

## DEPARTMENT INPUT DOCUMENT

Department/School of \_\_\_Health and Human Performance (HHPH)\_\_\_

College of \_\_\_Health and Human Services\_\_\_\_\_

Date of Last DID Revision: \_\_\_1-19-2024\_\_\_\_\_

Date of Department Faculty Vote: \_\_\_1-26-2024\_\_\_\_\_

Yes \_24\_\_\_ No \_0\_\_\_ Abstain \_2\_\_\_

### **APPROVALS:**

*Erica Zonder*

3-22-2024

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Personnel Committee Chair (Date)

*Christopher Herman*

3-21-2024

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Department Head/School Director (Date)

*Jennifer Fritz*

4/29/2024

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Dean (Date)

*Kathleen H. Stacey*

4-29-2024

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Assistant Vice President, AHR (Date)

*Deanda Conger*

4/30/24

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Provost and Executive Vice President (Date)

EASTERN MICHIGAN UNIVERSITY  
School of Health Promotion and Human Performance

Faculty Input System Updated Draft Copy March 2011  
Amended to Include The Physician Assistant (PA Program August 2014  
Amended to Exclude The Physician Assistant PA Program October 2023

The present organization of the School of Health Promotion and Human Performance is based on the existence of programs for related disciplines. This organization is predicated on the uniqueness of the disciplines represented in the School while at the same time recognizing common threads, which unite these School units in purpose.

I. SCHOOL MEETINGS

A. Schedules

There shall be no less than one School meeting in each of the Fall and Winter semesters. School meetings shall be scheduled by the School Director or upon written request signed by a majority of the full time tenure track faculty School faculty members. A designated time slot for this and other committee meetings will be determined each semester at a time when no other classes are scheduled. A written request for a special meeting must state the date, time, place, and purpose of the meeting requested.

B. Notice

At least five (5) days prior to a School meeting held for the purpose of soliciting faculty input, the date, time, place, and agenda of the meeting shall be posted by the School Director in a prominent place in the School and communicated in writing to all regular School faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when a majority of the members of a School standing committee agree in writing that circumstances require a waiver of the usual notice requirements.

C. Agendas

School meeting agendas shall be prepared by the School Director or, in those instances where meetings are convened in response to request from standing committee or regular faculty members, by the originators of the request. A faculty member may place additional items on the agenda pursuant to Robert's Rules of Order.

Agendas of meeting of the respective individual school programs shall be prepared by the Program Coordinators and shall comply with the timelines and procedures set forth for the School meetings.

D. Proceedings

The School Director or their designee shall preside at the School meetings. Robert's Rules of **Order** (revised) shall govern the proceedings. Faculty may request that the School Director not be present for segments of the meeting, when appropriate.

E. Minutes

The School Director or their designee shall be responsible for keeping and disseminating the Minutes for School meetings. Minutes of meetings shall be made available to School faculty at least one day prior to the next scheduled meeting and will be approved by faculty at the subsequent meeting.

F. Attendance

All regular faculty members are required to attend School meetings, except in cases of conflict with instructional assignments or if excused for other service or personal commitments by the School Director.

## II. COMMITTEE STRUCTURE ELECTIONS, ORGANIZATIONAL GUIDELINES.

### 1. Advisory Council

#### A. Scope of Responsibilities

The Advisory Council shall provide program information and make recommendations to the School Director in matters affecting programs as follows but not limited to:

1. Program Assessment Procedures
2. Schedule Requirements and Development
3. Catalog Copy Development and Review
4. Advising Assignment and Coordination
5. Program Need Identification and Requests
6. Program Certifications Accreditation
7. Program Personnel Need/ Requests
8. Program Budget Need /Requests
9. Program Recruiting and Marketing
10. Development of Program Information
11. Dissemination of Program Information
12. Other Committee Assignments as Needed
13. Provide an Annual Report

#### B. Membership and Purpose

There shall be an Advisory Council consisting of the respective Program Coordinators from each of the School programs. The membership shall be elected by the respective program faculty members and serve a three (3) year term. The purpose of this committee is to provide input to the School Director in the coordination and management of the programs in the School.

#### C. Procedures

The Council shall meet with the School Director on a regular biweekly basis to consider School program issues. Program Coordinators will hold at least one meeting a semester to gather faculty input on school and program issues. Agendas and minutes from these meetings will be forwarded to all program faculty and the School Director.

## 2. HPHP Personnel Committee

### A. Scope of Responsibilities

The Personnel Committee shall perform the duties listed below and make its recommendations in writing to the School Director on personnel issues of program faculty including, but not limited to:

1. School faculty evaluation for reappointment, tenure, promotion, and professional performance evaluation.
2. Personnel Committee shall develop a procedure and evaluation form for classroom teaching observation visitations when pertinent for faculty evaluations, ratified by a majority vote of full time, tenure track faculty in the HPHP programs.
3. The Department's Personnel Committee shall be responsible for conducting Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.
4. Monitor and influence improvement in the work environment.
5. Upon request of a faculty member, that member's teaching schedule may be reviewed by the Committee for its input to the School Director. The committee will also be responsible for providing input on overload teaching policies.
6. Establish and oversee a mentoring program for new faculty.
7. Review the Department Input Document every five years for compliance with the EMU-AAUP Master Agreement and School practices. If changes are needed, it shall revise and submit the DID for approval in accordance with Article XI.

### B. Membership

The HPHP Personnel Committee shall consist of seven (7) to nine (9) School faculty members elected from the HPHP faculty. All members must have tenured status and two members must hold full professor status. The Committee Chair shall be elected by the committee membership.

### C. Procedures

1. Approval of Evaluations for all HPHP faculty

A faculty member evaluation for any purpose shall require a majority vote of the Personnel Committee present at that meeting. The number of affirming and dissenting votes shall be given in written form to the School Director when the evaluation materials are forwarded to them. The faculty member shall receive a written evaluation from the committee for their information pursuant to the School Evaluation document.

2. A faculty member who has received an evaluation may request clarification of the evaluation in a meeting with the members of the committee. The evaluated faculty member may submit a written rejoinder to the Personnel Committee's evaluation which shall accompany the Personnel Committee's written evaluation when delivered to the School Director.
3. A Personnel Committee member who is receiving any evaluation, shall remove themselves from the committee during all deliberations concerning all applications for that type of evaluation (promotion, PPEs, and full interim evaluations).

### 3. HPHP Instruction Committee

#### A. Scope of Responsibilities

The Instruction Committee shall advise the School Director on all instructional and curricular developments and changes, including research into potential new programs, evaluation of the effectiveness of current programs, sequencing of classes and of course offerings in the School and Continuing Education throughout the year, academic standards with respect to new course provisions or modifications of existing courses, tutorial programs, override and class size practices, teaching load equivalencies, and any other curricular matter that arises.

#### B. Membership

The HPHP Instruction Committee shall be comprised of four (4) to five (5) members, elected from the HPHP faculty. First year faculty members may serve on this committee. Two members of the committee must be tenured.

#### C. Procedures

##### (1) Election of Chair

- (2) The Chair of the HPHP Instruction Committee shall be elected from among the tenured members on the committee.

- (3) Receipt of Course/Curriculum Proposals and Revisions. The **Chair** shall receive only those courses approved and carrying a signed transmittal sheet from the Program Coordinator.

##### (4) Responsibilities of the School Director

Courses/programs approved by a program and by the Instruction Committee, but not approved by the School Director should be returned to the Chair of the Instruction Committee within 30 days of receipt and shall be accompanied by a reasonable explanation for the denial.

4. HPHP Finance Committee

A. Scope of Responsibilities

The Finance Committee shall advise the School Director regarding the size and character of School budget requests and the distribution and expenditure of funds available to the School, including SS&M and travel expenditures, as well as any other matter concerning the finances of the School.

The School Director shall provide the finance committee with all budgetary and FTEF information in a timely manner so that the committee may perform its duties.

B. Membership

The HPHP Finance Committee shall be comprised of three (3) to five (5) HPHP faculty members. First year faculty members may serve on this committee. Two members of the committee must be tenured. The Chair shall be elected by the committee and must be tenured.

C. Procedures

- (1) The Committee shall meet individually with the School Director at the beginning of the annual budget preparation or at other times during the year, as they deem necessary.
- (2) The Committee shall seek input from the general faculty regarding budget concerns and shall make recommendations to the School Director.

5. HPHP Faculty Affairs Committee

A. Scope of Responsibilities

The Faculty Affairs Committee shall advise the School Director regarding faculty concerns, professional responsibilities and other faculty matters not within the scope of other standing committees.

8. Membership

The Faculty Affairs Committee shall be comprised of three (3) to five (5) HPHP faculty members. One first year faculty member may serve on this committee. Two members of the Committee must be tenured. The Chair shall be elected by the Committee and must be tenured.

6. HPHP Faculty Committee Guidelines

A. Term(s) of Office

All committee terms are three years and are staggered so that no committee shall be comprised of an all new membership in any given year.

B. Eligibility

First year faculty may serve only on the Instruction Committee and Finance Committee. The Personnel Committee will be comprised only of faculty members holding tenure. All other faculty will be eligible for membership on committees.

C. Nominations

Nominations will be made and membership voted on at the first meeting of the School faculty each fall semester.

D. Election

School elections shall be conducted at the first regular meetings during the Fall term. Vacancies for school committees will be filled initially by any faculty member who volunteers and is willing to serve. If there are more volunteers than vacancies or there are still vacancies after that initial process, a written ballot will be distributed that will include all faculty members eligible to serve to fill the vacancies. Faculty members elected to committees shall take office immediately following the election.

E. Vacancies

Should a position on any of the standing committees become vacant, a replacement shall be elected at the next regular meeting of the School. The replacement shall serve for the remainder of the term of the position. Any faculty member who voluntarily resigns from a committee for other reasons than reassignment, transfer or retirement will be responsible for securing a replacement to fulfill the term of office.

F. A faculty member of any School standing committee is subject to removal from that position by the following procedure:

1. Within two (2) weeks of receipt of a written petition signed by a majority of the regular faculty members of the School requesting the recall of a faculty member of any School Standing Committee, the School Director shall schedule a School meeting for the purpose of discussing and voting on the proposed recall.
2. Notice of the meeting and of its purpose shall be communicated in writing to all regular School faculty at least one week prior to the meeting.
3. The faculty member cited shall be removed from the committee assignment in question if a majority of the regular School faculty members present and voting so vote. The vote will be by secret ballot.

III. OPERATIONAL GUIDELINES

A. Chair(s)

A Chair, who is a tenured faculty member, shall be elected by the committee members of each committee for the purpose of presiding at meetings and providing liaison with the comparable college-wide committee(s). In the absence of a Chair, they may designate another committee member to chair meetings of a committee.

B. Secretary(s)

A member of each committee, excluding the Chair, shall be appointed Secretary.

C. Minutes

Minutes of each committee meeting shall be taken by a Faculty member and shall be provided to the School Director and current committee members and they shall also be posted on the appropriate bulletin board as general faculty information within a reasonable time period. Minutes which pertain to individual personnel issues and student grievances shall be excluded from this procedure and shall be maintained by the School Director and Committee Secretary.

D. School Director Involvement

1. The School Director is an ex-officio member of the School Input Committees and will be entitled to meet with the committees at all times except on those occasions where the EMU AAUP Contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports. In addition, committees may meet without the School Director if a majority of the committee members so request.
2. The School Director should be responsive to committee input by providing written reactions to committee recommendations within thirty days. If the committee input is not accepted the response shall be framed with reasonable particularity.

E. Conflict(s) of Interest

If, in the judgment of the majority of a standing committee, a committee member has a personal or professional conflict of interest in a matter to be reviewed by a committee, that member shall be replaced by an alternate to be selected by a vote of the general faculty.

F. Meetings

Meetings of a committee shall be scheduled, as needed, by the Chair and shall be announced in writing to the members of the committee. The proceedings of meetings shall be governed by Robert's Rules of Order (revised).

G. School Faculty Input

Faculty will have input regarding their teaching preferences including Spring and Summer class offerings. The Head of the School will distribute a preference sheet for such input at least once a year. The Head of the School shall inform faculty of their tentative schedules before submitting it for publication in the schedule books or online class schedule. The School Director will also notify faculty affected by any course and/or time changes after release of the initial schedule.

Any recommendations of a committee, except those relating to reappointment, tenure and promotion, as governed by the EMU AAUP Contract, or student grievances as governed by University policy, may be submitted to the regular faculty members of the School for an advisory vote.



Written input from the committees in the form of minutes and other formal reports shall be submitted to the School Director in a timely manner.

Nothing in this document shall be interpreted as preventing the School Director from consulting with individual faculty members or groups of faculty members as they deem appropriate in carrying out their duties. This, however, shall not be construed as appropriate faculty input.

#### IV. AD HOC COMMITTEES

Ad hoc committees may be convened by the School Director. The standing committees may recommend the composition, responsibility and procedure of such committees. Recommendation may also come from the faculty as whole.

##### 1. Grade Grievance Committee

The Grade Grievance Committee shall conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures, and shall be constituted as necessary and in compliance with University regulations. It shall also advise the School Director on grade grievance matters.

##### 2. School Director Search

A Screening/Search Committee to fill a School Director vacancy shall be constituted as follows. The School Faculty will be represented by one member from each program in the school. The representatives will be elected by written ballot by the faculty members in those respective areas. A non-voting student representative will be selected by the Screening Search Committee to represent the student body. The Dean of the College of Health and Human Services may at their discretion appoint two representatives to the search committee. Once the Committee has been selected, the members will elect their own Chair. The official list of the Search Committee will be provided to the School faculty and to the Dean of the College of Health and Human Services.

The Screening Search Committee shall develop and recommend to the faculty and the Dean of the College of Health and Human Services the criteria for the position, the procedures to be used in advertising the position, the review process, and the screening program. Any recommendations with respect to these procedures shall be subject to the review of the School faculty and submitted in writing to the Search Committee Chair for further Committee action. The Dean of the College of Health and Human Services may accept, reject, or modify any of the recommended procedures or criteria. Once the Search Committee has made its recommendation to the Dean for a slate of candidates for a campus interview, a Vitae and complete itinerary will be made available to individual School faculty. All HPHP faculty will have the opportunity to meet each candidate during the campus interview process.

Once the interview process is completed, a School meeting will be announced to discuss the candidates and a pre-printed ballot will be given to all faculty to recommend the selection of a School Director. Following the balloting, the search committee shall deliberate and make a recommendation to the Dean concerning acceptable candidate(s) or the course of action to be taken.

##### 3. Faculty Search

When the HPHP program is in a position to hire a new faculty member a Search Committee shall be established in the following manner. The School Director shall propose a Search Committee or faculty predominantly in the area of expertise with respect to the new position. The Committee will be made up of a minimum of (3) three and a maximum of (5) five faculty members and (1) one to two (2) students in the major content area. The Committee shall propose reporting and review procedures in a fashion similar to those required for the School Director Search Committee.

V. OFFICE ASSIGNMENTS

VI.

- A. With the input of the HPHP Advisory Council, the School Director shall designate the intended use of capacities for the spaces allocated to the School by the administration (e.g. one-person, two-person office; etc.).
- B. The School Director shall promptly notify all **HPHP** faculty when an office space becomes vacant or when additional vacant spaces are made available. The seniority of choice shall be based upon program needs and requirements, followed by years of membership in the school irrespective of rank, except in instances of a tie in length of service, in which case academic rank will prevail.
- C. Offices located in clearly defined program areas (e.g. Lab) shall be designated for faculty in that specific area program and allocated utilizing the above criteria.
- D. Disputes regarding office assignments shall be brought before the H PHP Advisory Council for resolution.

VII. PROCESSES

I. INPUT PROCEDURE FOR SUMMER TEACHING ROTATION SCHEDULE FOR FACULTY

Given that there are multiple programs within HPHP, decisions regarding summer teaching loads are to be determined by program faculty using a rotation that gives each qualified faculty member an equal opportunity to teach summer courses. A faculty member's receipt of a summer award will not negatively impact their place in the rotation.

- a. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.
- b. The Department Head will inform program coordinators (where applicable) and faculty of the date by which proposed summer schedules are due.
- c. The Department Head, in consultation with the program coordinator (where applicable) and with input from the program area faculty, will prepare a list of program courses (not special topics courses) that should be offered in the summer sessions. This list will be distributed to all program area members.
- d. In a regularly scheduled program area meeting, faculty members will bring requests to teach two courses, for which they are qualified, from this list. Proceeding in order of seniority (from most to least), faculty members will be given their first choice.
- e. 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 course request until the summer schedule is complete.
- f. During subsequent summers, #4 and #5 will be repeated, beginning with the next faculty member. If there are unstaffed courses after all faculty have submitted their request for one course, the faculty members who did not receive 20% the previous year will have first choice at selecting a second course. This is a continuous process.

- g. Faculty members may choose to pass when submitting request(s). If faculty members pass by yielding to a more experienced faculty member, that faculty member will retain the same position on the next rotation list. If a faculty member volunteers to pass for other reasons, the next rotation list will be continued as if that faculty member had selected a course.
- h. If there is an unstaffed course in a program area, a faculty member from another program area who does not have 20%, will be able to request that course with program area approval.
- i. It is the responsibility of the Department Head to maintain summer rotation records.

## 2. FACULTY HIRING AUTHORIZATION PROCESS

As part of their stated responsibilities, the HPHP Faculty Advisory Council will provide input to the School Director regarding the prioritization of requested faculty positions. The HPHP Personnel Committee will provide input to the School Director regarding requests for service rank credit.

## 3. INPUT PROCEDURE FOR AWARDING FACULTY RELEASE TIMES

For transparency purposes, faculty requests for release will be submitted to the Program Coordinator for consideration by the Advisory Council. The advisory council will forward requests to the School Director. All granted release requests must include a list of responsibilities and time frame for completion

## 4. INPUT PROCEDURE FOR OVERLOADS

- a. When it is determined that an overload is necessary or available, the Department Head will inform the program area, the personnel committee, and all faculty by email of the overload opportunity and the response date.
- b. Frequently, overload teaching opportunities become available at the last moment and faculty members interested in overload opportunities are responsible for timely responses to their emails.
- c. Faculty members interested in an overload assignment must apply to the Department Head, listing their qualifications to teach the course.
- d. The Department Head in consultation with the program area will examine all qualified overload applications received by the response date and award the overload assignment to the most senior applicant based on a rotating seniority list.
- e. The Department Head will maintain a rotating seniority list of applicants such that if the most senior applicant applies in consecutive years, the next applicant in subsequent years will be awarded the overload assignment.
- f. The Department Head will notify the program area, the personnel committee, and all faculty by email of the recipients of all overload assignments.

## Vii. AMENDMENTS

Amendments to this document shall be proposed in writing at a regular School meeting, with modifications to the proposed amendments permitted at that time. Proposed amendments may be approved at a subsequent regular School meeting by a

two-thirds vote of the faculty. If approved, recommended amendments shall be forwarded to the University and the EMU-AAUP and in accordance with the procedures set forth in the EMU AAUP Master Agreement.

IX. SCOPE

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