Business Information Systems
Department Policy Statement
September 2010

PREAMBLE

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

Since the last revision of our Business Information Systems (BIS) Department Policy Statement in 2003, two discrete academic disciplines, Computer Information Systems (CIS) and Business Communication (BCM), have operated within one department under the administration of a CIS Chair. Following collegial deliberation, faculty reached consensus in April 2010 to support that administrative structure, which is reflected in this revised Policy Statement.

These policies and procedures for department governance will operate in accordance with the current existing agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors, hereinafter referred to as the **Agreement**. Revision of this Policy Statement must conform to the procedures established in the Agreement.

Table of Contents

1.0 Department Operations and Common Policies

The Department of Business Information Systems (BIS) consists of two academic disciplines: Computer Information Systems (CIS) and Business Communication (BCM). Many operations are shared, but both disciplinary areas maintain separate processes for curriculum, sabbatical leave, and, faculty review.

1.1 The chair of the BIS Department serves as the chair for all faculty of the department.

1.2 A faculty BCM scheduling coordinator, selected after discussion with the BCM faculty, BIS chair and college dean, is responsible for assisting the chair with BCM course scheduling.

1.3 Membership: All individuals who hold academic rank in the department are considered members of the department. All board-appointed faculty have voting rights, with the exceptions of a faculty member who is serving as BIS chair, adjuncts, and part-time instructors.

1.4 Meetings: All BIS faculty will meet as a whole at least once per semester. BCM and CIS faculty meet separately for program, curriculum, and personnel purposes. For joint BIS meetings, the chair will circulate a proposed agenda at least three days prior to the meeting. Additional items that have arisen in the interim may be proposed prior to the meeting or from the floor.

   1.4.1   Voting: A simple majority of those voting will be used to decide issues. Proxy votes will not be accepted. When a motion is made, it passes if approved by a majority. Committee chairs are eligible to vote.

   1.4.2   Minutes: A recording secretary will be elected at each meeting and prepare minutes; once approved, they will be distributed to all faculty and filed in the BIS office.

1.5 Representation

   1.5.1   BIS Department faculty from either discipline may serve on dean-appointed college committees or as elected representatives from the department. Department faculty will collaborate on matters specific to one discipline as needed.

   1.5.2   College Curriculum Committee: CIS and BCM program faculty may represent the department on the College Curriculum Committee; department faculty will elect a member from either area and collaborate on matters specific to one discipline as needed.

   1.5.3   College Promotion Committee: CIS and BCM Tenure/Promotion Review Committee chairs will serve alternating terms as College Promotion

Committee representatives of the department. The length of each term is three years. Because untenured faculty members do not participate in the election of CIS and BCM Tenure/Promotion Review Committee chairs, they must have an opportunity to approve or disapprove College Promotion Review Committee representation. To that end, the department chair will conduct a vote of the entire department to approve or reject the CPC representative for each term in the rotation. If a representative is not approved, the program area in the rotation may nominate a candidate other than the Tenure and Promotion Review Committee chair.

1.5.4   The WMU-AAUP and Faculty Senate will facilitate balloting for the purpose of electing representatives to the Faculty Senate and WMU-AAUP Association Council. Faculty in both CIS and BCM programs are eligible for election.

2.0 The Faculty: The faculty is a community of individuals appointed to the CIS and BCM programs with primary interests in making contributions to the educational goals of the University, the college, the department and programs. The faculty includes members with positions classified as traditional faculty, visiting professors, faculty specialists, adjunct faculty, term faculty, and part-time faculty.

2.1 Appointment and Reappointment. One of the chair's most important responsibilities is to seek and identify resources needed to accomplish the mission of the department. It is a shared responsibility among the chair and department faculty to identify staffing needs for both the BCM and CIS programs. Faculty shall confer with the chair in determining faculty needs, as well as the number and type of faculty to be recruited.

2.2 Recruitment Process for tenured or tenure-track appointment: Once a faculty position has been approved and posted, and applications are available for review, the chair will forward materials to the appropriate personnel search committee (PSC).

2.2.1 The PSC will review all applications using criteria associated with the qualifications for the position(s). Criteria will include educational attainment, teaching experience, research and professional recognition, service to institutions and students, and any unique considerations deemed appropriate. The ranked recommendations will be presented to the chair.

2.2.2 The chair will arrange campus interviews. All tenured and tenure-track faculty, the chair and the college dean should be involved in the interview process. At the completion of each candidate's visit, an evaluation form will be provided to each faculty member present during the interview process; the forms will be used by the PSC in making recommendations to the chair and will be destroyed after the

search process is completed (as are all materials once a hire is complete).

2.3 Non-tenure -track faculty appointments: All tenured and tenure-track BCM or CIS faculty should be notified of term and temporary positions and candidates being considered for those positions in the respective programs. Candidates' vitae should be distributed and recommendations from the faculty considered in making the temporary appointments.

2.3.1 Reappointments to term and temporary positions should be based on the needs of the department and positive evaluations of the faculty seeking reappointment. (See also Evaluation of Faculty 3.0)

3.0 Evaluation of Faculty

3.1   Tenure and Promotion Review Committees: The separate BCM and CIS Tenure and Promotion Review Committees (TPRC) each consist of tenured faculty members and will have at least three members. A majority must consist of traditionally ranked faculty. Members will elect the committee chair at the first meeting. The TPRCs in both programs will also conduct annual performance reviews of faculty holding term, part-time and adjunct appointments. In the event that a faculty member in either program seeks promotion to Professor and three Professors are not available in the program to serve on a TPRC, a joint CIS/BCM Tenure and Promotion Review Committee composed of BIS Professors will consider candidates.

3.2   Tenure Reviews: The department chair will notify all faculty of required tenure reviews according to deadlines specified in the Agreement. Notified faculty will prepare materials for review and submit them to the appropriate committee chair, who will make them available to the committee. The committee will review materials submitted by the candidate in accordance with the Agreement. The faculty committee is responsible for making tenure recommendations and forwarding them to the candidate and department chair as outlined in the Agreement.

3.3   Promotion Reviews: The department chair will notify all faculty eligible for promotion according to the deadlines specified in the Agreement. Faculty who wish to be considered for promotion will prepare materials for review and submit them to the appropriate committee chair, who will make them available to the committee.   The committee will review materials submitted by the candidate in accordance with the Agreement and make recommendations to both the candidate and department chair as outlined in the Agreement.

3.4   Judgmental Criteria for Tenure and Promotion Reviews: In addition to meeting criteria articulated in the Agreement with respect to Professional Competence, Recognition, and Service, candidates for tenure and promotion must meet criteria determined by college faculty for the Association to Advance Collegiate Schools of Business (AACSB) accreditation standards. Traditionally ranked faculty must meet criteria for an Academically Qualified

(AQ) designation to be tenured or promoted. Faculty specialists must meet criteria for a Professionally Qualified (PQ) designation to be tenured or promoted.

4.0 Workload and Assignments

4.1. Workload Policy

The workload for BIS faculty will be governed by the Agreement and will also reflect the prescribed standards of the Association to Advance Collegiate Schools of Business (AACSB). The purpose of this policy is to ensure the following:

a. Full and effective use of the abilities of each faculty member.
b. An appropriate allocation of time for teaching, research, and service activities to help meet the mission of the BIS programs.
c. An equitable distribution of the workload in the BIS programs.

4.2 Teaching Assignments

a. Faculty will have an opportunity to communicate teaching assignment preferences to the department chair or BCM scheduling coordinator.
b. Assignments should be congruent with faculty members' disciplinary training, qualifications, and experience, using faculty recommendations as guidance.
c. Number of preparations each semester, class requirements, class size, and class location should be given serious consideration.
d. Responsibility for independent studies, internships, directed readings, professional field experiences, thesis or dissertation supervision, and administrative duties may be considered part of the faculty member's workload.
e. The faculty recognizes that the department chair is responsible for the equitable distribution of faculty workload and must consider numerous factors including programmatic needs, student demands, and faculty expertise.

4.3   Summer I, Summer II and Extended University Program (EUP) Teaching Assignments

a. The teaching assignments for Summer I, Summer II and EUP will be based on the BIS programmatic needs and the congruency between course and faculty qualifications.
b. Tenured and tenure-track faculty will have preference in assignments. When a faculty member rejoins the teaching faculty from an administrative appointment at Western Michigan University he/she will be assigned as though no interruption of

his/her service to the BIS Program had taken place. A faculty member who is on leave (as defined in the appropriate articles of the Agreement) during the fall and/or spring semester will be considered in the assignment list.

    c. If the total number of course sections offered in Summer I and II is not sufficient to provide a full-time load (i.e., 22%) for all tenured and tenure-track faculty, then teaching assignments should be rotated so that all interested tenured and tenure-track faculty have one course per session and two if available courses permit.

    d. If the total number of course sections offered in summer I and II is sufficient to provide a full-time load (i.e., 22%) for all interested tenured and tenure-track faculty, then temporary faculty shall be assigned for teaching in either summer I or summer II after all existing tenured and tenure-track faculty have been offered a full-time load.

5.0 Sabbatical Leave

5.1 Sabbatical Application Process and Requirements: A BIS faculty member who is applying for a sabbatical leave must submit a detailed proposal in accordance with the procedure and time schedule outlined in the Agreement. The proposal shall be submitted to the Sabbatical Leave Committee.

5.2 Committee Structure: Separate BCM and CIS Sabbatical Leave Committees will consist of three tenured or tenure-track faculty; one of the members must have received a sabbatical leave in the past. No member applying for sabbatical leave may serve on the committee during the year of consideration.

5.3 Committee Procedures: The committee shall elect its own chair. The committee must consider all submitted proposals in accordance with the procedure and time schedule outlined in the Agreement, allowing the department chair sufficient time to review. The committee shall consider each proposal for leave and vote to approve or disapprove. In the case of two or more approved proposals, the committee must rank them. Individuals must be notified in writing of the sabbatical leave recommendation no later than six business days before the date that the recommendations must be given to the department chair.

5.4 Appeals: A faculty member can appeal a sabbatical recommendation by providing the chair of the Sabbatical Leave Committee a written appeal within three business days of receiving the recommendation. The chair of the Sabbatical Leave Committee must call a meeting of the committee to consider the faculty member's appeal. The chair of the Sabbatical Leave Committee shall notify the department chair, in writing, of the committee's recommendations in a timely manner so that the department

chair may meet the Agreement-specified deadline for submission to the dean.

6.0 Department Curriculum Committees

6.1 BCM Curriculum Committee: All tenured and tenure-track faculty comprise the committee; faculty may also choose to consider curriculum issues as a committee of the whole, including term and part-time faculty.

The committee will review curriculum issues on a regular basis, evaluate course proposals, recommend minor and major curriculum changes and recommend changes in course or curriculum requirements. The committee will forward recommendations to the appropriate reviewing bodies specified in the university curriculum review process.

6.2 CIS Curriculum Committee: Committee Structure: The CIS Curriculum Committee will be elected from among all CIS faculty who are included in the bargaining unit. The size of the committee should be five CIS faculty. General issues related to CIS Program courses regarding changes, additions, deletions and new majors/minors must be submitted to the chair of CIS Curriculum Committee.

Should special curriculum issues arise, the CIS faculty included in the bargaining unit shall form subcommittees to handle such issues. The results of subcommittees should be submitted to the CIS Curriculum Committee for further discussion and final decision. The CIS Curriculum Committee and/or subcommittees will elect their own chair.

The CIS Program Curriculum Committee will review existing curricula on a regular basis, evaluate course proposals regarding course changes, additions, or deletions to the existing curricula and assess proposals of new majors/minors submitted to the committee. The committee will forward its recommendations to the appropriate reviewing bodies specified in the university curriculum review process. The chair of CIS Curriculum Committee will be the default representative of the CIS program to such reviewing bodies. The CIS Curriculum Committee meetings shall be open and results distributed to all CIS faculty.