

DEPARTMENT INPUT DOCUMENT

Department of Africology and African American Studies

College of Arts & Sciences

Date of Last DID Revision: 12/19/2016\_\_\_\_\_

Date of Department Faculty Vote: 3/10/2023  
\_\_\_\_\_

Yes 3

No 0

Abstain 0

APPROVALS:

Toni Pressley-Sanon 3/10/23

Personnel Committee Chair (Date)

[Signature] 3/10/2023

Department Head/School Director (Date)

Dana Heller 3/10/2023

Dean (Date)

Kathleen H. [Signature] 1/11/2024

Assistant Vice President, AHR (Date)

[Signature] 1/30/24

Provost and Executive Vice President (Date)

**Department Input Document (DID)  
Department of Africology and African American Studies  
Eastern Michigan University**

i. PREAMBLE

The Department of Africology and African American Studies promulgates this document to:

Comply with the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors;

Establish norms governing the participation of the faculty of the Department of Africology and African American Studies in the decision concerning the selection and evaluation of faculty members, curriculum development and utilization of financial resources; and

Enhance the capacity of the Africology and African American Studies Department to utilize resources of faculty, students and others within the University community in furthering intellectual inquiry into Africology and African American studies.

The provisions below delineate particulars relevant to the pursuit of these objectives.

I. IDENTIFICATION OF COMMITTEE

The Africology and African American Studies Executive Committee shall provide input into the selection and evaluation of faculty members, the status of the curriculum and the utilization of financial resources.

## II. COMMITTEE FUNCTIONS

1. The Executive Committee shall provide the Department Head with Faculty input on new Faculty hires, the prioritization of requests for new Faculty hires and evaluation of candidates for new Faculty positions, service rank credit awards to prospective faculty appointees, evaluation, reappointment, tenure, promotion, and research activity awards, policies, procedures, and grievances. **In no instance shall input from the chair of the Executive Committee alone be considered sufficient.**
  
2. Faculty members applying for reappointment, tenure, or promotion, shall not participate in the review evaluating the eligibility of their application.
  
3. The Executive Committee is the Faculty Search Committee.
  
4. **Duties of the Search Committee Chair**
  - i. Chair meetings of the Search Committee.
  - ii. Request from the administration, and distribute to search committee members, written guidelines regarding applicable university regulations and legal considerations regarding the search, including confidentiality of materials submitted by candidates, and seek to ensure that the search is conducted in accordance with these guidelines.
  - iii. Coordinate appropriate documentation required by the search process.
  - iv. Establish and arrange meeting schedule and location.
  - v. Notify all committee members of any special meetings.
  - vii. Establish, prepare, and distribute the agenda for each meeting.
  - viii. Attend the meetings and serve as a voting member.
  - ix. Keep faculty informed of the progress/status of the search process.
  - x. Forward to the Department Head the names and ranking of the candidates selected by the search committee, including the committee's rationale for the rankings.
  
5. The Executive Committee shall advise the department head concerning the instructional affairs of the department, including such items as curriculum review, curriculum development, and new course proposals, evaluations of the effectiveness and salience

of current programs, course scheduling, overload policies, academic standards, grade grievances and tutorial programs.

6. The Executive Committee shall advise the department head concerning the utilization of financial resources in such areas as materials and equipment acquisitions, conference travel, research support, and programming.

#### 7. DEPARTMENT HEAD EVALUATION PROCESS

The Department's Executive Committee shall be responsible for conducting Department Head Evaluations in accordance with Article XV of the EMU-AAUP Master Agreement.

#### 8. DEPARTMENT HEAD SEARCH PROCEDURES:

A. The Search Committee:

- i. The Search Committee shall be composed of three tenured or tenure-track members of the Department faculty, and one outside Department Head who shall serve with the power to vote.
- ii. All faculty members are eligible for nomination.
- iii. Each member of the faculty votes by secret ballot for three of the candidates.  
(One can vote for less than three candidates but cannot cast more than one vote for a single candidate on a ballot).
- iv. The three candidates with the highest number of votes will form a slate to be voted up or down by majority vote of the faculty. If the slate is not accepted by majority vote, steps 3 and 4 are repeated until a slate receives majority approval.
- v. The faculty shall select the Chair of the Search Committee from the three faculty members on the Committee.
- vi. An outside Department Head shall be nominated by the dean of the college to participate in the Department Head search committee as a voting member.

IV. SIZE AND COMMITTEE COMPOSITION:

The Africology and African American Studies Executive Committee shall consist of all **tenured and tenure-track** faculty members holding their appointments in the Department of Africology and African American studies, and the head of the Africology and African American Studies Department as an ex-officio nonvoting member.

V. VOTING PROCEDURES

1. Unless otherwise specified, all votes taken pursuant to this document shall carry by a simple majority.
2. Except in the case of decisions concerning the selection and evaluation of faculty members, tie votes shall be broken by the Department Head.
3. All votes shall be taken by means of voice, or show of hands, or by electronic means, with the exception of votes on amendments. The latter shall be voted on by secret ballot. However, at the request of any voting member of the Executive Committee, a secret ballot may be utilized.

vi. OPERATIONAL GUIDELINES

1. Except as they are contravened by this document, Robert's Rules of Order shall govern the operations of the Executive Committee.

2. Meeting of the Executive Committee shall be held on a monthly basis beginning in October and extending through May. Additional meetings may be called as they are deemed necessary to perform the input functions specified above.
3. The Executive Committee shall be presided over by a duly elected chairperson selected from amongst the regular faculty of the Department of Africology and African American Studies. The agenda of the Executive Committee shall be constructed by the Chairperson, in consultation with the Department Head. Any committee member wishing to have an item included on the agenda may notify either the Chairperson or the Department Head who shall add the item to the agenda.
4. The functions of the Chairperson of the Executive Committee shall include serving as a liaison to the Department Head.
5. Notice of meetings, the agenda for the same, and the minutes of the last held meeting are to be distributed to the Committee membership at least one week prior to the scheduled meeting. The Department Head shall be responsible for distribution of the above.
6. The Executive Committee may determine which officers it wishes to have beyond the Chairperson and may devise its own guidelines for the taking of minutes and the routine handling of communications among the members.
7. Minutes of all the meetings shall be taken, duly approved, and kept in the Department office.
8. Recommendations of the Executive Committee shall be submitted to the Department Head in keeping with applicable timelines or otherwise

within a time reasonably sufficient to address the issues involved.

9. Likewise, the Department Head shall respond to requests from the Executive Committee in a timely manner.
10. The Department Head shall provide the Executive Committee and the faculty search committee members, the exact replica of his/her rationale for a faculty appointment recommendation. prior to forwarding the rationale to the Dean.
11. The Department Head shall attach a copy of the faculty input committee recommendation to the recommendation forwarded to the Dean.
12. Whenever there is a possibility of release time for extraordinary service, the department head shall put out a general notice to faculty explaining the task or tasks to be performed, the amount of release, the deadline for applying, and the department head shall request input from the Executive Committee on release time appointments. The department head shall issue a letter to the recipient documenting the amount of release, the expectations of work done while on release, and the completion date of the release.
13. The department head shall assign summer in-load teaching opportunities to faculty on a rotational basis. As hired, new faculty go to the top of the rotation and are entitled to be at the top of the list in their first year, but they shall follow the rotational policy thereafter.

14. The executive committee shall provide input to the department head on course overload assignments. The department head shall ensure that course overload assignments are distributed fairly among the faculty.
  
  15. The Department shall review **both its DID and its DED** every five years for **their** compliance with the EMU-AAUP Master Agreement and Department practices. **If during the reviews, changes are not required, an applicable cover page shall be completed with pertinent votes and signatures and sent upward for approval.**
  
  16. Amendments to this input document may be proposed by any member of the Executive Committee. Such shall be submitted in writing to either the Committee Chairperson or to the Department Head at least two months prior to the meeting at which they are to be considered. An amendment may be adopted by a two-thirds vote of the Executive Committee.
- vii. A Conflict of Interest Statement  
Faculty members applying for reappointment, tenure, promotion, or the research/creative release shall not participate in the review evaluating the eligibility of their application.
- viii. RECALL OF MEMBERS
- I. At the discretion of the Department Head or within two weeks of receipt of a written petition requesting the recall of a faculty member and signed by a majority of the Executive Committee, the Department Head shall



schedule an Executive Committee meeting for the purpose of discussing and voting on the proposed recall.

2. Notice of the meeting and its purpose shall be communicated to Executive Committee members at least one week prior to the meeting.
3. A faculty member of the Executive Committee shall be recalled if his or her conduct, as determined by a majority vote of the Executive Committee, is deemed inimical to the interest of the Department.

ix. DURATION AND INTENT OF DOCUMENT

The provisions of this document shall remain in effect until they are duly amended and approved through the appropriate University channels.

X. DISCLAIMERS:

This document shall not 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 herein detract from any right(s) or function(s) retained by or granted to EMU or EMU-AAUP through the parties' Master Agreement. This document shall not prevent the Department Head from consulting with individual faculty members or groups of faculty members as needed to carry out his or her duties.

Moreover, it shall not prevent faculty members from consulting with each other individually or in groups. Further, this document does not preclude the holding of Department or faculty meeting separate and apart from the meetings of the Executive Committee, nor prevent the Department Head from appointing ad hoc committees as needed.

Finally, recognizing the importance of the discipline to interdisciplinary studies, its broad based intellectual and

social origins, the Department retains the right to consult with students, faculty, and other members of the University and external community on its agenda, activities, and goals.

## Appendix E

### 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.

FACULTY ACTIVITIES  
FOR  
RESEARCH/CREATIVE RELEASE

Name: \_\_\_\_\_ Etl): \_\_\_\_\_  
Date: \_\_\_\_\_ Dept/School: \_\_\_\_\_  
College: \_\_\_\_\_ Rank: \_\_\_\_\_

Dossier Activity period: February 1, 2017 - January 31, 2022

Release Dates: AY 2022-23 to AY 2026-27

Reapply: February 1, 2027

MAJOR ACTIVITIES: Provide a brief description of the work including title/citation or attached documentation.

1.

2.

MINOR ACTIVITIES: Provide a brief description of the work including title/citation or attached documentation.

1.