bring a matter before the meeting.

- F. A secretary shall be designated by the Program Coordinator at each Faculty Meeting who shall record the minutes of that meeting, and shall provide copies for distribution to the Faculty Affiliates. A copy of the minutes shall be kept on file by the Program Coordinator and the Program Administrator.

IV. Steering Committee

- A. The Committee shall be composed of one elected Faculty Affiliate from each affiliated department, the *ex officio* Program Coordinator, and the *ex officio* Program Administrator. The mechanism for election of Faculty Affiliates to the Steering Committee is to be determined by each

department's input procedure.

- B. The Program Coordinator will have no vote, except in the case of a tie.
- C. Quorum for the meeting will be a simple majority of current representatives of Affiliated Departments.
- D. Each Committee member will serve a term of three years. An alternate with a one-year term shall be appointed/elected by each department to serve in cases of absence. Terms of Committee membership will begin on the first day of Fall contractual obligations as defined by the current EMU-AAUP collective bargaining agreement.
- E. The Program Coordinator will serve as the Steering Committee chair. Both the Program Administrator and Program Coordinator have authority to call meetings and prepare agenda. The notice and agenda will be distributed to committee members at least four business days in advance of the meeting.
- F. The Steering Committee will have _____ meetings per term, per academic year. Special meetings may also be called at the request of any committee member, and must be called if two members request a meeting. In addition, meetings must be called upon the request of three Faculty Affiliates of the program. Items will be placed on the agenda at the request of any Committee member or Faculty Affiliate.
- G. The responsibilities of the Steering Committee include, but are not limited to, the following:
 - i. The Committee will make recommendations to the Faculty Affiliates regarding a candidate faculty affiliate, as well as candidate department affiliation. The Committee will track faculty affiliation for the purposes of computing quorum at the Faculty Affiliate meetings. The committee will review the annual affiliation list before the first Faculty Affiliate meeting of the academic year, and remove any Faculty Affiliate with expired status by that time. The committee will restore Faculty Affiliate status to any previous Faculty Affiliate who is eligible for it. The Steering Committee will determine and review the procedures to be followed for applying for, renewing, and re-applying for a new term of Faculty Affiliate status.
 - ii. The Committee will have the opportunity to make recommendations to the Program Coordinator and Program Administrator concerning program budget requests and budget allocations to the program's needs.
 - iii. The Committee will review and make written recommendations to the Faculty Affiliates and the Program Coordinator concerning, but not limited to:

- a. proposed curricular developments and changes.
 - b. new program or revision of existing program.
 - c. requests to departments for coordinated course scheduling,
 - d. process and policies regarding program admissions and program advising,
 - e. policies concerning programmatic participation in distance learning, online courses, off-campus courses, and all courses approved in the Program's curriculum,
- iv. The members of the Steering Committee will elect a secretary by a majority vote. The secretary will keep minutes of the Committee meetings on file with the Program Coordinator and Program Administrator.
 - v. The Steering Committee, including the Program Coordinator and Program Administrator may appoint *ad hoc* or standing committees for any purpose, including but not limited to assessment of student learning outcomes, budget issues, and program review.

V. Special Voting

- A. The Steering Committee may present issues to Faculty Affiliates for special vote outside of a scheduled Faculty Affiliate Meeting.
- B. Special votes issued by the Steering Committee must be presented on a written memo signed by three (3) Faculty Affiliates.
- C. Special votes must be held no less than five business days after the memo is presented to Faculty Affiliates, and may be preceded by discussion on any accessible electronic medium (for instance, listserv or web-based discussion group).
- D. Special votes may be held by paper, email, or other electronic balloting mechanism.
- E. The issue will pass if supported by a simple majority of responding Faculty Affiliates during the five business day voting period.

VI. Program Coordinator

- A. The Program Coordinator is a Faculty Affiliate recommended by the steering committee and elected by the faculty affiliates.

B. The Program Coordinator is responsible for reporting issues related to the program to the Program Administrator.

C. Appointment of the Program Coordinator

- i. The Steering Committee will provide a recommendation of the Program Coordinator to the Faculty Affiliates.
- ii. The Faculty Affiliates will then vote on the appointment of the program coordinator as specified in the section on the Faculty Meeting in section III.
- iii. The term of the Program Coordinator will be two years, with no limit on reappointment.
- iv. The Steering Committee will provide a recommendation regarding the reappointment of the Program Coordinator to the Faculty Affiliates.

D. The responsibilities of the Program Coordinator include, but are not limited to, the following:

- i. The Program Coordinator will chair the Faculty Affiliates Meeting. The Program Coordinator will have the authority to call meetings and prepare agenda.
- ii. The Program Coordinator shall bring curricular changes to the appropriate Department Affiliates. Curricular changes that impact any department must be reviewed by the department's instruction input body. Changes to the core curriculum, including interdisciplinary courses housed under the College of Arts and Sciences, must be approved by all Department Affiliates.
- iii. The Program Coordinator shall work in consultation with the Program Administrator and in collaboration with the Associate Dean of Programs to develop approved curricular changes for College input.
- iv. The Program Coordinator, in consultation with the Program Administrator and in collaboration with the Associate Dean of Budget and Facilities, will determine the size and utility of program budget requests, and the allocation of awarded funds to the program's needs.
- v. The Program Coordinator shall ensure consistent admissions, advising, and assessment of student learning practices, in

collaboration with the Faculty Affiliates, Steering Committee, Program Administrator and the College Assessment Committee (CASAC).

- VII. Courses included within the interdisciplinary program's curricula that are housed in a particular department, as indicated by the course prefix, shall remain under the sole control of the originating department. Although recommendations from the interdisciplinary program may be considered by the department, the interdisciplinary program will not control issues concerning course instructor assignments, course changes or issues managed by the Department Head.

VIII. Program Administrator

The Program Administrator is a Department Head who functions as designee of the Dean.

- i. The Steering Committee will provide a recommendation of the Program Administrator to the Faculty Affiliates.
- ii. The Faculty Affiliates will vote to recommend the Program Administrator to the Dean.
- iii. There is no limit on the term of the Program Administrator, except as determined by the Dean or by a vote of the Faculty Affiliates.

B. The responsibilities of the Program Administrator include, but are not limited to, the following:

- i. The Program Administrator is *ex officio* on the Steering Committee and at Faculty Affiliate meetings.
- ii. The Program Administrator has the authority, in addition to the Program Coordinator, to call meetings and prepare agenda.
- iii. The Program Administrator assists to bring curricular changes to the appropriate department affiliates and to ensure appropriate input by the department affiliates and the Faculty Affiliates, and approves curricular changes prior to submission to the College Advisory Council.
- iv. The Program Administrator shall work in consultation with the Program Coordinator and in collaboration with the Associate Dean of Programs to develop approved curricular changes for College and University input.
- v. The Program Administrator, in consultation with the Program Coordinator and in collaboration with the Associate Dean of Budget and

Facilities, will determine program budget requests and the allocation of awarded funds to the program's needs.

- vi. The Program Administrator shall ensure consistent assessment of student learning outcomes, in collaboration with the Faculty Affiliates, Steering Committee, Program Coordinator and CASAC.
- vii. The Program Administrator shall ensure a program review process, in keeping with the College program review schedule, in collaboration with the Steering Committee, Faculty Affiliates and Program Coordinator.

IX. Procedure for Approval of the Interdisciplinary Program Operational Guidelines (IPOG)

- A. This IPOG must be presented to the Faculty Affiliates with a motion, five (5) business days prior to the meeting.
- B. The motion must be tabled with discussion and voted at either the next Faculty Affiliates meeting or by Special Vote, provided no less than two (2) weeks of electronic discussion of the IPOG are allowed before the vote is taken.
- C. On approval by Faculty Affiliates, the adopted IPOG will be submitted to the Dean of the College of Arts and Sciences.

X. Procedure for Amending the IPOG

- A. Motion to amend this document must be made by signed petition of three (3) Faculty Affiliates presented at a Faculty Affiliates Meeting. The motion must be tabled, and voted on at either the next Faculty Affiliates Meeting, or by Special Vote provided no less than two (2) weeks of electronic discussion of the changes are allowed before the vote is taken.
- B. On approval by the Faculty Affiliates, the amended document will be submitted to the Dean of the College of Arts and Sciences.

X. This document shall not serve to alter, modify or otherwise supersede any provision of the 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.

XI. This document shall not serve to alter, modify or otherwise supersede any provision of the EMU-FT Agreement between Eastern Michigan

University and the Eastern Michigan University Chapter of the Federation of Teachers nor shall any provision therein detract from any right(s) or function(s) retained by or granted EMU or EMU-FT through the parties' Agreement.

Approval of this IPOG for the _____ Program is recorded on _____ day, _____ 20____.

Faculty Affiliates:

For: _____ Against: _____ Abstain: _____

Program Administrator:

Name: _____ Date: _____

For final approval, please send this IPOG showing the Faculty Affiliate votes and Program Administrator signature to the Dean, College of Arts and Sciences.