DEPARTMENT INPUT DOCUMENT

Department of Sociology, Anthropology & Criminology

College of Arts & Sciences

Date of Last DID Revision: December 19, 2016

Date of Department Faculty Vote: November 15, 2022
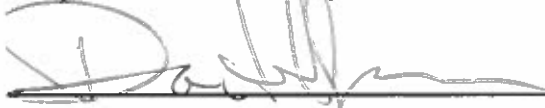
Yes _14_   No _0_   Abstain _0_

APPROVALS:

_____   16 November 2022

Personnel Committee Chair (Date)

_____   11/16/2022

Department Head/School Director (Date)

_____

Dean   (Date)

_____   1/29/24

Assistant Vice President, AHR   (Date)

_____   1/30/24

Provost and Executive Vice President (Date)

PREAMBLE

The Departmental Input Document (DID) addresses the organizational and operational structures of the various faculty input activities guaranteed by the collective bargaining Master Agreement between EMU and the AAUP and best practices for shared governance.

The Department Head shall establish an Ad Hoc Committee to review the DID every time it is necessary to check it for compliance with the Master Agreement. The Ad Hoc Committee shall comprise one representative from each of the three academic programs currently constituting the SAC Department: Sociology, Anthropology, and Criminology. Representatives are nominated, or self-nominate, and the Ad Hoc Committee does not need the formal approval of the faculty.

Once constituted, the Ad Hoc Committee will determine the scope and process of its review and report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval in accordance with the procedures set forth within this DID and the EMU-EMU/AAUP Master Agreement.

I.   DEPARTMENT MEETINGS

A.   Schedules

There shall be no less than one department meeting in each of the Fall and Winter semesters. Department meetings shall be called by the department head at times he/she deems appropriate; or, upon written request signed by a majority of the members of a department standing committee; or, upon written request signed by a majority of the regular department faculty members   A written request for a meeting must state the date. time, place, and purpose of the meeting requested.

Regular faculty are tenured and tenure-track faculty. Department meetings are open to all regular faculty and all regular faculty are eligible to vote A quorum consists of a majority of the members of the regular faculty who are teaching that semester.

B.   Notice

At least seven (7) days prior to a department meeting held for the purpose of soliciting faculty input, the date, time, place and agenda of the meeting shall be communicated il writing to all regular department 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 department standing committee agree in writing that circumstances require a waiver of the usual notice requirements

C.   Agendas

Department meeting agendas shall be prepared by the department head, or in those instances where meetings are convened in response to requests from standing committees or regular faculty members, by the originators of the request. A faculty member may place additional items on the agenda of any meeting by written request submitted to the department head at least forty-eight (48) hours prior to the scheduled meeting.

D.   Proceedings

The department head or his/her designee shall preside at department meetings The proceedings shall be governed by Robert's Rules of Order. revised

Minutes

The department head shall assign regular faculty members the responsibility for taking minutes at department meetings on a rotational basis. Minutes of meetings shall be made available in writing to the department faculty within a reasonable time period, normally not to exceed one (1) week from the date of the meeting.

II.   COMMITTEE STRUCTURE AND ELECTIONS

The committee structure of the Sociology, Anthropology and Criminology Department is as follows:

There shall be four (4) elected standing committees the Personnel Committee, the Finance Committee, the Research and Ethics Committee, and the Grade Grievance Committee.

There shall be four (4) separate volunteer standing Curriculum (Instruction) Committees: the Anthropology Curriculum Committee, the Criminology Curriculum Committee, the Sociology Curriculum Committee, and the Graduate Curriculum Committee.

In addition, there shall be one (1) committee comprised of the chairs of the four curriculum committees, the Grand Curriculum Committee.

A.   Committee Composition

The membership of each elected standing committee (Personnel, Finance, Research and Ethics, and Grade Grievance) shall consist of three (3) regular faculty members at least one (1)

alternate. The Grade Grievance Committee shall have an additional two (2) student members appointed each year by the department head. Whenever possible the three academic areas comprising the SAC Department should be evenly represented on each of the standing committees.

The membership of each volunteer standing Curriculum Committee (Anthropology, Criminology, Sociology, and Graduate) shall consist of at least three (3) regular faculty members. The Grand Curriculum Committee shall be comprised of the four (4) persons who are the respective chairs of the Anthropology, Criminology, Sociology, and Graduate Curriculum Committees. Each curriculum committee shall choose is own chair, and define its own internal procedures, which should be detailed in the SAC Policy Document.

B.   Term{s) of Office

For the elected standing committees (Personnel, Finance, Research and Ethics, and Grade Grievance) all faculty terms of office are three years and are staggered so that one term expires each year. No member of an elected committee may serve consecutive terms; but a member may serve any number of non-consecutive terms. Alternates to elected committees may be elected for regular membership immediately following their term as alternate. Members of elected committees may be chosen as alternates immediately after their regular membership. For the volunteer standing curriculum committees (Anthropology, Criminology, Sociology, and Graduate) membership is volunteered on a yearly basis and there is no restriction on continuous membership over any number of years.

C.   Eligibility

All regular faculty shall be eligible for membership on the elected and volunteer standing committees. There are no restrictions on the holding of simultaneous membership in any committees by one person.

D.   Nominations

Nominations for members of the elected standing committees are made at a department meeting (generally during the Winter semester) whose agenda has announced these nominations. Any regular faculty who cannot attend the meeting may submit nominations in writing to the department head prior to the meeting for announcement at the meeting.   All persons nominated, whether attending   this meeting or not, shall be notified of their nomination and have the right to decline that nomination prior to the election.

E.   Elections

Elections for the members of the elected standing committee shall be by secret preprinted paper ballot distributed to the faculty within one week after the meeting at which nominations are made. These ballots shall be e returned to the department secretary (who will keep the

ballots in a special file drawer) within one week after their distribution. Two faculty members and the department head shall count the ballots.

All regular faculty are allowed to vote. The candidate receiving the majority of votes cast for each position shall be elected. In case of ties. a runoff election shall be held immediately. The results of the elections shall be disseminated in writing to all regular faculty within one working day Faculty members elected to committees shall take office at the beginning of the Fall semester.

F.   Vacancies

Should a position on any of the elected standing committees become vacant, the designated alternate shall serve until the next regular department election for such position(s), at which time a replacement shall be chosen for the remainder of the term of the position Should further vacancies occur, a meeting of the department faculty shall be called within a reasonable time, normally within four (4) weeks to fill the vacant seat. The replacement shall be elected in the same manner as the original office holder, with nominations and secret paper ballots.

G.   Recall

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

1.   At the discretion of the department head or within two (2) weeks of receipt of a written petition signed by a majority of the regular faculty members of the department requesting the recall of a faculty member of any standing department committee, the department head shall schedule a department meeting for the purpose of discussing and voting on the recall proposed.
2.   Notice of the meeting and of its purpose shall be communicated inwriting to all regular department faculty at least one (1) week prior to the meeting.
3.   The faculty member whose recall is requested shall be removed from the committee assignment in question if a majority of the regular department faculty members so vote.

III.   OPERATIONAL GUIDELINES:

A.   Chairperson(s)

A chairperson shall be elected by the committee members of each committee to preside at meetings and provide liaison with the comparable college-wide committee(s). In the absence of a chairperson, he/she may designate another committee member to chair meetings of a committee.

B.   Secretary(s)

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When appropriate, the chairperson shall appoint or ask for a volunteer to act as secretary.

C.   Minutes

When appropriate, minutes of committee meetings shall be taken by the secretary and shall be made available to committee members (and sometimes to all regular faculty of the department) within a reasonable time period, normally within one (1) week following the meeting. Minutes that pertain to individual personnel matters and student grievances shall not be distributed outside the committee.

D.   Department Head Involvement

The department head shall be entitled to meet with the Personnel Committee, the Finance Committee, the four Curriculum Committees, and the Grand Curriculum committee at all times except on those occasions where the EMU-EMU/AAUP Contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports.

Conflict(s) of Interest

If, il the judgment of the department head, a committee member has a personal or professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced by the alternate. If the alternate has such a conflict of interest the department head shall appoint a temporary alternate or alternates to review the matter at issue.

E.   Meetings

Meetings of a committee shall be scheduled as needed, by the chairperson or by the department head. The date, time, place, and agenda of all meetings of the elected and volunteer committees shall be communicated to all committee members by the initiator of the meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member.

F.   Department Faculty Input

Any recommendation of a committee, except those relating to reappointment, tenure and promotion, as governed by the EMU-EMU/AAUP Contract, or student grievances, shall be submitted to the department for an advisory vote.

Written input from committees can be in the form of minutes or other formal reports and shall be submitted to the department head in a timely manner.

The department Personnel Committee shall conduct Department Head evaluations in accordance with Article XV of the EMU-AAUP Master Agreement.

Nothing in this document shall be interpreted as preventing the department head from consulting with individual faculty members or groups of faculty members as he/she deems appropriate in carrying out his/her duties.

N.   SCOPE OF RESPONSIBILITIES

A.   Personnel Committee

The Personnel Committee shall advise the department head on personnel matters as he/she deems appropriate in carrying out his/her duties.
1.   Evaluation of faculty for purposes of appointment, reappointment, tenure, promotion, and professional performance review.
2.   Evaluation of the performance of professional responsibilities of the faculty, in accordance with the current Departmental Evaluation Document.
3.   Evaluation of faculty files for purposes of faculty review
4.   Establishment and review of general academic credentials, job descriptions, and course bad responsibilities for tenure-track appointees.

B.   Finance Committee

The Finance Committee shall oversee, review, and recommend policy concerning the size and character of department budget requests and the distribution and expenditure of funds available to the department, including SS&M and travel expenditures.

C.   Research and Ethics Committee

The Research and Ethics Committee shall advise the department head concerning the evaluation and, when instructed, the rankings of proposals submitted by the department for university awards unless another committee is designated. The committee shall also review ethical issues h the conduct of student research_

D.   Grade Grievance Committee

The Grade Grievance Committee shall conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures as necessary and shall advise the department head on grade grievance matters.

E.   Anthropology. Criminology, Sociology, and Graduate Curriculum Committees

The four (4) curriculum committees shall advise the department head on all instructional and curricular matters and changes in their respective areas and shall make recommendations to the department on these matters. This includes research into potential new programs, evaluation of the effectiveness of current programs, sequencing of classes and of course

offerings throughout the year, academic standards with respect to new course provisions or modifications of existing courses, tutorial programs, overloads, and override and class size practices.

E1. PROGRAM COORDINATORS AND DIRECTORS
Where faculty members serve as program coordinators and/or directors, the coordinator shall collect faculty input via the appropriate curriculum committee before making recommendations to the department head.

F.   Grand Curriculum Committee

The Grand Curriculum Committee shall recommend policy on issues that cut across two or more of the department's disciplines

V.   AD HOC COMMITTEES

Ad Hoc committees may be appointed by the department head. The standing committees may recommend the composition. responsibility and procedure of such committees.

VI.   OTHER ELECTED POSITIONS

Nominations for other elected positions, department representatives to the college and University input structures, and faculty council will be offered at department meetings. The election may be by show of hands of eligible voters at the meeting, by paper ballot at the meeting, or by paper ballot distributed to eligible faculty within one week of the meeting.

FACULTY INPUT ON RELEASE TIME

Within one (1) semester of this revised DID being approved, The Department Head shall present to the department a comprehensive list of positions and tasks for which the Department Head grants release time. This document will be presented during a regular faculty meeting for faculty review, input, and approval.

Once approved, the list should be included in a SAC Dept. Policy Document to be electronically accessible to all regular faculty. Thereafter, during the first regularly scheduled department meeting of each academic year, the Department Head shall present a list of faculty to whom the Department Head has granted release time and the reason for it.

The Department Head shall solicit input from the department before making changes to the positions for which release time is granted or the amount of release time a position is granted. Any permanent changes to the official list of Release Time policies and procedures included in

the SAC Policy Document will need to be proposed in writing to the faculty at any regular future departmental meeting, and voted on by the committee of the whole.

The curriculum committees shall work with the department head to ensure that all faculty know the scope of the work for positions with release time as well as the procedures to apply or be nominated.

For any new position or task for which release time is granted, the Department Head shall inform all faculty of the opportunity by specifying the scope of the work, the time frame and amount of release time.

VII.   SUMMER TEACHING

i)   All faculty can request 0, 1 or 2 summer in-load sections as desired.

ii)   Each curriculum committee will take into account program and student needs in addition to the enrollment credit hour production targets provided by the College.

iii)   Faculty roster is sorted alphabetically and requested courses are assigned in order of the roster.

iv)   The following year, the first person to be assigned will be the person where second section assignments ended the previous year.

v)   Archaeology field school courses will be assigned outside of this system.

vi)   Criminology internships will also require assignment of sections from the number allotted by the College.

vii)   Faculty whose classes are cancelled for low enrollment will go to the top of the list the following year. In subsequent years, they will stay in their alphabetic order.

VIII.   FACULTY HIRING

1.   In response to a call from the university for position requests, any curriculum committee may draft one or more requests. All such requests shall be presented at a faculty meeting and discussed. Only position requests receiving a majority vote for approval will be advanced through the process.

2.   When the department is planning or authorized to begin a search for a tenure track faculty position, the members of the faculty, by majority vote, shall elect a search committee, consisting of a minimum of three voting members of the faculty. The search committee shall be responsible for drafting a description of required and desired qualifications (reflecting the request to search), recruiting applicants and conducting the initial screening of applications. The position posting is developed within a matrix supplied by AHR; but the draft of the required and desired qualifications must be approved by a majority vote of the faculty, either in a regular or special meeting or by electronic polling of the faculty.

3.   After screening applications, the search committee shall present to the full faculty, in a regular or special meeting, a suggestion on how to proceed with the search - either to conduct telephone interviews or to invite candidates on campus; this suggestion will be voted on and decided by majority vote.

A)   If telephone interviews are suggested, the search committee must present to the faculty for approval a list of at least ten candidates to be interviewed. [If there are fewer than ten minimally qualified candidates, the faculty will be asked to consider only the viable candidates.]

B)   After telephone interviews or if it is decided to proceed the search without telephone interviews, the search committee must present to the full faculty, in a regular or special meeting, a list of at least six candidates who are best qualified to be invited to campus for an interview. [If there are fewer than six minimally qualified candidates, the faculty will be asked to consider only the viable candidates.] This list can be ranked. Members of the faculty may propose additions to or deletions from the list. The faculty will, by majority vote, approve a final list of candidates to be invited on campus.

4.   Once candidate interviews are scheduled, the department head and search committee chair should announce a time and date for a faculty meeting to make recommendations on the candidates.

5.   After all interviews have been completed, the search committee shall present to the faculty meeting a recommendation on which candidates are judged "acceptable" for the position and which candidates were thought to be "unacceptable" for the position. The faculty may amend this list. After discussion, a paper ballot will be distributed on which each candidate is to be indicated acceptable/unacceptable. A candidate will be considered acceptable only if that individual receives votes of acceptable from at least 2/3 of those voting in the meeting (excluding abstentions). In the minutes, the result of this ballot will be recorded indicating the votes for each candidate.

6.   The search committee will then present to the faculty a discussion of each of the candidates found acceptable; this discussion can lead to a recommendation to whom the committee suggests the position should first be offered and the order of offers should the top candidate decline. A paper ballot will be distributed on which each faculty member indicates a "1" for her/his preferred candidate, a "2" for the next, etc., to correspond with the number of candidates having been found acceptable. The ballots are tallied in the meeting (ballots that are not indicating a number for each acceptable candidate will be counted as an abstention vote); the result of this tallying is a number of "1"-s, "2"-s, etc. for each candidate. These will be added up and the result of the tallying will be recorded in the minutes. If two candidates reach the same tallied number, a paper ballot with the same procedure for these two candidates will be distributed. The search committee chair (or another faculty member), must then make a motion that the candidate with the lowest number will be the top ranked candidate, the second

lowest number will be number two, etc. This motion will be voted on and submitted to the DH as input on the hiring process.

7.   Candidates to whom a job offer is extended may request service credit for prior years of work. In the case of such a request, the Department Head will seek input from the Personnel Committee and share with them any available documents relevant to the committee's deliberations.

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.