Policy Statement

Department of Electrical and Computer Engineering (ECE)

College of Engineering and Applied Sciences

Western Michigan University

APPROVED by ECE Faculty, 4-5-2007
REVISED (and Approved), 3-27-2008
Revised 7-26-2008

This Policy Statement is consistent with the WMU/AAUP Agreement; however, if any conflicts should arise between this document and the agreement, the AAUP/WMU agreement takes precedence.

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.

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I. ADMINISTRATION OF THE DEPARTMENT

The Chair of the Department of Electrical and Computer Engineering has the administrative responsibility for the department. The Department Chair is the department's presiding officer and official university representative. The Department Chair may designate a faculty member to substitute for the Department Chair at Department and University meetings and functions when necessary. During times of the Department Chair's absence, a faculty member may be designated as the substitute chair. The Department Chair serves as ex officio non-voting member of the Executive Committee.

II. COMMITTEES

The faculty recommends that the Department form these standing committees:

Executive Committee (ExCom)
Undergraduate Curriculum Committee (UCC)
Graduate Curriculum Committee (GCC)
Tenure Committee (DTC)
Promotion Committee (DPC)
Sabbatical Leave Committee (SLC)
Workload Committee (WLC)
Assessment Committee
Laboratory and Safety Committee

References to the word faculty in this document refer to all Department of Electrical and Computer Engineering (ECE) faculty members holding tenured or tenure-track positions appointed by the WMU Board of Trustees, excluding the Department Chair and adjunct, part-time faculty. Only faculty have the right to vote in Department related affairs. Any faculty member wishing to present items for discussion in a particular committee should submit a written request to the chair of the appropriate committee.

A. Executive Committee

The Executive Committee (ExCom) shall consist of up to four tenured faculty members who will be elected by and from the faculty in September of each year. The term of service of each member shall be one year. One member from the existing committee

shall be elected to serve as a continuing member. The ExCom should elect one member of the ExCom as chair

The faculty recommends that the Department Chair serves ex officio as a non-voting member on the committee. The ExCom assists the Department Chair by recommending agenda items and foci for department meetings. The Department Chair, in consulation with ExCom, will appoint ad hoc committees to address specific needs as they arise, including faculty search committee.

ExCom has the following responsibilities:

1. To review applications for full-time faculty, part-time instructors and make recommendations to the Chair regarding their hiring. The full faculty should vote on faculty candidates. During absence of majority of faculty (e.g., Summer I/II), the Department Chair may make temporary appointments after seeking input from available ExCom members.

2. To review the teaching evaluations of part-time instructors and make recommendations to the Chair on their reappointment.

3. To recommend the assignment of teaching mentors to part-time and adjunct instructors.

4. To plan/coordinate recruitment of new graduate students annually.

5. To recommend awards for new TA's, Doctoral Associates, Graduate Fellows. Members of the ExCom may seek assistance from other faculty in evaluating/ranking students.

6. To review the teaching evaluations of graduate and undergraduate TA's.

7. To monitor academic performance of current graduate students and to make recommendations on the reappointment of TA's and Doctoral Associates.

8. To recommend appointments of two faculty members as Undergraduate Academic Advisor and Graduate Program Coordinator.

9. To help departmental assessment committee, develop assessment plans, prepare for accreditation visits and set the agenda for department advisory board meetings.

10. Prior to the extended absence of an ExCom member, a temporary member will be assigned by a majority of the ExCom members.

11. The ExCom Committee is responsible for receiving and acting on 3 year plans from the chairs of the Curriculum and Graduate Committees, as described below in Section III.

Additional responsibilities of the ExCom are described in the following sections of the policy statement: Evaluation of the Department Chair, Recommendation for Appointment of the Chairperson, Appointment and Reappointment of Faculty, Evaluation of Faculty, Released Time, and Dispute Resolution.

B. Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee (UCC) shall consist of up to three members elected by and from the faculty. In addition, the Undergraduate Academic Advisor will serve as an additional member of the UCC. The faculty, in September each year, will elect up to two faculty members to serve on the UCC for one-year terms. The faculty should elect members so that each of the department's two major programs (computer engineering and electrical engineering) is represented on the UCC. The UCC shall elect one member as chair. The major responsibilities of the UCC are:

1. Meet regularly throughout fall and spring semesters or as required.

2. Consider all requests for new courses and programs or changes in existing courses and programs and make recommendations. It shall prepare and distribute to the faculty the procedures and forms to be used for the submission of requests to the committee. All recommendations are to be submitted to the faculty prior to college-level review.

3. Conduct a periodic review of all catalog material, programs, course descriptions and content of courses and keep the faculty informed of all changes. Any changes are to be submitted to the faculty prior to college-level review.

4. Consider and recommend policy regarding degree requirements and curriculum offerings congruent with accepted national and state practices such as the Accreditation Board for Engineering & Technology, within the limitations of the University's policies and practices.

5. Conduct an annual faculty survey to determine their areas of teaching preference.

6. Recommend two-year cycles of undergraduate course offerings in collaboration with the Graduate Committee

7. Hear student appeals.

8. Serve as Departmental Scholarly Awards Committee along with the Graduate Curriculum Committee.

9. The Curriculum Committee is responsible for providing 3 year plans to the chair of the ExCom, as described below in Section III.

C. Graduate Curriculum Committee

The Graduate Curriculum Committee (GCC) will consist of up to four faculty members including the Graduate Program Coordinator. Three members shall be elected by and from the faculty each September. The Committee should elect one of its members as chair. The major responsibilities of the Graduate Curriculum Committee are:

1. To meet regularly throughout fall and spring semesters or as required.

2. To recommend scheduling of graduate courses, appointment of graduate faculty and long term planning.

3. To review and evaluate student admission applications if the Graduate Program Coordinator seeks input from the Committee.

4. To recommend two year cycles of graduate course offerings in collaboration with the Undergraduate Curriculum Committee.

5. To consider all requests for new courses and programs, or changes in existing courses and programs and make recommendations. The Committee shall prepare and distribute to the faculty the procedures and forms to be used for the submission of requests to the Committee. All Committee recommendations shall be submitted to the faculty for approval.

6. To maintain the graduate brochures, handbook, catalogs, etc.

7. To conduct the PhD Qualifying Exams and make final recommendations on the exam results.

8. To serve as Departmental Scholarly Award Committee along with the Undergraduate Curriculum Committee.

9. To hear student appeals.

10. The Graduate Committee is responsible for providing 3 year plans to the chair of the ExCom, as described below in Section III.

D. Tenure Committee

The Department Tenure Committee (DTC) shall be composed of up to three tenured faculty members, at least one of whom is a full professor. The Committee should select its own chair. The Committee will recommend one member to serve a second year to provide continuity. The Committee shall be elected by Department faculty in September each year. The committee membership may be combined with that of Promotion and Sabbatical Leave.

Responsibilities of the tenure committee are:

1. Review sections of the Agreement and letters from the Provost's Office relating to tenure criteria, procedures, documents and time tables.

2. Obtain from the department chair the names of those faculty members who are due to have a tenure review. Furnish each of these individuals copies of all relevant documents on tenure (including this document) and a deadline date for submission of the candidate's tenure file and notebook.

3. Solicit and review written peer evaluations of the candidates from tenured faculty in the department. The written evaluations will be based on the Tenure Criteria; refer to Section XIII.

4. Review the candidates' tenure files and notebooks.

5. Recommend action on tenure as specified in the Agreement.

6. Report recommendations to the candidates, with deadline dates for appeals concerning the recommendations.

7. Appeals shall be made, in writing, by the candidate to the chair of the tenure committee. The appeal must be made within the time period specified in the contract. Within two working days after receipt of a written appeal, the tenure committee chair will arrange a convenient time for the candidate to appeal in person to the committee. The candidate may present any additional materials for committee review at the appeal.

8. Report final recommendations to the candidates, and the department chairperson. Also return the candidates' tenure files and notebooks to the department chairperson.

9. Review tenure policies and procedures and make recommendations for changes to the department faculty.

10. Review the performance of term and term/temporary faculty, and make recommendations to the department chair concerning reappointment.

E. Promotion Committee

The Department Promotion Committee (DPC) shall be composed of up to three tenured faculty members holding rank at or above the ranks sought by promotion candidates.. The committee should select its own chair. No faculty member applying for promotion may serve on the committee that year. The committee will recommend one member to serve a

second year to provide continuity. The committee shall be elected by the department faculty in September each year. The committee membership may be combined with that of Tenure and Sabbatical Leave.

Responsibilities of the promotion committee are:

1. Review sections of the Agreement, letters from the Provost's Office, and College Promotion Committee materials relating to promotion criteria procedures, documents and time tables.

2. Obtain from the department chairperson the names of those faculty members who meet the qualifying criteria for promotion as specified in the Agreement. Furnish each of these individuals copies of all relevant documents on promotion (including this document) and a deadline date for submission of the candidate's promotion file and notebook to the Department Promotion Committee. The committee members shall provide assistance to the candidate in the preparation of materials for promotion review.

3. Solicit and review written peer evaluations of the candidates from the department faculty with rank at or above the rank sought by candidates. These written evaluations will be based on the Promotion Criteria; refer to Section XIV.

4. Review the candidate's promotion files and notebooks.

5. Make positive or negative recommendations for each candidate as specified in the Agreement (contract).

6. Report recommendations to the candidates.

7. Appeals may be made by the candidate in writing to the chair of the promotion committee within the time period specified in the contract. A convenient time for the candidate to appeal in person, to the promotion committee, shall be arranged within two working days after receipt of the appeal notice. At the appeal the candidate may present any additional information for committee review.

8. Report final recommendations to the candidates, the department chairperson and the College Promotion Committee (CPC). Also return the candidates' promotion files and notebooks to the department chairperson for transmittal to the CPC.

9. Review promotion policies and procedures when directed by the executive committee and make recommendations for any changes.

10. The promotion committee shall meet as specified in the WMU-AAUP agreement timetable.

F. Sabbatical Leave Committee

The Sabbatical Leave Committee (SLC) shall consist of up to three faculty members elected by the faculty in September of each year who serve for one year. The committee should select its own chair. No faculty member applying for a sabbatical leave may serve on the committee that year. In years when no department faculty member is eligible to apply for a sabbatical leave, elections to the committee need not be made. The committee membership may be combined with that of Promotion and Tenure.

Responsibilities of the sabbatical leave committee are:

1. Review sections of the Agreement and any guidelines from the University Sabbatical Leave Committee and/or the Provost's office relating to eligibility, requirements, the selection process, and applications and proposals for sabbatical leaves.

2. Review all applications and proposals according to the WMU-AAUP Agreement and the University Sabbatical Leave Committee.

3. Forward all applications to Chair with approval or disapproval recommended for each application and prioritize those recommended for approval.

4. Report individual recommendation and priority order to each applicant.

G. Workload Committee

The Workload Commitee (WLC) shall consist of up to three faculty members elected by the faculty in September of each year who serve for one year. The committee should select its own chair. The committee membership may be combined with that of Promotion and Tenure and Sabbatical Leave.

Responsibilities of the workload committee are:

1. Review all applications and proposals for workload credit according to the Department Policy Statement.

2. Forward all applications to Chair with approval or disapproval recommended for each application and prioritize those recommended for approval.

3. Report individual recommendation and priority order to each applicant.

H. Assessment Committee

The Department Assessment Committee (DAC) shall consist of up to four faculty members elected by the faculty in September of each year who serve for one year. The committee should select its own chair. The DAC shall assist the Department Chair in

implementing and executing the ABET (Accreditation Board for Engineering and Technology) undergraduate requirements and the necessary departmental assessment plan (which include both undergraduate and graduate programs) and to achieve and maintain accreditation for the Electrical and Computer Engineering programs.

The primary responsibilities for the DAC are:

1. During the Fall Semester review and update course notebooks, verify learning outcomes, summarize performance improvements for ABET and other accreditation purposes.

2. Review with the faculty the program objectives, metrics and performance.

3. Help prepare ABET and other accreditation self study reports.

4. Working with the ExCom, prepare the agenda for the Department Advisory Board meeting, get the Board's recommendations concerning program objectives and learning outcomes.

5. Assist the Chair in conducting the senior surveys and other required department/college and university surveys.

I. Laboratory and Safety Committee

The Laboratory and Safety Committee (LSC) consists of two faculty members and the ECE Department Laboratory Supervisor with the latter being a permanent member. The two faculty members shall serve four year staggered terms and shall be elected by the faculty at the beginning of the fall semester. One LSC faculty member will serve as the ECE Department's representative to the College Safety Committee.

The LSC will attend orientation meetings of graduate teaching assistants before the start of each Fall Semester. It shall have the authority and responsibility to make decisions upon the advice of the course coordinators concerning their recommendations for the safe use and maintenance of the teaching laboratories.

J. Vacancies

In the event of a vacancy on a department committee, a replacement will be chosen in the same manner as was the member being replaced.

III. ANNUAL DEPARTMENT GOALS AND OBJECTIVES

In the Spring semester, the Executive Committee receives from the chairs of the Curriculum Committees an updated three-year plan for the work of the committees and the proposed Goals and Objectives for the upcoming academic year. The ExCom then

incorporates these statements into a broader three-year plan for the work of the department and a statement of Department Goals and Objectives for the upcoming academic year. The ExCom presents this plan and statement to the department faculty early in the Fall semester. After discussion and revisions, if necessary, the faculty votes on adopting the Department Goals and Objectives statement for the following academic year. The statement must continue to be revised until it is passed with a simple majority. This statement will guide the collective work of the department for the year in which it is in effect.

IV. ANNUAL BUDGET REPORT OF THE DEPARTMENT CHAIR

The faculty recommends that the Department Chair present an annual report to the department early in the fall semester covering the previous fiscal year and previewing the expected budget allocations for the current fiscal year.

V. EVALUATION OF THE DEPARTMENT CHAIR

A. The faculty recommends a regular, periodic evaluation by the faculty of the Department Chair with the help of the WMU-AAUP. The WMU-AAUP shall develop an instrument of evaluation, collect anonymous responses from faculty and tally the results. These results will be communicated to the Chair and Dean.

A simple majority of the ranked faculty members may petition the ExCom at any time to consider an interim evaluation of the Department Chair. A meeting of ranked faculty members shall be called by the ExCom within one week of receipt of such a petition. The purpose of this meeting is to determine whether an evaluation of the Department Chair should be implemented. The vote to implement the interim evaluation of the Department Chair will be conducted by secret ballot of all ranked faculty members, not on leave of absence, on the first working day after the meeting. A two-thirds vote of the ranked faculty will be required to implement the interim evaluation of the Department Chair.

B. The vote shall be by secret ballot and shall contain the following two choices:

1. The recommendation to the Dean shall be that the Department Chair be continued.

2. The recommendation to the Dean shall be that the Department Chair not be continued. If the evaluation reveals dissatisfaction of the Chair's performance as documented in the faculty evaluations, then the ExCom shall convene a meeting of the faculty to consider the removal of the Department Chair. A recommendation for removal of the Chair shall require a two-thirds majority vote. The ExCom will forward such a vote to the Dean.

The results of this vote shall be made known to the Department, the Department Chair, and the Dean of Engineering and Applied Sciences.

VI. RECOMMENDATION FOR APPOINTMENT OF THE DEPARTMENT CHAIR

A. Procedure for Recommending Appointment of a Department Chair

When the Dean announces a Chair search, it is recommended that the procedures given herein be followed.

1. Chair Search Committee

    A Chair Search Committee will be appointed by the Dean with at least three ranked department faculty members. A candidate for Department Chair cannot serve on the Chair Search Committee. Vacancies on the committee will be filled through the stated election process.

2. Duties of the Chair Search Committee

    The chair of the Chair Search Committee is selected by the Dean. The Chair Search Committee sets its own procedures under the following guidelines to be followed in the order listed:

    1. Seek eligible tenured senior faculty candidates holding the rank of full professor or associate professor from within the Department.

    2. Contact the Administration to see if funds are available to consider candidates from outside the University in the event that no internal candidates are available as specified above.

    3. Work with Administration to advertise for a new position. Create a pool of applicants to bring forward for approval.

    4. Inform faculty of the applicant list. Solicit faculty opinion on applicant list. Conduct first screen and create short list of interviews, containing at least two candidates selected by the ranked faculty.

    5. Conduct interviews. Solicit opinions from the ranked faculty by holding open hearings to discuss the relative strengths and weaknesses of the candidates.

    6. Submit to the Dean and faculty a ranked list, containing at least two candidates selected by the ranked faculty. To be included on the list submitted to the Dean, a candidate must have received the support of a simple majority of the ranked faculty.

B. Procedure for Recommending a Interim Department Chair

In the event that the current Department Chair receives temporary relief of duties (e.g., illness, sabbatical leave) or in the event that the position should be vacant and the Department may be conducting or preparing to conduct a search for a new Department Chair. The Dean will consult with the faculty prior to appointing an interim department chair. The ExCom will recommend on faculty name to the Dean. The term of this office will normally not exceed one year.

VII. APPOINTMENT AND REAPPOINTMENT OF FACULTY

In March of each year, the ExCom will solicit proposals from the faculty for full-time and part-time faculty hiring requests. As background, the proposals should project hiring needs with rationale for the next three years. The ExCom will then hold a department hearing to discuss the hiring requests and to respond to questions. The proposals may be modified based upon the results of this hearing and then presented to the Department and to the Department Chair. The Department Chair will share and discuss the proposals with the Dean.

During the year, the Department Chair shall keep the ranked faculty informed on the status of available positions and on the availability of candidates. The Department Chair shall make available to the ranked faculty the vitae, letters of recommendation, and other pertinent information about any candidate under serious consideration for an announced position vacancy and, whenever feasible, shall arrange for an on-campus interview.

The Department will vote on recommendations concerning faculty specialist positions. It is recommended that these positions shall be limited to positions described as "Professional Specialist" described in Article 20 of the Western/WMU-AAUP Agreement. Vacancies shall be filled by the same search procedure used for traditionally-ranked tenure track positions. Candidates for Faculty Specialist positions are not evaluated on their research record. Candidates for Faculty Specialist positions must have successful teaching experience at or above the level of the relevant course(s), and must have a minimum degree used for traditionally-ranked positions. (Additional educational criteria may be required for promotion to the level of a Master Faculty Specialist, e.g., a Ph. D. in ECE.) Further criteria for the appointment of Faculty Specialists may be required, depending upon the nature of the position.

A request by a faculty member to change from faculty specialist to a traditionally-ranked position, or from a traditionally-ranked position to faculty specialist, must require an appropriate change of duties and will be reviewed as if he/she were an applicant for a vacant position of the appropriate type. For each faculty search (Faculty Specialist or traditionally-ranked positions included) to be conducted, the Department Chair, in consultation with the ExCom, appoints at least three faculty members to serve on a Search Committee. The Search Committee shall make a recommendation to the

Department Chair on the hiring of ranked faculty. Prior to any recommendation, the Search Committee shall (1) make reasonable efforts to inform ranked faculty about candidates' qualifications, (2) invite opinions on candidates' qualifications from individuals and specialty groups, and (3) promote open discussion and deliberation concerning hiring of ranked faculty. One-year renewable-term appointees and part-time faculty will be hired by the Department Chair in accordance with the needs of the Department; in accordance with the Agreement, the Department Chair will seek recommendations of department faculty with regard to such appointments. Term appointees will be evaluated by the tenure committee during Spring Semester and recommendations regarding reappointment will be given to the Department Chair. Consecutive term appointments shall not exceed five years.

In the event an unexpected vacancy occurs after the approval of the current statement of hiring needs, and the ExCom determines that the vacancy should be filled with a replacement from the same general area, the ExCom may recommend an amendment to the statement of needs.

VIII. EVALUATION OF RANKED FACULTY

A. Evaluation of Professional Competence and Other Professional Duties

An overall goal for the evaluation and mentoring of ranked faculty is to enhance teaching and other professional services at the University.

1. Non-tenured Ranked Faculty

   a. Student Ratings.

   For promotion and tenure, student ratings should not be the sole source of information about teaching effectiveness and it is the ranked faculty member's responsibility to provide additional evidence of competence. Additional evidence includes but is not limited to instructional portfolios, peer and self-evaluation, and classroom visitations by appointed mentors.

   1. During the probationary period, non-tenured ranked faculty members must conduct student ratings in each class taught in at least one semester of each academic year (to be determined by the faculty member) and are encouraged to conduct student ratings during both Fall and Spring semesters.

   2. The campus-wide student ratings instrument (ICES) will be used.

   3. Summary student rating data shall be entered into the ranked faculty member's personnel record, with the original student rating data sheets being returned to the ranked faculty member.

   4. A ranked faculty member who feels that there are errors, inaccuracies, or

unfair biases in a numerical summary may submit to the ExCom a summary prepared by him/herself. All such summaries shall be placed in the faculty member's personnel file.

b. Classroom Visitations

1. During the first three years in the probationary track, ranked faculty may have at least one classroom visitation per year conducted by their mentor. The date/time of each classroom visit shall be determined by mutual agreement between the ranked faculty member and his/her mentor. There shall be no unscheduled classroom visitations.

2. During the first three years, in addition to the suggested classroom visitation by their mentor, the ranked faculty shall be visited by one other tenured faculty member in the Department per year (the Department recommends that at least two other tenured faculty members observe). The date/time of each classroom visit shall be determined by mutual agreement between the ranked faculty member and the Department Chair. Classroom visits should be arranged so that there is one visitation per year (in addition to the mentor visitation(s)), with, ideally, one visitation per semester. Selection of the tenured faculty who will observe the classrooms will be conducted by the Chair in consultation with the ExCom and the probationary faculty member.

3. For each visitation conducted by the mentor, the mentor shall schedule a conference with the ranked faculty member to discuss his/her observations and make recommendations for improvement when necessary.

4. For each visitation conducted by tenured faculty other than the mentor, a conference shall be scheduled by mutual agreement between the ranked faulty member and the tenured faculty member. During that conference, the tenured faculty member will share their report evaluating the classroom teaching they observed. A copy of the report shall be entered into the ranked faculty member's personnel file for use in tenure and promotion reviews. The faculty member shall have the right to append a response to the report at the time that it is entered into the personnel file.

5. After 3 years in the probationary track, the ranked faculty member and the Chair may determine, by mutual agreement, that no further classroom visitations shall be necessary for the duration of the probationary period.

c. Department Tenure and Promotion Reports

Peer evaluation in the form of tenure and promotion reports shall be conducted by the Department Tenure Committee (DTC) and the Department Promotion Committee (DPC). (The procedures followed by those committees are specified in Sections II.D.3 and II.E.3 of this statement.)

e. Self-Evaluation

1. Every ranked faculty member may, in any year, complete a self-evaluative narrative report during the probationary period and submit it to the Chair for inclusion in their personnel file. Faculty are encouraged to complete such a self-evaluation in years 4 and 6.

2. Every ranked faculty member shall complete no later than October 15 a Professional Activity Report (PAR) based on a form approved by the Dean of Engineering & Applied Sciences.

3. Every ranked faculty member shall update their vita no later than October 15 in the first year of their employment at Western Michigan University and the first year of every new contract Agreement thereafter.

2. Tenured Ranked Faculty

a. Student Ratings.

1. Student ratings shall be conducted in each class taught by a ranked faculty member in at least one semester of each academic year (to be determined by the ranked faculty member).

2. The campus-wide student ratings instrument will be used.

3. Summary student rating data shall be entered into the ranked faculty member's personnel record, with the original student rating data sheets being returned to the ranked faculty member.

4. A ranked faculty member who feels that there are errors, inaccuracies, or unfair biases in a numerical summary may submit to the ExCom, a summary prepared by him/herself. All such summaries shall be placed in the faculty member's personnel file.

b. Classroom Visitations

Once a faculty member has tenure, no further classroom visitations are required.

c. Department Promotion Reports

Peer evaluation in the form of a promotion report shall be conducted by the DPC. (The procedures followed by that committee are specified in Section II.E.3 of this document.)

e. Self-Evaluation

1. Every ranked faculty member shall complete no later than October 15 a Professional Activity Report (PAR) based on a form approved by the Dean of Engineering & Applied Sciences.

2. Every ranked faculty member shall update their vita no later than October 15 in the first year of their employment at Western Michigan University, and the first year of every new contract thereafter.

B. Evaluation of Professional Recognition and Services to the Profession

1. Criteria for the evaluation of ranked faculty in the areas of professional recognition and services to the profession are detailed in other sections of the Departmental Policy Statement related to promotion and tenure.

2. External Evaluation.
As part of a tenure review or promotion recommendation, external evaluation may be requested. Articles in the Agreement provide the process to conduct the external evaluation.

IX. SABBATICAL LEAVE

Eligibility and requirements for sabbatical leaves are given in the Agreement between Western Michigan University and the WMU Chapter of AAUP. The selection process to determine which sabbatical leave projects are to be approved is detailed in the Agreement.

A. Criteria for Sabbatical Leave Proposals

Proposals for sabbatical leave shall be reviewed by the SLC and evaluated according to the following criteria and the prospect of success of the sabbatical.

1. In its own right

   a. Deals with a significant problem or topic

   b. Shows promise of making a significant contribution to the topic or problem undertaken

   c. Takes advantage of propitious factors:

      (1) Is unusually appropriate at this time

      (2) Utilizes newly-available technology and/or methodology

   d. The sabbatical project shall require a lengthy period of continuous release from

normal faculty responsibilities and shall not be accomplishable in shorter intervals or with other forms of assistance already available.

2. Relative to the individual

    a. Utilizes the individual's expertise in a way not otherwise possible

    b. Develops new capabilities for research or teaching

    c. Allows a synthesis or development of prior efforts or experience

3. Relative to the University

    a. Contributes to the teaching and research missions of the university

    b. Expands the recognition brought to the university by the faculty member's work

B. Application

Applications for sabbatical leave shall be submitted to the DSLC by September 15 of the year preceding the fiscal year of the effective leave. Each application shall include the following, submitted in triplicate:

1. The completed official "Application for Sabbatical Leave" form.

2. A specific description of the proposed sabbatical leave project, including the place(s) where it is to be carried out, and a tentative timetable for the various stages of the project.

3. An elaboration of the feasibility of the project in terms of the historical background leading up to the project, the qualifications and past accomplishments of the applicant, and a bibliography of relevant references.

4. A statement of anticipated other salaries, fellowships, or financial support the applicant expects to receive during the period of the leave.

5. An up-to-date vita of the applicant.

6. In those cases where the applicant has previously taken a sabbatical leave from Western Michigan University, a copy of the report submitted after the most recent sabbatical leave.

C. Selection and Recommendations

The procedures used by the DSLC to make its recommendations shall be the following: The DSLC shall review each proposal relative to the criteria of Paragraph A of this

Article. If appropriate, the DSLC will provide feedback to the applicant regarding ways to improve the proposal. Should the DSLC decide that a redrafted proposal is still unacceptable, the applicant may appeal to the Department Chairperson. A proposal that is judged unacceptable will not be sent forward unless the applicant addresses the weaknesses.

When the SLC transmits its recommendations in ranked order to the Department Chairperson, it shall concurrently inform each applicant in writing of its recommendation regarding the applicant's proposal, including priority order. The SLC shall make its recommendation to the Department Chairperson by September 25.

D. Covering Loads

It is recommended that covering the loads of the individual(s) on sabbatical leave conform to the following principles:

1. The primary responsibility of the Department is to its students. Schedule adjustments should be made so that students' needs are met and optimal instruction is maintained.

2. The teaching load of faculty on sabbatical leave should be covered primarily by term appointments and visiting appointments.

3. Minor adjustments in the teaching loads of departmental faculty may be made to cover the balance of the teaching load.

4. Faculty on regular appointment should share the non-teaching responsibilities of the faculty on leave.

X. MEASURING WORKLOAD

These guidelines are in accordance with Article 42 Section 5 of the 2005-2008 WMU/AAUP Contract, for the assignment of workload for teaching faculty.

The total workload of a faculty member typically consists of activities related to 1) teaching, 2) research, professional development and other scholarly activities; and 3) professional and academic service. An equitable method of assigning total workload for all faculty in the Department would account for faculty activity in all three of these areas.

A. Workload Adjustments

Lecture and laboratory classes and other requirements of the professional programs in the ECE Department require adjustments of faculty members' workloads.

One credit of adjustment is defined as one hour per week of lecture, including all associated preparation and grading, to a class of approximately 30 undergraduate students

for one full semester. One credit is assumed to require three hours per week of instructor time distributed approximately as follows: one hour of in class instruction, one hour of out-of-class preparation, and one hour of grading related activities.

This adjustment model is used as a guide for teaching assignment as well as research, professional development and service activities.

B. Undergraduate Instruction

Undergraduate level courses are numbered with a 4000 or lower designation and are those in which the majority of the students are undergraduate students. Faculty who have expertise in certain courses are designated to be course coordinators for those courses. Workload adjustments shall be available for the following;

1. Large Sections

Large lecture sections require approximately the same preparation time but a greater amount of time devoted to grading. Therefore, for each additional 15 students beyond 25, the faculty member should receive 1/6 credit adjustment for each credit hour of instruction.

2. Multiple Preparations

Proper attention can be given to individual classes only when the number of separate preparations is limited. Effort should be made to limit the number of separate class preparations for each instructor to two. Laboratory sessions associated with assigned lecture classes are not considered to be extra preparations. Multiple sections of the same course are not considered to be extra preparations. For each preparation beyond two, an adjustment of one additional credit should be assigned.

3. New Preparation

A faculty member teaching a class for the first time after a significant period must spend in excess of the normal time in preparation. Therefore, an adjustment of 1/3 credit should be assigned for each credit hour of instruction for each course assigned to a faculty member for the first time in five years.

4. Designated Honors Section

A faculty member teaching a designated honors section should spend in excess of the normal time in preparation and individual mentoring. Therefore, an adjustment of an additional 1/3 credits should be assigned for each credit hour of instruction for each designated honors course assigned to a faculty member.

5. EUP Assignments

For EUP assignments taught within load, an adjustment of 1 additional credit should be assigned per 3 credits of instruction.. For EUP classes taught on a voluntary overload basis for additional pay, no adjustment will be awarded.

6. 4000/5000 Cross-listed courses
For purposes of adjustments, these courses should be treated as 5000-level

7. Senior Projects

Senior project/thesis courses are offered as capstone courses in the curriculum. In most cases these consist of a scheduled periodic meeting time in a classroom setting and a major activity centered around design or development of a product or activity. Usually the mentorship of the projects in the class is distributed among many faculty members.

All capstone design courses (ECE 4810/4820) should be assigned adjustments as follows: Two credits will be associated with teaching the common lecture portion (ECE 4810) of the course for lecture preparation, course coordination, and primary grading responsibility. An adjustment of one additional credit should be associated with the faculty advising project side of the course (ECE 4820) for every three enrolled students to be included in project faculty advisor's workload.

9. Independent Studies/Honors Projects

Independent study courses and honors projects are those activities for which the student has primary responsibility. Independent studies/Honors projects must have the prior approval of the departmental chair in order for the faculty member to be assigned credits for the project. For independent studies and honors projects, an adjustment of 1/3 credit should be awarded per credit hour per student. The maximum adjustment of credits allowed any one professor during any one semester for this activity is three.

10. Laboratory Instruction, Supervision and Development

Faculty assigned laboratory instruction should be awarded a workload adjustment of 2/3 credit for each contact hour per week. A faculty member who is in charge of TA supervision, will have a workload adjustment of 1/6 credit for each laboratory contact hour per week. Laboratory development is important and should be given incentive. A faculty member who is active in developing materials or procedures for a new or improved lab shall have a further workload adjustment of 1 credit per semester.

11. Classroom Projects
Faculty teaching 3000-4000 level courses with a significant project component will receive an adjustment of 1/3 credit per contact hour.

C. Graduate Instruction

1. Graduate level courses are numbered with a 5000 or higher designation and are those

in which the majority of the students are graduate students. For graduate instruction, an adjustment of 1/3 additional credit should be awarded for each credit hour of instruction.

2. Large Classes
Large lecture sections require approximately the same preparation time but a greater amount of time devoted to grading. Therefore, for each additional 10 students beyond 15, the faculty member should receive 1/6 credit adjustment for each credit hour of instruction.

3. Graduate Thesis/Dissertation Supervision

Graduate theses/dissertations are supervised by faculty members and will be assigned credit values. Faculty members who are doing graduate thesis/dissertation supervision should be awarded an adjustment of 1/3 credit per credit hour per student.

4. Graduate Project Supervision

Graduate project supervision by a faculty member will receive workload adjustments as follows. Faculty members who are doing graduate project supervision should be awarded an adjustment of 1/3 credit per credit hour per enrolled student.

D. Heavy Advising

In accordance with Article 42.5 of the 2005-2008 WMU-AAUP contract, heavy advising responsibility will be considered for load adjustmment as follows. Faculty members assigned in the capacity of a Departmental advisor, (designated as Undergraduate Academic Advisor -- undergraduate programs), or Graduate Program Coordinator (graduate programs), should be awarded, for every one hour of scheduled appointments average per week, a workload adjustment of one credit.

E. Curriculum Development

A faculty member who is involved with curriculum development or accreditation procedures for the Department will need some adjustment of workload. Therefore, an adjustment of one credit should be awarded to each faculty member who is developing curricular or accreditation processes.

F. Research, Professional Development and Service

When ranked faculty make requests for teaching load reductions for evident substantial research, professional development or other scholarly activities, the following procedure will be followed:

By January 15th faculty shall submit requests for teaching load reductions to the WLC for scholarly activities. The committee will make recommendations to the Chair by January 31. The chair will make final decisions to be incorporated by the course load plan for the

next academic year. Adjustments to the workload should be determined using the following guidelines (per academic year):

1. Textbook preparation: 3-6 credit
2. Journal editorial board: 3-6 credit
3. Paper preparation: 3-6 credit
4. Proposal preparation: 3-6 credit
5. Grant administration: 3-6 credit
6. Conference organization: 3 credit
7. Workshop leadership: 3 credit
8. Professional consulting: 3-6 credit
9. Patent preparation: 3-6 credit

Before anyone receives 6 hours of release time, it is recommended that everyone undertaking research will receive 3 hours of load adjustment.

G. Academic Service

All ranked faculty are expected to share a reasonable amount of necessary Department, College and University committee work. As in other parts of the faculty workload, an inequitable distribution of committee assignments can occur and guidelines for distinguishing between the maximum workload and overload are necessary.

Committee assignments should be equitably distributed. If it becomes necessary for a faculty member to have an unusually heavy load of committee work, then it is recommended there be a redistribution of their workload.

In addition, there are tasks which are not performed by all departmental faculty members and which may produce overload conditions for those performing them if adjustments are not made elsewhere in the individual's workload. Service to the Department would also include mentoring junior faculty and technology support for teaching and research which involves activities related to the acquisition, installation, and/or operation of appropriate technology needed for research and/or instruction.

When ranked faculty are involved in substantial Departmental, College or University service, an adjustment to the workload is recommended. The following activities, if substantial, shall receive an adjustment as follows (per semester):

1. Mentoring junior faculty: 1 credit
2. Student recruitment/retention: 1 credit
3. Committee membership/AAUP rep: 1 credit
4. University/AAUP organizational leadership: 3 credit*
5. Faculty advisor for student societies (e.g., IEEE):   1 credit

* or according to WMU/AAUP contract

XI. TEACHING ASSIGNMENTS, COURSE OFFERINGS, AND CLASS SCHEDULES

A. Advanced Course Offerings

1. The faculty recommends that at least once a year the Department Chair request that the faculty make suggestions on advanced course offerings. As part of this request, the Department Chair should provide, if readily available, information about student requests, student needs, and the maximum number of courses that can be offered. Faculty shall then have the responsibility of discussing the matter with other colleagues. Recommendations for courses should, if possible, include the names of potential students.

2. The faculty further recommends that the Department Chair prioritize the requests, and direct the Undergraduate/Graduate Curriculum Committees to incorporate those priorities into the 2-year plan of graduate course offerings.

B. Staffing of Advanced Courses

The faculty recommends that the Department Chair consider the following when making assignments of staff to advanced courses.

1. The recommendations from the major program areas.

2. The qualifications of faculty members to teach a given course.

3. Rotation of courses among the faculty.

4. Any effect the teaching of a course might have on the professional advancement of an individual faculty member.

5. Requests by individual faculty.

C. Scheduling

The faculty recommends that when making class schedules, the Department Chair should consider the following practices that have traditionally been observed.

1. At least once a year, faculty should be invited to express individual preferences of courses and times, and to state the relative importance of those preferences. Faculty may also request the following:

   a. Sequential courses be assigned during sequential terms (e.g., ECE 2210 in the Fall might be followed by ECE 3200 in Spring.)

   b. A 5000 or 6000 level course should not be scheduled in the period immediately

following another course.

2. Courses not elected by faculty to teach should be rotated among the faculty.

3. Tentative schedules should be circulated to the faculty and they should be invited to discuss them with the Department Chair. If possible, any requested modifications shall be made.

XII. RECOMMENDATIONS ON DEPARTMENTAL BUDGET

The Department Chair has the sole responsibility for preparing the department budget requests and for administering the non-salary funds. Recommendations may be offered by the ExCom for both the budget requests and the administration of the non-salary funds.

XIII. DEPARTMENTAL TENURE POLICY AND PROCEDURES

Criteria which shall be considered in tenure decisions are given in the Agreement (contract) between Western Michigan University and the WMU Chapter of AAUP. Exceptions to the requirements of educational attainment may be considered upon request of a candidate with engineering education or industrial design experience. In evaluating candidates for tenure, the following shall be considered:

In the area of Professional Competence, the following will be of value:

1. knowledge of the subject matter,
2. understanding of contemporary developments in the field,
3. curriculum development,
4. laboratory maintenance and improvement,
5. activities that lead to professional growth,
6. ability to teach.

In the area of Professional Recognition, the following will be of value:

1. participation in research projects,
2. publications, conference presentations,
3. significant engineering achievements,
4. significant involvement in professional and/or technical organizations,
5. professional engineering registration.

In the area of Professional Service, the following will be of value:

1. participation in department, college and/or university councils and committees,
2. advisory and consultive services to other departments and faculty,
3. participation in student organizations at local, state or national levels,

4. AAUP service,
5. Professionally-relevant community service,
6. service to professional organizations, such as IEEE and ASEE.

The following policy supplements the Tenure Policy and Procedures of the WMU-AAUP Agreement.

A. Criteria for Tenure Evaluations

In addition to the tenure criteria stated in the Agreement, the departmental evaluation may include consideration of the following:

1. Professional Competence

   a. Teaching: courses taught (including enrollments); signed student letters of commendation or criticism; summaries of student ratings; innovation in delivery; and peer evaluations of teaching.

   b. Curriculum: new course development and improvement of existing course content.

   c. Supervision: directing student projects (including undergraduate research and honors theses) and successful coordination of multi-sectioned courses. Directing Ph.D. dissertations, serving on Ph.D. dissertation committees, serving as an external evaluator of a doctoral dissertation, supervising research of graduate students (other than the student's dissertation),

   d. Assessment: innovations in assessment of student understanding or overall course or program effectiveness.

   e. Continuing Self-Education: application of such activity to improve the department's course/educational offerings or to improve the faculty member's teaching.

   f. Other Criteria: performance of special duties outlined either at the time of appointment or subsequently; general willingness and helpfulness in the department; consistency of the person's expertise with departmental needs and goals; contributions to the mission of any major program area of which the candidate is a member; and performance of the person's departmental duties and/or the discharge of departmental responsibilities.

      Candidates must submit documentation to support any of the above items (a. – f.). One method for doing so is through the compilation of an instructional portfolio.

2. Professional Recognition

a. Research: publications, reprints, preprints, letters of acceptance or other correspondence with journal editors, referee's reports or reviews of the candidate's research, reports of research in progress, letters of evaluation of research by colleagues and outside professional consultants, research proposals funded, research proposals submitted but not funded.

b. Exposition: books (published or in progress), chapters in books, edited books, reviews, letters of evaluation, reports of activities in progress, reports and abstracts of presentations in departmental colloquia, at other universities, at meetings, and at conferences, participation in seminars focusing on a major program area of which the candidate is a member.

c. Service: Organizing, directing, or assisting with the organization of meetings or conferences, editing conference proceedings, editing journals or special issues of journals, refereeing research articles, reviewing books, reviewing articles, reports of internal and external research proposals or consulting projects, letters evaluating the research of others for the purpose of tenure and/or promotion decisions at other universities, service to professional organizations.

3. Professional Service

a. Department: participation in committees, advising, attendance at department meetings, serving as departmental representative to the Faculty Senate or the AAUP, and other assigned duties.

b. College and University: participation in College, University, Faculty Senate, or AAUP Chapter councils, committees, and task forces; and representation of the College or the University at official academic and educational functions.

c. Community: contributions to the public or private sectors that relate to ECE, academic, or to other scholarly enterprises.

B. Application and Relative Importance of the Tenure Criteria

The DTC shall use evaluative terms outstanding, substantial, significant, satisfactory in all final tenure reports. The DTC may also use these terms in any other reports.

In weighting the tenure criteria for traditionally ranked faculty, the department rates professional competence and professional recognition as approximately equal in importance for tenure. It is expected that any such candidate for final tenure will have given evidence of substantial achievement in both competence and recognition or outstanding achievement in one and significant achievement in the other. With regard to professional service, it is expected that the candidate will have made satisfactory contributions in at least one of the three categories (Department, College/University, and Community).

In weighting the tenure criteria for faculty specialists, the department rates professional competence as more important than professional service. It is expected that any such candidate for final tenure will have given evidence of outstanding achievement in professional competence and satisfactory contributions in professional service or substantial achievement in both professional competence and professional service.

C. Appeals

In accordance with the Agreement, any candidate for tenure has the right to appeal the recommendation of the DTC. The DTC shall have an Appeals Committee consisting of the Chair of the DTC and the tenured unit faculty members of the ExCom. The Appeals Committee shall decide by a majority vote, whether to deny the appeal or to reconvene the DTC to reconsider its recommendation for tenure. If the DTC is reconvened and votes to abide by its original recommendation, the candidate shall have no further right of appeal to the DTC.

XIV. DEPARTMENTAL PROMOTION POLICY AND PROCEDURES

The following policy supplements the Promotion Policy and Procedures of the WMU-AAUP Agreement.

Criteria which shall be considered in promotion decisions are given in the Agreement (contract) between Western Michigan University and the WMU Chapter of AAUP. Exceptions to the requirements of educational attainment may be considered upon request of a candidate with engineering education or industrial design experience. In evaluating candidates for promotion, the following shall be considered:

In the area of Professional Competence, the following will be of value:

1. knowledge of the subject matter,
2. understanding of contemporary developments in the field,
3. curriculum development,
4. laboratory maintenance and improvement,
5. activities that lead to professional growth,
6. ability to teach.

In the area of Professional Recognition, the following will be of value:

1. participation in research projects,
2. publications, conference presentations,
3. significant engineering achievements,
4. significant involvement in professional and/or technical organizations,
5. professional engineering registration.

In the area of Professional Service, the following will be of value:

1. participation in department, college and/or university councils and committees,
2. advisory and consultive services to other departments and faculty,
3. participation in student organizations at local, state or national levels,
4. AAUP service,
5. professionally-relevant community service,
6. service to professional organizations, such as IEEE and ASEE.

A. Criteria for Promotion Evaluations

In addition to the promotion criteria stated in the Agreement, the departmental evaluation may include the following:

1. Professional Competence

a. Teaching: courses taught (including enrollments); signed student letters of commendation or criticism; summaries of student ratings; innovation in delivery; and peer evaluations of teaching.

b. Curriculum: new course development and improvement of existing course content.

c. Supervision: directing student projects (including undergraduate research and honors theses) and successful coordination of multi-sectioned courses. Directing Ph.D. dissertations, serving on Ph.D. dissertation committees, serving as an external evaluator of a doctoral dissertation, supervising research of graduate students (other than the student's dissertation),

d. Assessment: innovations in assessment of student understanding or overall course or program effectiveness.

e. Continuing Self-Education: application of such activity to improve the department's course/educational offerings or to improve the faculty member's teaching.

f. Other Criteria: performance of special duties outlined either at the time of appointment or subsequently; general willingness and helpfulness in the department; consistency of the person's expertise with departmental needs and goals; contributions to the missions of any major program area of which the candidate is a member; and performance of the person's departmental duties and/or the discharge of departmental responsibilities.

Candidates must submit documentation to support any of the above items (a. – f.). One method for doing so is through the compilation of an instructional portfolio.

2. Professional Recognition

a. Research: publications, reprints, preprints, letters of acceptance or other correspondence with journal editors, referee's reports or reviews of candidate's research, reports of research in progress, letters of evaluation of research by colleagues and outside professional consultants, research proposals funded, research proposals submitted but not funded.

b. Exposition: books (published or in progress), chapters in books, edited books, reviews, letters of evaluation, reports of activities in progress, reports and abstracts of presentations in departmental colloquia, at other universities, at meetings, and at conferences, participation in seminars focusing on a major program area of which the candidate is a member.

c. Service: Organizing, directing, or assisting with the organization of meetings or conferences, editing conference proceedings, editing journals or special issues of journals, refereeing research articles, reviewing books, reviewing articles, reports of internal and external research proposals or consulting projects, letters evaluating the research of others for the purpose of tenure and/or promotion decisions at other universities, service to professional organizations..

3. Professional Service

a. Department: participation in department committees, advising, informal advising and writing letters of recommendation for students, attendance at department meetings, serving as departmental representative to Faculty Senate or the AAUP, and other assigned duties.

b. College and University: participation in College, University, Faculty Senate, or AAUP Chapter councils, committees, and task forces; and representation of the College or the University at official academic and educational functions.

c. Community: contributions to the public or private sectors that relate to ECE, academic, or other scholarly enterprises.

B. Application and Relative Importance of Promotion Criteria

The DPC shall use the evaluative terms presented in the Agreement (outstanding, substantial, significant, satisfactory) in all promotion reports.
As stated in the Agreement, for promotion of faculty specialists, professional competence and professional service are of primary importance. Unless otherwise stated in the letter of appointment, a candidate for promotion to master faculty specialist may be promoted if he/she has outstanding achievement in teaching or if his/her primary responsibility is other than teaching and has achieved outstanding success in that area of responsibility. Also, the candidate may be promoted to master faculty specialist if he/she has substantial achievement in both his/her teaching and his/her primary non-teaching capacity.

For promotion to associate professor, it is expected that the candidate will have given evidence of substantial achievement in both competence and recognition, or outstanding achievement in one and significant achievement in the other. With regard to professional service, it is expected that the candidate will have made satisfactory contributions in one of the three categories (Department, College/University, and Community).

For promotion to full professor, the candidate must have:

i.   achieved outstanding professional recognition and a satisfactory record of professional competence; or

ii. achieved outstanding success in professional competence and gained substantial professional recognition; or

iii. gained substantial professional recognition, a satisfactory record of professional competence, and rendered significant professional service.

C. Appeals

In accordance with the Agreement, any candidate for promotion has the right to appeal the recommendation of the DPC. The DPC shall have an Appeals Committee consisting of the Chair of the DPC and those unit faculty members of the ExCom whose rank is higher than the appealing candidate. The Appeals Committee shall decide by a majority vote whether to deny the appeal or to reconvene the DPC to reconsider its recommendation for promotion. If the DPC is reconvened and votes to abide by its original recommendation, the candidate shall have no further right of appeal to the DPC.

XV. POLICY FOR AN ALTERNATE ACADEMIC YEAR APPOINTMENT

Upon notification by Western of an intended application of an Alternate Academic Year Appointment, unit faculty shall appoint a committee to propose a recommendation to the Department regarding this anticipated appointment. After the unit faculty have voted the on the recommendation (a two-thirds majority of those attending is required for approval), the result will be communicated, in writing, to Western.

XVI. POLICY ON DISPUTE RESOLUTION

Whenever department faculty have disputes within the Department (involving students, staff, other faculty, or administrators) every effort should be made by the parties involved to resolve the conflict informally. Failing this, the involved party (or parties) may, if possible, submit a formal statement of the dispute in writing to the Department Chair and/or the ExCom. If a member of the ExCom is party to the dispute, he/she shall withdraw from these considerations. Every attempt possible should be made by the Department Chair and/or the ExCom to resolve the dispute. A written response will be given by the Department Chair and/or the ExCom to all parties involved in the dispute. Those parties dissatisfied with the outcome of this internal departmental procedure may

appeal to the Dean.

XVII.   POLICY ON MENTORS AND OBSERVERS

The role of the faculty mentor is that of support person for a newly hired faculty member who is in the probationary period for tenure. The mentor is there to help guide the new faculty member in his/her initial years, so that tenure reviews may be non-threatening, constructive experiences. Mentors are not involved in any evaluative observations of the new faculty member's teaching. A faculty mentor will be assigned to each newly hired faculty member who is in the probationary period for tenure. Ordinarily, the mentor will be assigned during the first two years of a new faculty member's employment at WMU, but the relationship may be continued at the request of the mentee or the direction of the DTC.

The ExCom will select the mentor for any newly hired faculty. It is expected that a mentor should be tenured and hold the rank of associate professor or full professor. It is also desirable that the mentor and the mentee share professional interests, although it is understood that this cannot always be guaranteed. Either the mentor or the mentee may request that a new mentor be assigned if either feels that a change would be beneficial.

During the first three years, in addition to the suggested classroom visitation by their mentor, the ranked faculty shall be visited by one other tenured faculty member in the Department per year (the Department recommends that at least two tenured faculty members observe). The tenured faculty, assigned the role of observer by the Chair in consultation with the ExCom and the new faculty member, will visit the classroom of the new faculty member and provide constructive, written feedback on their teaching. Classroom visits shall be arranged so that there is one visitation per year (in addition to the mentor visitation(s)), with, ideally, one visitation per semester. The observer will develop a signed, narrative report that is distributed to the Department Chair and the faculty member (when there are two observers, they shall work together in the development of the narrative report). A copy of the narrative report can be used in the promotion and tenure reviews. Other details involving the visitations are outlined in the contract and in the Department Policy article, Evaluation of Ranked Faculty.

XVIII. POLICY ON SUMMER AND EXTENDED UNIVERSITY PROGRAM TEACHING

The faculty recommends that the Chair provide for equitable distribution of opportunities to teach in Summer sessions and in Extended University Program courses. Summer courses will be offered to faculty on a rotating basis, as described below. The operating principle is that everyone on a tenured or tenure-track appointment should be offered one summer course before anyone is offered above that. EUP courses will be offered to faculty on a load basis before being offered on an overload basis.

In administering this policy the Chair shall keep in mind the needs of the students, since they must take precedence over other factors. In the Fall Semester, every faculty member submits their Summer teaching requests to the Department Chair by November 1 indicating the desired session(s) and the amount of appointment. The final Summer offers are made by the Chair who has the authority to make exceptions to these criteria and procedures. However, when exceptions are made, the Chair will provide written explanation to the faculty.

The Summer Sessions are not part of the faculty member's normal teaching duties and commitments to teach during these terms are on the basis of student needs which determine the number of positions available. The following procedures are recommended to assure fairness in the assignment of available positions:

1. The Chair shall inform faculty of classes that may be available to teach during the summer sessions. Any faculty member who does not wish to teach can inform the Chair at this time. This will not prejudice the faculty member's position in the teaching rotation for future summer session positions.

2. Teaching positions are assigned on a rotating basis among the faculty members by the Chair. The rotation is determined by the Chair who keeps a running count of the Summer courses assigned to each faculty member over the past five years. Those with the lowest numbers will rank first in the rotation. A faculty member may decline to teach and not penalize himself/herself if he/she informs the Chair as indicated in 1 above. If a faculty member withdraws from a commitment to teach during the Summer sessions and this requires that a temporary hire be made to fill his/her rotation, this position is added to the account of the faculty member who withdraws the assignment.

3. The above rotation may be set aside by the obvious requirement that the scheduled faculty member must be competent to teach the assigned course. If a faculty member is not scheduled for this reason their position in the rotation is retained. The ExCom shall make use of the list of course coordinators, to help determine competency. It is recommended that the Chair make every attempt to follow the rotation by arranging faculty trade offs with the agreement of the faculty involved.

XIX. CONDUCT OF DEPARTMENT AND COMMITTEE MEETINGS

A. Department meetings:

Department meetings will be held every two weeks during the Fall and Spring Semesters. The agenda for Department meetings will be published not less than two days prior to the meeting. Any group of three or more faculty members may request the Chair to call a Department meeting to discuss issues that seem to be germane to the well being of the Department. This may be done by submitting a written request and proposed agenda over the signatures of at least three faculty members to the ExCom. The ExCom will then

publish the agenda of the special meeting with at least one day's notice. The Chair shall normally convene and chair the department meetings. The meeting is to be conducted according to the latest edition of Robert's Rules of Order. A simple majority of the faculty constitute a quorum for a meeting.

B. Committee meetings:

Department committees may formulate recommendations to the Chair, or process requests for recommendations from the Chair. An appropriate committee will formulate or process recommendations, incorporating input from faculty. The committee may call a faculty meeting with proposed agenda, or perform an email vote of faculty with proposed agenda to consider the recommendation. The recommendation vote result will forwarded to the Chair and recorded on a Department meeting agenda. If a faculty member is unable to attend a called faculty meeting he/she shall have the right to designate a proxy or cast written or email vote on any issue that appears on the agenda for that meeting. Such a designation or voting must be done in writing to the committee calling the meeting, prior to the meeting. The meeting is to be conducted according to the latest edition of Robert's Rules of Order. A simple majority of the faculty constitute a quorum for a meeting.

XX. POLICY ON AMENDMENTS

The WLC shall review the Department Policy Statement (DPS) after each new Agreement between WMU and the AAUP is signed, or at any other time. Any suggestions for changes in the DPS shall be channelled through the WLC to the unit faculty for consideration, and the WLC may make recommendations to the Chair.

Amendments to the DPS shall require approval of a majority of the unit faculty before submission to Western and the Chapter for approval. Proposed amendments to the DPS shall be submitted in writing to the unit faculty of the Department at least two working days prior to the unit faculty meeting. Modifications may be made at the meeting prior to the final vote.