

DEPARTMENT OF CHEMISTRY
WESTERN MICHIGAN UNIVERSITY

POLICY STATEMENT

(Version 10-22-09)

**TABLE OF CONTENTS FOR THE
POLICY STATEMENT OF THE DEPARTMENT OF CHEMISTRY AT
WESTERN MICHIGAN UNIVERSITY**

	Page
ARTICLE I: DEPARTMENTAL FACULTY	1
ARTICLE II: POWERS AND FUNCTIONS OF THE DEPARTMENTAL FACULTY	2
ARTICLE III: ADMINISTRATION OF THE DEPARTMENT	2
ARTICLE IV: DEPARTMENT STANDING COMMITTEES AND THEIR DUTIES	3
ARTICLE V: DEPARTMENT AD HOC COMMITTEES	5
ARTICLE VI: TEACHING ASSIGNMENTS AND SCHEDULING OF CLASSES	5
ARTICLE VII: SPACE AND FACILITIES	5
ARTICLE VIII: DISTRIBUTION OF FUNDS	6
ARTICLE IX: FACULTY EVALUATION METHODS AND PROCEDURES	6
ARTICLE X: PROCEDURES AND CRITERIA IN DETERMINING MERIT-PAY	6
ARTICLE XI: TENURE POLICY AND PROCEDURES	6
ARTICLE XII: PROMOTION POLICY AND PROCEDURES	8
ARTICLE XIII: SABBATICAL LEAVE	9
ARTICLE XIV: DEPARTMENT PARTICIPATION IN THE DECISIONS OF SELECTION AND CONTINUANCE OF DEPARTMENTAL FACULTY INCLUDING POSSIBLE LAYOFF	9
ARTICLE XV: FACULTY PARTICIPATION IN DECISION OF EVALUATION, SELECTION AND POSSIBLE REMOVAL OF DEPARTMENT CHAIR	10
ARTICLE XVI: AVAILABILITY OF DEPARTMENTAL POLICIES	11
ARTICLE XVII: FACULTY PARTICIPATION IN AMENDMENTS TO DEPARTMENTAL POLICY STATEMENT	11
APPENDEX A: FACULTY WORKLOAD POLICY DEPARTMENT OF CHEMISTRY	12
APENDEX B: PROVOST'S POLICY STATEMENT: ACADEMIC CHAIRS AND DIRECTORS: POSITION DESCRIPTION, QUALIFICATIONS, LENGTH OF SERVICE, EVALUATION, AND COMPENSATION	18

**POLICY STATEMENT OF THE DEPARTMENT OF CHEMISTRY
WESTERN MICHIGAN UNIVERSITY**

MANDATORY PARAGRAPH FOR DEPARTMENTAL POLICY STATEMENT

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 faculties 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.

ARTICLE I: DEPARTMENTAL FACULTY

Section 1: The Faculty of the Department of Chemistry, henceforth referred to as the Faculty, are all ranked Faculty of the Department appointed by the Board of Trustees. Each member of the Faculty excluding adjunct professors has equal vote in all Departmental decisions and all recommendations which require joint action by the Faculty. The Department Chair has voting privileges except where prohibited by this Policy Statement or by the current agreement between Western Michigan University and the W.M.U. Chapter of the American Association of University Professors (AAUP).

Section 2: Adjunct Faculty. The normal procedure for approval of adjunct faculty appointments involves the candidate submission of a letter of application and a professional resume. A vote of the entire faculty will be taken after the candidate presents a research seminar. The chair will then inform the candidate and Dean of the faculty decision. The three-year appointment takes effect after approval by the Dean Provost and Board of Trustees.

When an adjunct candidate requests an accelerated decision making process, submission of an application letter and professional resume is followed by a vote of faculty by electronic mail or voice-vote. A majority of voting faculty must approve the appointment. If adjunct status is granted then the candidate must both present a research seminar in that year and agree to perform at least ten hours of student mentoring. The term of this accelerated appointment is one year, renewable at the discretion of the faculty.

Section 3: Deliberation of the Faculty will be at closed meetings for the Faculty and invited guests. Faculty meetings are normally convened and conducted by the Department Chair and should be scheduled at approximately monthly intervals during the academic year. The Department Chair prepares the agenda for each meeting and distributes it to the Faculty at least one week prior to the meeting. Special or Emergency meetings may be called by the Department Chair, as necessary, with as much prior notification as is reasonably possible. The Faculty may also be called to a meeting by the consensus of five Faculty members.

Section 4: At the first faculty meeting of each Fall Semester, the Faculty will select a Secretary. The Secretary will record the proceedings and prepare the minutes of each meeting. The minutes of each meeting will be distributed to the Faculty within one week of the conclusion of that meeting.

Section 5: Formal action and policy decisions appropriate for the Faculty to make will generally be by majority vote of the total Faculty. However, curricular changes must be approved by two-thirds of the total Faculty. Recommendations made by any of the various committees of the Department (Articles IV and V) may be brought before the Faculty by the Department Chair, the cognizant committee chair or by petition of two-thirds of the Faculty.

ARTICLE II: POWERS AND FUNCTIONS OF THE DEPARTMENTAL FACULTY

Section 1: The Faculty will recommend all Departmental policy proposed by a member or by its committees, subject to necessary University approval processes. Policy recommendations which can be deferred will not be considered during the Summer Sessions.

Section 2: The Faculty may review and recommend membership on all Faculty committees of the Department.

Section 3: The Faculty may make recommendations to the Dean in regard to the selection of the Department Chair and may initiate an evaluation of the Chair as described in Article XV.

Section 4: The Faculty will participate in and make recommendations in the selection of new Faculty in the Department as described in Article XIV, Section 1 and in the selection of Graduate Faculty in the Department as described in Article XIV, Section 6.

ARTICLE III: ADMINISTRATION OF THE DEPARTMENT

Section 1: The affairs and business of the Department are administered by the Department Chair.

Section 2: The Faculty may make recommendations to the Dean with regard to the temporary appointment of an interim or acting Chair in the event of death, resignation, leave or inability of the Chair to serve.

Section 3: The Department Chair is expected to adequately perform the duties as set forth in University Policy.

Section 4: Provisions have been made for support (one course release per semester and professional development funds) for a tenured Faculty member to serve as Associate Chair who will act on behalf of the department in the Chair's absence. The Associate chair will be recommended by a majority approval of the Faculty and then appointed by the chair at his/her discretion. The Associate Chair will assist the chair with class scheduling, TA assignments, and course assignments as well as the need for additional Faculty assistance with departmental business, particularly assessment of student learning.

Section 5: There will be at least two Faculty designated as Undergraduate Advisors and one Faculty as Graduate advisor. They will assist students with program preparation and lead curriculum revision activities.

ARTICLE IV: DEPARTMENT STANDING COMMITTEES AND THEIR DUTIES

Section 1: The Department Chair will appoint the members of all the departmental standing committees except the Personnel Committee. The appointments will be made at the beginning of each Fall Semester.

Section 2: Faculty initiatives pertinent to each committee will be prepared as written priorities for committee activities for the coming year. Committee reports should also include a review of progress in the preceding year. Recommendations of each committee will be made by a majority vote of the committee members. A quorum will be at least half of the committee membership plus one. Each committee will advise the chair in expenditure of funds related to their charge as these funds are available.

Section 3: The Personnel Committee will consist of all tenured Faculty members with the Department Chair as an ex officio member. The Chair of the committee will be elected by its members at the end of each spring term. The duty of this committee will be to perform Department Chair evaluations, Faculty tenure and promotion review, sabbatical application review, and review of part time and term appointed faculty members. Most of the tasks of this committee will be carried out by subcommittees selected by lot from the entire committee as necessary. The committee Chair may recuse, or appoint ad hoc members when issues of promotion and/or tenure are considered to ensure necessary and appropriate Faculty composition, in accordance with current AAUP contract language. The Department Chair may be invited to participate in non-voting committee activities by a majority of the Personnel Committee. This does not apply in instances when Faculty tenure, promotion, or sabbatical leave are discussed, in accordance with current AAUP contract language.

Section 4: For curricular purposes, each member of the Faculty will be assigned to one or more instructional divisions: Analytical, Biochemistry, Inorganic, Organic or Physical. These divisions mirror the curricular structure established by the American Chemical Society.

Section 5: The Undergraduate Studies Committee will consist of at least one member from each instructional division, the Chair of the Graduate Studies Committee and have the Freshman Coordinator and Laboratory Coordinator as ex-officio members if they are staff members. One of the Undergraduate Advisors will serve as the committee chair. The duty of this Committee will be to review the Undergraduate chemistry curricula, chemistry degree requirements, and suggested changes in course structure in order to recommend to the Faculty changes in course structure, new courses, course deletions, fees, and degree requirements. It will review the chemistry sections of the Catalog and may recommend appropriate changes with Faculty approval. This committee will also oversee ongoing assessment of the Undergraduate chemistry programs. The undergraduate Advisors will evaluate courses of undergraduate transfer students, selecting and approving those to be used as transfer credit for departmental purposes and advising on waivers of departmental requirements for these students.

Section 6: The Graduate Studies Committee will consist of at least one member from each instructional division, the Chair of the Undergraduate Studies Committee or their designee and

have the Graduate Advisor as chair. The duty of this Committee will be to review the Graduate chemistry curricula, chemistry degree requirements, and suggested changes in course structure in order to recommend to the Graduate Faculty changes in course structure, new courses, course deletions, fees, and degree requirements. It will review the chemistry sections of the Catalog and may recommend appropriate changes with Graduate Faculty approval. This committee will administer Cumulative examinations, Qualifying examinations, and any issues of Graduate degree requirements. It will review applications and recommend to the Department Chair the selection and reappointment of Graduate students supported by budget and grants to the Department for this purpose. The Graduate Advisor will evaluate graduate student progress according to criteria approved by the Department's Graduate Faculty. The Graduate Advisor will also evaluate the courses of graduate transfer students, selecting and approving those to be used as transfer credit for departmental purposes and advising on waivers of departmental requirements for these students.

Section 7: The Student Recruitment Committee will be composed of at least three Faculty with the Chair of the Graduate and Undergraduate Studies Committees as ex-officio members. This Committee will be responsible for recruiting students into the chemistry degree Undergraduate and Graduate programs. The Chair of the Committee will be selected by its members.

Section 8: The Visiting Lecturers Committee will consist of at least 2 Faculty. The committee will solicit and recommend a yearly program of visiting speakers to departmental colloquia and other lectures, and recommend participants in any endowed lecture series. This committee will also solicit contacts and recommend visits by Faculty to other institutions.

Section 9: The Equipment/Facilities Advisory Committee will consist of at least three Faculty with the Department Chair, and any other appropriate staff professionals as ex-officio members. The duty of this Committee is to provide advice and consent to the Chair for the purchase and/or disposition of needed computing, networking, instructional and scientific equipment. This committee will also recommend policy to the Faculty about allocation of major departmental instrumentation and infrastructure. This Committee will also make a survey of all departmental laboratories, shops, and storage rooms regularly. It will report safety hazards to be remedied, to the safety committee.

Section 10: The Awards and Gifts Committee will consist of two Faculty members, one designated as Chair. This Committee will nominate students to receive recognition for Departmental honor awards, and recommend policy to the Faculty and to the Department Chair with regard to gifts from the Faculty.

Section 11: The Safety, Ethics, and Compliance Committee will consist of at least the Department Chair, three Faculty, the instrument manager, and lab coordinator/stockroom manager. The safety committee will exercise oversight of lab safety coordinate with Environmental Safety and Emergency Management, and ensure compliance with the University policy on these issues. The committee will also insure that the department's Faculty, Staff, and students are made aware of ethical, human-subjects review and related policies of the University.

Section 12: The Space Committee is responsible for the efficient utilization of research space. The Space committee will consist of at least one faculty from each instructional division. The chair of the committee will be appointed by the Department Chair.

ARTICLE V: DEPARTMENT *AD HOC* COMMITTEES

Ad hoc committees will be appointed as needed and selected from the Faculty by the Department Chair. They will be charged with specified tasks that can be completed in a reasonable time interval. These committees will recommend to the Faculty on policy matters requiring its action or when commitment of the Faculty is involved. When the appropriate action has been completed, the *ad hoc* committees will be discharged. Should an *ad hoc* committee charge extend for multiple years, it may become a standing committee by policy amendment.

ARTICLE VI: TEACHING ASSIGNMENTS AND SCHEDULING OF CLASSES

Section 1: The schedule of classes and teaching assignments are developed by the Department Chair or designee Associate Chair with consultation from the Faculty assigned to the classes. Faculty members have the right to appeal assignments as outlined in the current agreement.

Section 2: Summer Session teaching assignments are made by the Department Chair or designee. As indicated in the current agreement, no bargaining unit Faculty on academic-year appointment will be required to teach during the summer sessions and thus instances of insufficient numbers of Faculty desiring summer teaching assignments may arise. In these cases, the use of part-time Faculty or other alternatives may be appropriate. In instances where more Faculty desire summer session appointments than total available positions, approximately equal fractional appointments may be attempted by splitting course assignments. However, prior to any such fractionalization of appointments, the Chair will determine Department needs to ascertain whether fractionalization is feasible. Individuals with a Summer II Session teaching appointment may be given the option of a Summer I Session appointment the following year when feasible.

Section 3: The teaching load and other professional duties and activities will be in accordance with the current departmental policy. Workload equivalencies unique to the Department of Chemistry and its professional nature will be used in consultation with the Chair to document that the Faculty (at a minimum) meets the 24 credit / contact hour academic year workload set by the current agreement. Base class assignments are at least 6 credit/contact hours per academic year adjusted for junior Faculty and further adjustments are derived from column 2 in Appendix A.

ARTICLE VII: SPACE AND FACILITIES

Section 1: Specific assignment of office and research space to members of the Faculty should be by the Department Chair in consultation with the Faculty.

Section 2: Faculty may be moved from their assigned office and research space to another location when the duties of the Faculty change. The decision for any change in location should be made by the Department Chair with advice from all those affected.

Section 3: Teaching Assistants, Associates, Research Fellows and other full-time graduate students will be assigned desk facilities by the Department Chair or his designee within the context of available facilities.

ARTICLE VIII: DISTRIBUTION OF FUNDS

Section 1: The Department Chair should disclose regularly to the Faculty current and projected budget developments that will affect Departmental affairs.

Section 2: Departmental expenditures exceeding \$5000 will be reviewed by the Faculty.

ARTICLE IX: FACULTY EVALUATION METHODS AND PROCEDURES

Section 1: When a Faculty member is evaluated, the evaluation will be carried out in accordance with the criteria in the current agreement. The Personnel Committee or a committee appointed by the Personnel Committee will have the primary responsibility of conducting and completing the evaluation as required by the current agreement. Faculty members have the right to appeal any decision as outlined in the current agreement.

ARTICLE X: PROCEDURES AND CRITERIA IN DETERMINING MERIT-PAY

Section 1: The criteria for recommendation of merit pay are as described in Article XI, section 1 and 2.

Section 2: If Faculty input for the determination of merit pay is needed, the evaluation procedure is as described in Article IX.

Section 3: The Faculty will have the right to recommend to the Department Chair individuals who are deserving of merit pay.

ARTICLE XI: TENURE POLICY AND PROCEDURES

Section 1: The Department Chair will provide a copy of the initial letter of hire to the Personnel Committee for each Faculty being evaluated.

Section 2: Evaluation of professional performance (competence, recognition, and service) is based on evaluation material collected as described in the current agreement and any specific criteria or expectations set forth in initial letters of hire. Tenure recommendations are based on the following three criteria, the first two are of primary significance while the last criterion is considered to a lesser extent.

- a. Professional competence: A high degree of competence in teaching, curriculum development, continuing self-education and research. Competence in the class room will be based on the student ratings, classroom observations and evaluations of the Chair. Competence in the supervision of master's thesis, doctoral dissertations and advising graduate students should also be considered.

- b. Professional recognition: Research publications and review articles in professional journals, monographs and books, professional awards and recognition by national and international associations. Preparation of proposals and acquisition of externally funded grants constitute forms of recognition.
- c. Professional service: Holding offices in the American Chemical Society, or other relevant professional organizations, and professional services related to chemistry and professional education, to the Department, to the University and community by appointment, election or voluntarily.

Section 3: External review in the area of professional recognition will be initiated by mutual agreement of the candidate, Personnel Committee, and Department Chair in the Department of Chemistry. At least two letters from external peers or experts in the candidate's field will be sought from a list that is mutually agreed upon by the tenure candidate and the Department Chair. The process for obtaining the external recommendation will be as described in the current agreement. Although not required, non-tenured faculty members are strongly encouraged to include outside reviewers for their fourth year review. Early feedback will strengthen faculty development.

Section 4: Recommendations for tenure will be made to the Department Chair by the Personnel Committee or its appointed subcommittee(s). All contractually eligible Faculty members are expected to participate in the tenure review process. However the Tenure review committee must consist of at least four contractually eligible Faculty members.

The Department Chair will notify each Faculty who are scheduled for tenure reviews in writing according to the current agreement. The notification will request that all supporting materials be submitted to the Personnel Committee, which will conduct the review.

The Personnel Committee or its designee will review all supporting material of each Faculty member undergoing tenure review according to the current agreement. The Tenure Review committee will inform each candidate of their evaluation and recommendation through personal interview and in writing. Time for appeal will be allowed prior to transmittal to the Department Chair based on the timetable specified in the current agreement.

The Personnel Committee will submit a summary of all tenure reviews and recommendations to the Department Chair, consistent with the current agreement.

Section 5: For a Faculty member ranked as Assistant Professor, the award of tenure will automatically be coupled with the award of promotion to the rank of Associate Professor, in accordance with the current agreement.

Section 6: Faculty having joint fractional appointments shared between two departments will have a representative from the department of lower fractional appointment serve on the promotion committee in the home department of the Faculty member being considered for promotion. If the higher fractional appointment is in the Department of Chemistry, a representative from the other department will be sought

to serve on the promotion committee in the Department of Chemistry. If the higher fractional appointment is in another department, an eligible Department of Chemistry Faculty member will be appointed by the Personnel Committee to serve on the promotion committee in the other department.

ARTICLE XII: PROMOTION POLICY AND PROCEDURES

Section 1: The Department Chair will provide a copy of the initial letter of hire to the Personnel Committee for each Faculty being evaluated.

Section 2: Eligibility for promotion to full professor of a Ph.D. level associate professor is established after seven years at the rank of associate professor. For promotion to full professor, a Faculty member must have:

- a. achieved outstanding professional recognition and a satisfactory record of professional competence; or
- b. achieved outstanding success in professional competence and gained substantial professional recognition; or
- c. gained substantial professional recognition, a satisfactory record of professional competence, and rendered significant professional service.

Section 3: Chemistry Faculty Policy. See Article XI, Section 2.

Section 4: Procedure: Recommendations for promotion will be made to the Department Chair and the College Promotion Committee (CPC) of the Natural Sciences of the College of Arts and Sciences by the Personnel Committee or its appointed subcommittee(s) of at least four contractually eligible members.

The Department Chair will notify all eligible Faculty of their eligibility for promotion, requesting their application. A copy of this notification will be given to the Chair of the Personnel Committee. An application, including all supporting materials, should be submitted by the eligible Faculty member to the Personnel Committee.

The Personnel Committee or its designee will review all applications and will inform the CPC and the Department Chair of its recommendation in writing. Each candidate will be notified of the Personnel Committee's recommendations in writing, in ample time for appeal prior to the deadline for transmittal to the Department Chair and the CPC. Reasons for not recommending promotion must be contained in the notification letter to the candidate. The applicant may appeal to the Personnel Committee through procedures of the current agreement.

Recommendations for promotion will be presented to the CPC. All procedural steps are to be acted upon within a time consistent with the current agreement.

Section 5: Selection of nominees for membership on the CPC will be conducted in accordance with provisions of the current agreement.

Section 6: Faculty having joint fractional appointments shared between two departments will have a representative from the department of lower fractional appointment serve on the promotion committee in the home department of the Faculty member being considered for promotion. If the higher fractional appointment is in the Department of Chemistry, a representative from the other department will be sought to serve on the promotion committee in the Department of Chemistry. If the higher fractional appointment is in another department, an eligible Department of Chemistry Faculty member will be appointed by the Personnel Committee to serve on the promotion committee in the other department.

ARTICLE XIII: SABBATICAL LEAVE

Section 1: Eligible applicants for sabbatical leave must make their application for sabbatical leave to the Personnel Committee according to the current agreement.

Section 2: The Personnel Committee or its designee will review all applications and make recommendations to the Department Chair. An applicant who is a member of the Personnel Committee will not participate in the review of his/her proposal. Each candidate will be notified by the Personnel Committee of its recommendation, in writing, in ample time for appeal prior to the deadline for transmittal to the Department Chair and the University Sabbatical Leave Committee.

Section 3: The Personnel Committee will conduct an election of one Faculty member, by secret ballot, to stand for election in the College to a position on the University Sabbatical Leave Committee. This election will take place within time consistent with the current agreement.

Section 4: Faculty having joint fractional appointments shared between two departments will have a representative from the department of lower fractional appointment serve on the committee reviewing sabbatical leave applications in the home department of the faculty member applying for a sabbatical leave. If the higher fractional appointment is in the Department of Chemistry, a representative from the other department will be sought to serve on the Department of Chemistry committee. If the higher fractional appointment is in another department, an eligible Department of Chemistry faculty member will be appointed by the Personnel Committee to serve on the sabbatical committee in the other department.

ARTICLE XIV: DEPARTMENT PARTICIPATION IN THE DECISIONS OF SELECTION AND CONTINUANCE OF DEPARTMENTAL FACULTY INCLUDING POSSIBLE LAYOFF

Section 1: When a new Faculty member is to be selected, the Department Chair, after consultation with the Faculty, will determine the job description and qualifications for the person to be employed. A Search Committee for each position will be appointed by the Chair after consultation with the Personnel Committee. Applications should be screened by the designated Search committee and any additional faculty who wish to participate. When the number of applicants has been reduced to a few, these will then be reviewed by the Faculty as a whole. The review will include an interview of one or more applicants. After the faculty review, the candidates will be rank ordered by a secret ballot of the department faculty. The results of the vote will be given to the Department Chair in writing. Any Faculty member may

make independent written statements. This will apply to adjunct, temporary and non-board appointments as well as tenure track appointments.

Section 2: It is recommended when a supporting staff position is to be filled; the Department Chair should notify the Faculty and consult with interested Faculty.

Section 3: The Personnel Committee may, given cause, decide that a tenured Faculty member's performance of duty warrants a recommendation of progressive review and / or discipline for cause.

Section 4: Layoffs for economic reasons, or programmatic changes, will follow the order outlined in the current agreement.

Section 5: The Personnel Committee should make recommendations to the Department Chair in the evaluation of the non-faculty staff members prior to the end of their probationary period. If the Personnel Committee wishes to recommend the termination of a non-faculty staff member, it must make the recommendation to the Department Chair and follow University procedures.

Section 6: Graduate Faculty. Only Graduate Faculty may direct graduate research, chair a graduate student's degree committee, or teach graduate-level courses. The departmental Personnel Committee will initiate the application process of a Faculty to apply to the Graduate College for Graduate Faculty status. Criteria normally to be applied are: Ph.D. degree in Chemistry, high level of proficiency in research and the publication of research results. For continuation on the Graduate Faculty, the faculty member must have published a paper in a refereed journal within the last five years.

Section 7: Associate Graduate Faculty. The departmental Personnel committee may recommend that a faculty member, not designated as graduate faculty, but who has expertise in a certain field of chemistry, be appointed as an Associate Member of the Graduate Faculty. Associate members may teach graduate courses or serve on thesis committees.

ARTICLE XV: FACULTY PARTICIPATION IN DECISION OF EVALUATION, SELECTION AND POSSIBLE REMOVAL OF DEPARTMENT CHAIR

Section 1: The evaluation procedure will be conducted by the Personnel Committee as described in the Provost's Policy Statement (6/05) Appendix B.

Section 2: The Department Chair will be evaluated according to University policy by each Faculty member using evaluation procedures established in the College of Arts and Sciences. These procedures and evaluation tools may be found in Appendix B. An evaluation of the Chair may also take place when requested by the Dean, the Department Chair, or the Personnel Committee. The completed forms will be sent to the Dean or the appropriate Associate Dean, who should summarize the results and send written copies to the Chair and to the Personnel Committee within one month after the deadline for completion. The completed evaluation forms will be made available to the Personnel Committee at its request during the Chair's appointment as Chair.

Section 3: When a new Department Chair is to be selected, the Personnel Committee will act as, or appoint, a search committee to consult with the Dean or appropriate Associate Dean regarding the search for candidates and initial evaluation of applicants. The committee composition should include a staff person as well as a graduate student. Adequate allowance must be made for interviews with candidates. The Faculty will then, by secret ballot, rank-order all candidates on the short list identified by the search committee. The search committee will tally the results and send the summary to the Dean or appropriate Associate Dean.

Section 4: The Personnel Committee may recommend, for just cause, the removal of the Department Chair. A three-quarters vote of the entire Faculty will be necessary to recommend termination of the Chair's administrative appointment. If termination is to be recommended, the Personnel Committee will confer with the Dean or appropriate Associate Dean and present the rationale in writing.

ARTICLE XVI: AVAILABILITY OF DEPARTMENTAL POLICIES

A written record of all departmental policies that have been approved will be made accessible to the Faculty by the Department Chair.

ARTICLE XVII: FACULTY PARTICIPATION IN AMENDMENTS TO DEPARTMENTAL POLICY STATEMENT

Amendment to this Policy Statement may be developed by any committee of the Department or by any five Faculty members. Endorsement of the Amendment by a two-thirds vote of the entire Faculty is required before it is submitted to the University Administration and the WMU AAUP Chapter for final approval.

APPENDIX A

FACULTY WORKLOAD POLICY DEPARTMENT OF CHEMISTRY

Preamble

The Department of Chemistry has the following tripartite mission.

1. To teach students the principles of chemistry and biochemistry.
2. To add to the body of knowledge in chemistry and related areas through high scholarly work.
3. To prepare undergraduate and graduate students for careers in chemistry and interdisciplinary sciences.

To ensure that we, as a faculty, serve this mission effectively, we have established two goals:

1. The continuation and enhancement of this Department's longstanding reputation for excellent undergraduate education.
2. The continuation and enhancement of this Department's status as a center of excellence in graduate education and research, such that knowledgeable persons in the community of scientific professionals recognize it as comparable to departments of other universities where outstanding research and graduate education in chemistry and biochemistry are conducted.

To achieve these goals, each tenure-track faculty member is expected to contribute to the teaching, scholarly work and administration of the Department. The workload distribution will vary from faculty member to faculty member, depending on the needs of the Department and the interests of the Faculty. Continuing non-tenure-track Faculty have workloads governed by a different set of criteria from tenure-track Faculty, as explained below. The workload distribution of each faculty member must appropriately reflect the time spent in each effort. The current full-time workload for bargaining unit faculty is specified in the agreement. Workloads are assigned by the Chair, following consultation with individual Faculty. The responsibility of the Chair is to ensure that the total workload is administered appropriately and equitably, taking into account the needs of the Department and its faculty.

Guidelines

General Philosophy: Tenure-track Faculty of the Department of Chemistry have responsibilities in the three areas of teaching, research / scholarly activity and service. In addition to teaching, tenure-track Faculty will be involved in scholarly activity, actively pursue and garner appropriate external research funding, advise undergraduate majors and serve on Departmental, College and/or University committees, as these activities are necessary to the function of the Department as a whole. Specific assignments are administered by the Chair in consultation with the faculty member and will be in accord with this Workload Policy, the Faculty Handbook, and the current agreement. An individual's workload will be determined with the expectation that the faculty member will have the opportunity to meet the criteria for promotion and satisfactory peer review.

We briefly note examples of teaching, research/scholarly and service activities below. These specific activities correspond to professional competence, recognition and service attributes of Department Faculty.

Teaching Activities:

- Undergraduate and graduate classroom teaching.
- Instruction in regularly scheduled teaching laboratories.
- Individual research instruction of: high-school outreach students, undergraduate students, graduate students, postdoctoral fellows, and visiting scholars.
- Other instructional activities, including: curriculum and course development, laboratory supervision, and developing grant proposals for instructional initiatives.
- Advising of undergraduate and graduate students.
- Thesis and dissertation advisement toward the awarding of degrees.

Research and Scholarly Activities:

- Individual and collaborative research.
- Other scholarly activity such as the preparation of textbooks, monographs, book chapters and literature reviews.
- Supervision of undergraduate, graduate, post doctoral and visiting scholar research.
- Regularly seeking and receiving external support for research.
- Publication of faculty and faculty/student research in peer-reviewed journals.
- Presentation of research at scholarly meetings and publication in related proceedings; colloquia and seminars at other universities and research organizations.

Service and Professional Activities:

- Membership on Department, College and University committees.
- Service to government and professional societies including committee assignments, elected positions, and conference organization.
- Editorial and reviewing activities for professional journals governmental and granting agencies.

- Public and community outreach.
- Consulting activities.

The faculty recognizes that all of these activities take time and that the workload stipulated in the agreement is necessary in order to sustain one's scholarly development. Accordingly, the Appendix to this document contains itemized apportioned credit hours for specific teaching, research and service activities.

Administering the Teaching Load: It is the Department policy that teaching, as described above, is the central responsibility of a faculty member. It is also Departmental policy that the classroom teaching load be equitably shared. Conversion of other teaching activities into contact-credit-hours for determination of the teaching workload is specified in the current agreement.

Tenured Faculty: It is expected that a faculty member will maintain a productive and nationally recognized scholarly research program¹ as measured by external funding (Federal, private, and/or industrial sources) and a publication record commensurate with maintaining stature in the discipline. A typical minimum teaching workload is two to three lecture (three-credit-contact-hour) courses per academic year (totaling six to nine credit-contact hours), which in the absence of other contributions to teaching as exemplified above, would constitute a teaching workload of 25 to 38%.

For a tenured-track faculty member whose research productivity¹ does not rise to the criteria of a productive and nationally recognized scholarly research program, but who is engaged in scholarly activity as evidenced by consistent efforts to secure external funding, and the supervision of student/coworker directed research resulting in published works, a typical minimum teaching workload is 12 credit-contact-hours per academic year (50% teaching).

A tenured faculty member whose research activity¹ does not include consistent efforts to secure external funding and consistent publication rates (less than one paper per year), may be assigned one or more extra courses per semester with the balance of the workload completed by research and service.

A tenured faculty member may ask to emphasize teaching in his or her workload and thereby request to teach one or more additional courses during the year. If the proposal is accepted by the Chair, the faculty member may be assigned additional courses and will have his/her teaching workload percentage increased accordingly.

The scholarly excellence and national stature of the Department relies on all Faculty being fully engaged in teaching and scholarly research. As the Department has built its reputation and continues to excel in promoting an outstanding graduate program and excellence in undergraduate research, peer departments² include those that succeed measurably in both of

¹ Research and scholarly productivity are evaluated/averaged on a three-year rolling cycle.

² Metrics include Departmental funding levels based on the most recent NSF rankings (or equivalent) and in the number of undergraduates that participate in research and pursue advanced degrees in chemistry, biochemistry, or aligned fields. As an initial benchmark, the instructional and research funding contributions of department faculty will meet or exceed those of faculty at peer institutions.

these areas. The Department's shared goal of excellence and the faculty norms that support these standards are consistent with our aspirations to be recognized among the premier departments that achieve success in both of these areas. The typical workload assignment for research is reflective of this shared expectation of excellence, the level of University support of programs supported by external funding and the high level of extramural support maintained by the faculty member.

Pre-tenure Faculty: To achieve tenure, a faculty member must establish an active research group and gain external professional recognition. The Department recognizes that the pre-tenure faculty member, faced with this necessity of establishing a research program in a short time, carries a particularly heavy workload. The Chair will administer the workload of assistant professors so as to maximize their opportunities to establish a vigorous research program as evidenced by external funding and peer-reviewed publications provided the faculty member's research productivity is consistent with the expected progress towards promotion and tenure. While an expected component of the workload, service should generally be limited for pre-tenure faculty. For example, pre-tenure faculty will generally not be assigned to be chairs of Departmental committees nor will there be an expectation of extensive service on College or University committees.

Service: The tenured faculty member is expected to devote at least 15 percent of his or her workload to service. The Chair may assign a reduced workload in teaching or research for faculty member who has significant service responsibilities within or outside the Department that are beyond the normal expectations of a faculty member and that clearly enhance the visibility of the Department and/or the ability to meet the Department's mission.

Workload Percentages: The workload percentages will reflect each faculty member's administered workload, as described above. For example, the minimum teaching workload for tenured and tenure-track faculty in the Department is six credit-contact-hours per year, which absent other contributions to teaching, constitutes a workload distribution of 25% teaching, 60% research, and 15% service.

Buyout: It is a general expectation that all Faculty will contribute in a significant way to teaching and will conduct externally funded research. Such research activity is not a justification for further reduction in teaching workload. However, faculty may buy out instructional time through salary release as delineated by College of Arts and Sciences practice. Course buyouts are not to exceed one course per year except under extremely unusual circumstances.

Continuing Non-tenure-track faculty: The expectations for continuing non-tenure track (CNTT) Faculty are different from those of tenure-track Faculty. The principal responsibility of a CNTT faculty member is classroom teaching and related instructional activities. The CNTT faculty's workload does not typically include a research component or the instruction of undergraduate research and graduate research students that accompanies such a component. In addition, the expectation of service by CNTT faculty is typically lower than that of tenure-track faculty member. A CNTT faculty member would typically be assigned a teaching workload of 12 credit-contact-hours per semester on average, reduced as needed to permit student advising or assigned service.

Revision of Workload Policy: This Policy will be reassessed every three to five years or when requested by the Chair or majority of the Departmental faculty. Major curricular changes or academic program reviews may necessitate modification of this policy. Changes instituted through the current agreement may require reassessment of the Policy. Modifications to this workload policy must be approved as described in the current agreement.

DEPARTMENT OF CHEMISTRY

Faculty Assigned Credit Hour Apportionment for Scholarly Activities

<u>COLUMN 1 (BASE WORKLOAD)</u>		<u>COLUMN 2 (OTHER CREDITS)</u>	
<u>TEACHING</u>		<u>RESEARCH/SCHOLARLY</u>	
Course Number	Assigned Credit Hours	<u>ACTIVITY</u>	
		<u>(Evaluated on a Rolling 3 year Cycle)</u>	
1000	3	Peer-Reviewed Publications,	
1100, 1120	3	Book Chapters, Published	
>48 students	+1	Reports, or	
1110, 1130	1	Formal Presentations	
1510	3		
>48 students	+1	1 per year	3 CH/yr
1520	1	2 per year	6 CH/yr
1530	3	3 or more per year	9 CH/yr
>48 students	+1		
1540	1	Development of New Course 3 CH/yr	
1900	3		
1910	1	Funded Projects	3 CH/yr
2250	3		
2260	1	Direct Student Supervision	
3550	3	Undergraduate	
>48 students	+1	1 CH per student/yr	
3560	1	Graduate	
3700	3	1 CH per student/yr	
3710	1		
3750	3	<u>SERVICE/ADMINISTRATION</u>	
>48 students	+1		
3760	1	Associate Chair	6 CH/yr
3770	3		
>48 students	+1	Graduate Advising	3 CH/yr
3780	1		
4300	3	Undergraduate Advising	3 CH/yr
>48 students	+1		
4310	3	Dept/College Committee	
4360	3	Membership	1 CH/yr
4370	3		
6010	1	National/Local Committee	
All 5000 level	4	Membership	1 CH/yr
All other 6000 level	4		
Indep. Study (3900, 5900)	2	Chair of a Committee	2 CH/yr
Indep. Study (5980, 5990)	1		
M.S. Thesis 7000	1		
Ph.D. Diss. 7300	1	Internship Dir. (4950, 6950)	1 CH/y

APPENDIX B

PROVOST'S POLICY STATEMENT: ACADEMIC CHAIRS AND DIRECTORS: POSITION DESCRIPTION, QUALIFICATIONS, LENGTH OF SERVICE, EVALUATION, AND COMPENSATION