

DEPARTMENT INPUT DOCUMENT

School of Communication, Media & Theatre Arts

College of Arts & Sciences

Date of Last DID Revision: December 19, 2016

Date of Department Faculty Vote: February 7, 2024

Yes 18 No 0 Abstain 0

APPROVALS:

 2/22/24

Personnel Committee Chair (Date)

Lee Stille 2/22/2024


Department Head/School Director (Date)

 2/23/2024

Dean (Date)

 5/9/24

Assistant Vice President, AHR (Date)

 4/24/24

Provost and Executive Vice President (Date)

School of Communication, Media & Theatre Arts

Department/School Input Document (DID)

SCHOOL ORGANIZATION AND GOVERNANCE

The School of Communication, Media, and Theatre Arts shall provide the following committees and procedures that will activate and facilitate faculty input, governance related to the mission, goals and objectives of the School and the University.

Areas of Instruction

The function of the areas is to provide curricular and co-curricular programs relevant to the mission, goals, and objectives of the area, the School, and the university. The areas are:

(COMM) Communication & Public Relations

- Communication
- Public Relations

(DMCJ) Digital Media, Cinema Studies & Journalism

- Cinema Studies
- Digital Media
- Journalism

(TIAMAT) Technology, Interpretation, Administration, Music, Applied, Theatre

- Applied Drama and Theatre for the Young
- Arts & Entertainment Management/Administration
- Entertainment Design & Technology
- Interpretation & Performance Studies
- Musical Theatre
- Theatre Arts

Area Committees

Each Area committee shall be a primary source of advice on budget, personnel, instruction, the School Input Document (DID), and co-curricular matters, which affect the area, and School.

1. Membership of each area committee will consist of full-time tenure-track faculty.
2. Each area may determine internal voting membership and its internal pattern of governance.
3. Each area must provide a vehicle through which lecturers may provide meaningful input.
4. Each area shall establish goals and objectives as well as an area mission statement and, upon request of the School Director, provide a five-year project plan. This material will be maintained in the School Director's files.

5. An annually elected head will represent each area; a chairperson may serve consecutive years.
6. Each area will be asked to provide input into the selection of lecturers and adjuncts.
7. Area heads representing their respective areas will provide input to the School Director through standardized scheduled monthly meetings. When needed to resolve conflicts or concerns that overlap the Personnel and Finance Committee, ad hoc meetings will be called by the School Director to address the issue.

Area Coordinator/Director Input

In cases where the School Director requests input from an Area Coordinator/Director, that input needs to come from the entire faculty or, in cases of issues that only impact a single program, from the entire program faculty. In no instance shall input from a Area Coordinator/Director alone be considered sufficient.

In addition, the Area Heads Committee will review the DID every five years for its compliance with the EMU-AAUP Master Agreement and School practices. It shall report the results of its review to the School. If changes are needed, the DID will be revised and submitted for approval as provided in the existing DID.

School Committee

The function of the School Committee is to provide the entire faculty with input relative to School issues:

1. The School Committee is composed of all tenured and tenure-track faculty.
2. The committee shall schedule meetings on alternating weeks at a designated standardized time. Additional meetings may be called as deemed necessary by the committee chair.
3. The committee shall establish and revise School mission, goals, and objectives, and maintain at least a five-year projection plan.
4. The committee will receive reports from all other committees in the School and may take final faculty action on all matters except those dealing with faculty retention and advancement as retention and advancement are solely overseen by the personnel and finance committee.
5. The committee may take action on reports in accordance with regular legislative procedure.
6. On those matters in which the School Director feels it necessary to take a position that varies from School committee action the basis for these differences will be communicated to the committee prior to the time the position is sent beyond the School.
7. By majority vote, the committee may decide to send any matter to the appropriate college committee.

8. By majority vote, the committee may decide to send any matter to a committee within the School.
9. Meeting minutes shall be taken and distributed to the committee members.

Elected Committees and Election Procedures

Faculty representatives to each of the standing committees, to any ad hoc committees, and to college and university committees to which department representatives are appropriate, are nominated and elected by the departmental faculty at the last regular meeting of the department during each Winter semester, except as specified below under provisions for replacement and recall. When only one person is nominated for a position, election may be by a show of hands. All elections that are competitive for positions will take place either by a secret ballot conducted through votes on paper if a meeting is held in-person or through polling if a meeting is held on Zoom. The person overseeing the elections will be the senior outgoing member of Personnel and Finance or the next outgoing member if the senior member opts to defer. The outgoing member overseeing the elections may accept a nomination for any position as long as a different outgoing member oversees the election for that office. All secret balloting and polling will be anonymous.

Terms of service are for one year from July 1 to June 30. All tenured or tenure-track full-time faculty members are eligible except for specified criteria regarding eligibility, area representation requirements, and term-limits for Personnel and Finance as outlined on pp. 5-6 and area representation requirements and term-limits for Instruction as outlined on pp. 6-7.

1. Area heads will consult with the School director to determine which meeting of the school committee in the month should include elections for school-wide committees and positions on college and university committees.
2. After a date has been selected, area heads will share with peer faculty members in their respective areas of this date and will share a list of positions that are up for election.
3. On the day of elections, faculty may self-nominate or accept nominations by peers nominated by peers. Each nomination and election will take place in the order of committees and positions when a position is up for election. This is the order and the terms of eligibility:

Department level positions

- Nominations and elections for Personnel and Finance (2 year term; no successive terms allowed)
- Nominations and elections for Instruction Committee (2 year term; no successive terms allowed)

-Nominations and elections for School Meeting Chair (1 year term; successive terms allowed)

-Nominations and elections for School Meeting Recording Secretary (1 year term; successive terms allowed)

University and College representatives to input bodies

-Nominations and elections for Faculty Senate (3 year term; successive terms allowed)

-Nominations and elections for Faculty Senate Alternate (2 year term; successive terms allowed)

-Nominations and elections for College Advisory Council (2 year term; successive terms allowed)

- Nominations and elections for College Advisory Council Alternate (2 year term; successive terms allowed)

University liaisons and representatives to standing committees.

- Nominations and elections for representative to University Martin Luther King Jr. Day Planning Committee (1 representative; 1 year term; successive terms allowed)

- Nominations and elections for University Library Committee Liaison (1 representative; 1 year term; successive terms allowed)

- Nominations and elections for University Honors Committee Liaison (1 representative; 1 year term; successive terms allowed)

- Nominations and elections for University Committee for Action on Intersectionality, Anti-racism, and Equity (at least 1 representative; 1 year term; successive terms allowed)

- Nominations and elections for University Undergraduate Symposium Liaison (1 representative; 1 year term; successive terms allowed)

-Nominations and elections for University Undergraduate Design Expo Liaison (1 representative; 1 year term; successive terms allowed)

College liaisons and representatives to standing committees.

- Nominations and elections for College Committee on Diversity and Inclusion. (1 representative; 1 year term; successive terms allowed)

- Nominations and elections for Grade Grievance College Committee (2 representatives; 1 year term; successive terms allowed)

- Nominations and elections for Grade Grievance College Committee Alternate (1 representative; 1 year term; successive terms allowed)

- Nominations and elections for College's McCandless Award Committee (1

representative; 1 year term; successive terms allowed

Any Ad Hoc Committees or new committees at the school, university, or college level

(Representatives and rules of terms shall be determined by the ad hoc or new committee prior to the election)

*Elections for AAUP steward will take place at the end of the meeting during the union report

Replacement or Removal

- a. A member may remove himself/herself if he/she should determine a substantial and ongoing inability to fulfill the tasks and responsibilities charged to the committee and himself/herself.
- b. A member may be removed or replaced when a majority of committee members determine a substantial and ongoing inability of said member to fulfill the tasks and responsibilities charged to the committee and himself/herself.
- c. In the event of recall or replacement, the position would be filled by the School committee at the next regularly scheduled meeting.
- d. Any person called upon to fulfill another's term of service, given that said term is less than one year, may succeed himself/herself.

Personnel and Finance Committee

The function of the Personnel and Finance Committee is to provide faculty input regarding personnel and finance matters.

1. Structure

- a. The committee shall be composed of five tenured faculty members with representation from each of the three Areas:
- b. The length of service shall be two years with staggered elections; three elections in one year; two in the next.
- c. A member of this committee cannot succeed himself/herself.
- d. The chairperson shall be elected by members of the committee for a one-year term and may succeed him/herself once.
- e. The School Director shall serve on the committee in an *ex-officio* capacity.

2. Personnel Issues

- a. Evaluate faculty members (including techniques, guidelines, forms, special School criteria, and equivalencies) for the purpose of appointment, reappointment, tenure, promotion, merit pay or other special School recognition, termination, layoff, sabbatical, and leave of absence.

- b. Determine and evaluate policies in regard to professional responsibilities of the faculty, including teaching, advising, orientation, registration, participation in committee activities, keeping posted office hours, participating in ceremonial academic functions, outside work, workload and equivalencies, creative and scholarly research, reading, writing and other performance in the field of specialization, attending conferences and any other School responsibilities
- c. Determine and evaluate policies regarding content and access to faculty personnel files.
- d. Determine and evaluate activities relating to faculty spirit and morale, e.g. meetings, receptions, celebrations, and the like.
- e. Establish and review mentoring programs for new faculty.
- f. Establish and review programs for faculty development.
- g. Provide input on overload policies to the School Director.
- h. Conduct School Director evaluation in accordance with Article XV of the EMU-AAUP Master Agreement.

3. Finance Issues

Establish and rank budget priorities consistent with the School mission and objective statement.

Review and evaluate annual budget proposals.

Review quarterly budget reports.

Instruction Committee

The function of the Instruction Committee is to provide faculty input regarding instruction matters.

1. Structure

- a. The committee shall be composed of five members with representation for each of the three Areas.
- b. The length of service shall be two years with staggered elections; three elected in one year, two in the next.
- c. A member of this committee cannot succeed himself/herself.
- d. The chairperson shall be elected by members of the committee for a one year term and may succeed him/herself once.
- e. The School Director shall serve on the committee in an ex-officio capacity.

2. Instruction

- a. Screen and review curricular or course proposals and changes.
- b. Establish and review objectives relative to School mission, goals, and objectives

statement.

- c. Assist in the establishment of academic standards and guidelines.
 - d. Coordinate, provide oversight and compile information for assessment of School programs.
 - e. Propose revisions and needed improvements in curriculum related matters.
 - f. Provide coordination with college and university instructional bodies.
3. Replacement or Removal of Committee Members
- a. A member may remove himself/herself if he/she should determine a substantial and ongoing inability to fulfill the tasks and responsibilities charged to the committee and himself/herself.
 - b. A member may be removed or replaced when a majority of committee members determines a substantial and ongoing inability of said member to fulfill the tasks and responsibilities charged to the committee and himself/herself.
 - c. In the event of recall or replacement, the position would be filled by the School committee at the next regularly scheduled meeting.
 - d. Any person called upon to fulfill another's term of service, given that said term is less than one year may succeed himself/herself.

General Policies

1. Minutes of all School Committee meetings shall be distributed in a timely fashion following meetings.
2. An agenda for the School Committee meetings shall be posted or otherwise distributed to faculty and full-time lecturers by the School committee chair before the convening of the committee.
3. All Area Committees are encouraged to seek student involvement
4. All School Committee meetings are open except in the case of executive session.
5. Each committee shall provide a structure for functioning over the spring and summer terms.
6. Elections to committees and elections of chairpersons shall occur before the end of the Winter term.
7. Members may not serve on both Personnel and Finance and Instruction Committees concurrently.
8. When School Release Time opportunities are identified or proposed, input from Faculty will be solicited in a timely manner, prior to the award of release time. Faculty input will be sought on the rationale for the time, the specific duties associated with the position, tenure of the release, and the selection process for an individual (or individuals) to receive the release.
9. When School overload assignment needs are identified or proposed, faculty input

will be sought prior to the assignment of overload duties. P&F members from appropriate areas will consult with their colleagues to ensure all qualified faculty are considered.

Summer teaching rotations

Each area will submit a Faculty Summer Course Assignment rotation in the first semester of the academic year.

1. This policy is based upon the principle of equity and recognizes faculty expertise and qualifications.
2. The School Director will inform area heads and all faculty of the date when summer schedule requests are due.
3. The School Director in consultation with area heads and input from program faculty will prepare a list of summer program courses (not special topics courses) that should be offered during the summer semester. This list will be distributed to all area faculty.
4. In a regularly scheduled area meeting, faculty members will bring requests to teach up to two courses for which they are qualified and from the prepared 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 will return to the beginning of the seniority list and faculty members will submit their second request until the summer schedule is complete.
6. During subsequent summers, #s 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 two courses in 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 requests. 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.
8. If there is an unstaffed course in a program area, a faculty member in another program area who does not have 20% will be able to request that course if faculty in the program determine that they are qualified to teach it.
9. It is the responsibility of the School Director to maintain Summer teaching rotation records.

Duties and Responsibilities of the School Director

All School committees are advisory to the School Director. In addition, the School Director will be involved in a meaningful way in the development of all committee recommendations. Further, the final responsibility for establishing the administrative

School policies and procedures resides in the School Director.

The School Director has the following specific duties:

1. To be the official administrative channel of communication for all matters affecting the School, between the School and the Dean, Vice Presidents, Provost and President, the various directors or other Schools.
2. To have charge of all official correspondence of the School and all School announcements in the catalog, time schedule, or other School or university publications.
3. To maintain School files and records for the purposes of having them available for reports to proper authorities and for use by authorized persons.
4. To approve all requisitions for School services, supplies, materials, student help and equipment.
5. After seeking advice of School committees, carry out all actions concerning School personnel matters.
6. After seeking advice of School committees, supervise undergraduate and graduate instruction in the School, including establishing administrative assignments (assigned apportionments reviewed by Personnel and Finance committee), e.g., undergraduate and/or graduate coordinator, to carry out needs of the School.
7. After seeking advice of School committees, establish administrative committees to carry out the needs of the School.

School Director Evaluation Process

The Department's Personnel and Finance Committee shall be responsible for conducting School Director Evaluations in accordance with Article XV of the EMU-AAUP Master Agreement.

School Director Search Procedures

1. Search committee. When a vacancy occurs in the position of School Director a search committee shall be convened. The committee shall be composed of six tenured and/or tenure track faculty, with two from each area elected by the faculty at a faculty School meeting. A chairperson shall be elected by the members of the search committee.
2. Outside School Director: The committee may forward recommendations to the Dean for the appointment of an outside School Director within the college of Arts and Sciences to serve in an *ex officio*, non-voting capacity.
3. Duties of the chair. The chair shall:
4. Duties of the search committee.
 - a. Create a job description, including academic credentials and other qualifications, and obtain necessary approvals.

- b. Design a recruitment plan.
 - c. Develop criteria, voting matrices, and structured interview questions.
 - d. Screen the application materials of candidates who have completed the application process.
 - e. Determine telephone and/or in-person interview schedules and conduct interviews.
 - f. Identify candidates for full campus visits, which shall include interviews and public presentations. Determine candidate schedules to allow full participation by School faculty and staff.
 - g. Develop mechanisms to collect faculty and staff input on candidates brought to campus.
 - h. The search committee may share information about candidates during the full faculty discussion but are not to provide a formal recommendation to the faculty prior to the full faculty vote.
 - i. Following the faculty vote on candidates the committee shall vote on the candidates and submit both the faculty rankings and their rankings to the dean.
5. Faculty role and responsibilities.
- a. The faculty may review the application materials of candidates who have been invited to on-campus interviews. Faculty shall respect the confidentiality of the process by sharing their reactions and comments about the candidates only with School colleagues and the search committee.
 - b. At a School meeting and following open discussion of the on-campus candidates, the faculty shall vote by secret pre-printed ballot on those candidates who were brought to campus.
 - c. Each faculty vote shall rank the candidates in order of preference, beginning with "1" for the top preferred candidate. The ballots shall include a choice for "unacceptable" and the number of unacceptable votes for each candidate shall be reported to the dean when forwarding the rankings of the faculty.

Input Procedures for Hiring of New Faculty

In accordance with Article XIV of the EMU-AAUP Master Agreement, and the School's past practices in hiring new faculty, the input procedures are outlined below:

1. Area Committees shall submit written requests and justifications for new faculty positions to the School Director by the deadlines set by the School and administration.
2. The School Director will submit the written requests to the Dean.
3. Once a new faculty position request is approved, a search committee will be formed consisting of members from the appropriate area (e.g. the TIAMAT area would form a search committee for a Theatre position). All members of an area shall be given an equal opportunity to be on a search committee. The entire area may act as the

search committee, or areas may vote a certain number of people on to a search committee. Faculty from other areas may be invited to be on search committees, if appropriate and initiated by the area that is coordinating the search.

4. The search committee will elect a chair.
5. Following all administrative search guidelines, the search committee will review applicants for the new position and arrange for finalists to visit campus and meet with School faculty members in various venues. Faculty members can submit evaluations of the candidates to the search committee to consider in making its hiring recommendations to the School Director.
6. The search committee's recommendation of candidates to the School Director, ranked according to preference, can also include input on academic rank, awarding of new faculty release, and service-rank credit.
7. Appointments of new faculty positions shall be based on the School Evaluation Document's appointment standards, and the terms of appointment in the EMU-AAUP Master Agreement

Appendix A

Research/Creative Activity Release Program

Only the following equivalencies apply:

Double Sections (2x equivalency)

○ 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.

Team Teaching (1:1 equivalency)

○ 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.

Research/Creative Activity Release (3 credit hour release per semester from the contractual teaching load of 12 credit hours per semester/24 credit hours per academic year).

- Faculty can apply in any year using the Promotion evaluation calendar.
- Faculty must:
 - Complete two major and one minor Research/Creative Activities per five-year evaluation period; and
 - Meet a Scholarly/Creative Activity rating of “Distinctly Above Average.”
- Faculty meeting these standards are eligible to receive the release for a five (5) year time period.
- Faculty must reapply to receive the Research/Creative Activity Release for another five-year period in the fifth year using the Promotional calendar.
- Faculty electing the Research/Creative Activity Release may balance their teaching load over two (2) years as a result of a teaching load of more or less than 9 credit hours. Any additional credit hours needed to balance the load must be taught sooner if the five (5) year research release period is coming to an end.

- Faculty electing not to participate will teach twelve (12) credit hours per semester or 24 credit hours per academic year. Faculty not participating may only receive equivalency credit for double sections, team teaching, and contact hours.

<https://www.emich.edu/hr/forms/compensation/additional-compensation-request-form-2.16.22.pdf>

Faculty whose primary teaching responsibilities are technical theatre or theatrical design are not eligible for the Research and Creative Activity Release and can retain the current DED standards. These faculty will retain course releases for the co-curricular work that goes into the design and production of EMU Theatre Season; this release is understood to be two (2) courses [six (6) credits] per semester.

Theatre Faculty eligible for the Research and Creative Activity Release retain one course release for each mainstage show they direct for EMU Theatre Season. This release is for the instructional activity represented by the student contact hours spent throughout rehearsals and productions.

All other faculty in CMTA are eligible for the Research and Creative Activity Release.