

DEPARTMENT OF GEOLOGICAL AND ENVIRONMENTAL
SCIENCES
DEPARTMENTAL POLICY STATEMENT

Submitted for approval to

**The Chair, Department of Geological and Environmental Sciences
Dean, College of Arts and Sciences**

Reviewed by

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**Department of Geological and Environmental Sciences
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PREAMBLE

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

The faculty has prepared the following policies and procedures in accordance with the current Agreement between Western Michigan University and the WMU-AAUP Chapter, which states that the "Policy Statement is one means by which the faculty of this unit makes recommendations to Western" (as per current Agreement). These policies are also based on our conviction that, for any university unit to function effectively, its faculty members must be full participants in the decision-making process.

Primary competence rests at the unit level to make recommendations that directly affect its faculty and academic programs. The Department shall function on a participatory and egalitarian basis, with direct consent of the faculty. The Chair shall function as advocate of the Department, as liaison to the Administration, and as administrative leader of the Department as stipulated in the Agreement. The chair shall administer by advice and consent of the faculty in all appropriate matters.

I. PROGRAM OPERATIONS

A. Departmental Meetings

1. Regular Departmental Meetings

The faculty will act through regular faculty meetings during the academic year. The chair will set and announce the dates. Faculty will receive an agenda at least one day prior to each meeting. Regular departmental meetings will normally occur on a biweekly basis. The total number of regular departmental meetings in a semester will normally not exceed half the number of calendar weeks in that semester.

2. Special Departmental Meetings

The chair, or any three faculty in the unit, may request a special meeting and provide the agenda. An absolute majority of board-appointed faculty members in the department must approve proposed special meetings. The chair will schedule special meetings requested by the Faculty no later than one week if the Faculty grants approval.

3. Minutes

A recording secretary shall prepare and promptly distribute minutes of all department meetings. The recording secretary shall file a copy of the minutes

in the department office, and shall distribute a copy of the minutes of each meeting via email to all faculty within one day prior to the next meeting.

4. Voting

Voting by proxy shall not be permitted in program department meetings. Absentee ballots shall be permitted with the majority consent of present Faculty members eligible to vote. Voting procedure shall be in accordance with the procedures described in Appendix.

5. Quorum

A quorum shall consist of a simple majority of the faculty. Regular departmental meetings, special meetings, and committee meetings shall be scheduled based on an expectation of quorum attendance. Attendance of all faculty members is not a prerequisite for scheduling or holding meetings, and if a quorum is met the absence of other faculty members shall not be a sufficient reason for the delay or rescheduling of meetings.

B. Elections to Standing Committees

Elections to all standing committees shall be made at the first regular department meeting after the beginning of a new academic year. Standing committee chair nominations may be made by soliciting volunteers, or by nominations made by the faculty or the chair. The department chair may nominate committee members who may be vetoed by a majority vote of the faculty. The faculty may nominate members who may be vetoed by the department chair. Finally, committee chairs may be selected by the department chair with veto power by the faculty or selected by the faculty committee members with veto power by the department chair. Faculty not present shall not be nominated without their prior written consent. Untenured tenure-track faculty shall not be nominated by another faculty member or by the chair for any committee memberships, although such faculty are free to volunteer service at their own discretion. Elections shall be by majority vote of those present and eligible to vote. The department chair shall be a non-voting *ex officio* member of all standing committees except the Personnel Committee. The department chair shall not serve as chair of any standing or *ad hoc* committees. No faculty member shall serve as chair on more than two committees at any one time.

C. Committee Meetings

All meetings of standing and *ad hoc* department committees, except for the Personnel Committee, shall be open to all faculty.

D. Recording Secretary

One of the department staff shall function as recording secretary during all faculty meetings. The recording secretary shall distribute minutes of each meeting to the faculty. Following approval of the minutes, the recording secretary shall deposit an approved copy in the department office and distribute copies via email to all departmental faculty and the chair.

E. Parliamentary Procedures

The current edition of Robert's Rules of Order shall govern the faculty in all parliamentary situations.

F. Amendments to Policies and Procedures

Amendments to the DPS may be proposed by any three faculty members at any faculty meeting called by the chair. A two-thirds majority of the faculty is necessary to ratify such amendments. Following ratification, the Department shall submit the amendment to the policy statement for approval as specified in the current Agreement.

II. THE FACULTY

A. Membership and Voting Rights

All Department of Geological and Environmental Sciences faculty are expected to participate in the deliberations of the department. All board-appointed faculty of the department have voting rights, except faculty holding appointments as administrators (e.g., department chair) who will make decisions on faculty recommendations.

B. Appointment of New Faculty and Reappointment of Faculty

1. Development of Position Description

The chair will consult with the faculty to continuously evaluate current and future program personnel needs. Upon anticipated authorization of a position, the chair shall seek volunteers for an *ad hoc* faculty search committee for each such position. If no volunteers are forthcoming the chair may nominate faculty members to serve on the faculty search committee as necessary and with approval by majority vote of the Faculty. The *ad hoc* faculty search committee will be constituted to carry out search operations, prepare job descriptions, and seek faculty approval for the descriptions at a Departmental Faculty Meeting.

2. Search Procedure for New Appointment

a. The *ad hoc* faculty search committee shall review applications and develop a short list of qualified candidates to interview. Applicants should be notified of the search committee's decisions on a timely basis, normally by the chair of the search committee. The search committee will provide the short list to the faculty at a department meeting. The faculty shall have the opportunity to review the credentials of all candidates. Approval of the short list shall be sought at a department meeting. Following faculty approval, the recommended short list will be forwarded to the department chair.

- b. The search committee shall keep minutes of their meetings and formal discussions.
- c. The search committee will be responsible for arranging and scheduling interviews with all candidates from the short list. An interview shall include an on-site visit, a public seminar presentation, and individual or small-group discussions with the faculty and students.
- d. All voting will be done in closed paper ballots. Candidates will be evaluated on their own merit, and votes should be based on each individual candidate rather than in relation to others. The first round of voting will consist of a YES or NO vote on whether each candidate meets the department's standards for appointment (i.e., "does Candidate X meet the department's standards for appointment?"). A simple majority YES vote is required for a candidate to pass the first round of voting. The second round of voting is intended to rank the candidates who pass the first round. In the second round of voting, each faculty member will vote for their preferred candidate. Whichever candidate garners the most votes will be considered the department's first-ranked candidate and will be removed from the pool of remaining candidates. If two or more candidates tie for the most votes a tie-breaking vote will take place, in which each faculty member selects one of the tied candidates as their top choice. This voting step will be repeated with the remaining pool of candidates to select a second-ranked candidate, and again for a third-ranked candidate (and so on, as necessary).

3. Joint Appointments

- a. In cases where a new faculty appointment is planned as a joint appointment with another unit, the faculty search committee chair shall actively and consistently communicate with a due representative of the unit to which the new appointment will be jointly appointed. The faculty search committee, in consultation with the department chair and the other unit, shall establish expectations of the new hire appointment with regards to teaching commitments and tenure home, prior to interviews.
- b. When a new faculty is hired as a joint appointment with another unit, the search committee will make recommendations to the administration as to stipulations in his/her contract of employment surrounding conditions and expectations pertinent to his/her joint status, including but not limited to: division of teaching load, expectations of teaching particular classes (if known) for which unit on a recurring basis, office and laboratory space occupancy in either unit, and acknowledgement of divided faculty service commitments.

4. Partner Hires, Positions of Opportunity and Offering Term Appointees Positions Leading to Tenure

- a. Under circumstances when it is not possible to follow the standard search procedures described in II.B.2., it is recommended that the faculty shall have the opportunity to review the credentials of a candidate, conduct a formal interview as described in II.B.2.b., and make a recommendation to the chair and the dean of the College of Arts and Sciences regarding the suitability of the candidate for a position in Geological and Environmental Sciences. Examples of non-standard circumstances may include opportunities for partner hires, presidential hires, or other hires of opportunity.
- b. If a person who has taught classes as a term appointee or done soft-money research, teaching and/or extension for the Department of Geological and Environmental Sciences, including MGRRE, desires a more permanent position, he/she should discuss that desire with faculty and the chair. The tenured and tenure-track faculty shall consider whether to seek a tenure-track position, possibly as a Faculty Specialist, and decide whether to do so by a vote by secret ballot. The WMU-AAUP Agreement and University Policy shall be observed during the process.

III. COMMITTEES and ELECTED POSITIONS

Practices regarding the election and appointment of committee members shall be per Section I.B. of this document.

A. Personnel Committee (Standing)

1. Membership

The Personnel Committee shall consist of all tenured bargaining unit faculty in the Department. The Personnel Committee shall elect a chair annually. The department chair shall not be a member of and shall not participate in meetings or deliberations of the Personnel Committee.

2. Functions

- a. As needed, review the performance of adjunct, term, part-time and temporary appointees, and make written recommendations on reappointment to the chair.
- b. Conduct promotion reviews per procedures in Section V.C including advising of all untenured, tenure-track appointees as provided in V.A.
- c. Conduct tenure reviews per procedures in Section V.B. including advising of all untenured, tenure-track appointees as provided in V.A.
- d. Appoint an *ad hoc* Sabbatical Leave Committee in accordance with Section III.H.
- e. Appoint an *ad hoc* Promotion Committee in accordance with Section III.I.

- f. If deemed necessary, initiate procedures leading to a recommendation for removal of the chair in accordance with Section IX.B. A motion recommending removal will require a 2/3 vote of board-appointed Faculty in the Program.

3. Meetings

The chair of the Personnel Committee, the chair of the department, or any three members of the Personnel Committee may call meetings when they deem it necessary.

4. Quorum

A quorum shall consist of a simple majority of the Personnel Committee.

B. Budget Committee (*Standing*)

1. Membership

The Budget Committee shall consist of at least three faculty members.

2. Functions

The committee shall assist the chair in developing and assessing departmental priorities with respect to the outlay of department resources. The committee will evaluate department needs with informational assistance from the faculty, staff and students of the department, where appropriate and necessary, and shall recommend to the chair and to the faculty how available funds should be distributed for optimal performance and advancement of departmental concerns. The committee shall commission the departmental administrative assistant to prepare and issue an annual report to the department chair and the faculty summarizing the status of departmental budgetary resources and the availability of such resources in meeting the needs of the department, and providing recommendations on future allocations of department finances and the need (if any) for additional resources from the College, University, or other sources. When necessary, the department chair may devolve to the Budget Committee additional financial duties involving department funds.

C. Summer Hydrogeology Field Course Committee (*Standing*)

1. Membership

The Summer Hydrogeology Field Course Committee shall consist of all Faculty Members who teach or have taught part of at least one section of the Summer Hydrogeology Field Course. The Committee members will mutually choose from among their membership a Chair of the Committee.

2. Functions

The committee shall be accountable for oversight of the Summer Hydrogeology field course and its coordinator (if that coordinator is not a

WMU faculty member), management of facilities and instrumentation that are used in the field course, preparation of an annual budget statement describing the financial standing and resources of the field course, development and submission of external grant proposals requesting funds to support the field course, hiring and dismissal of personnel who perform service and support functions for field course equipment, advertisement of the field course, and development of administrative or curricular documentation pertaining to the field course or modifications thereof. The committee shall issue an annual report to the department chair and the faculty summarizing the status of Field course funds, support, student registration, and equipment.

D Assessment Committee (Standing)

1. General

The Faculty shall undertake the assessment of graduate and undergraduate learning outcomes.

2. Membership

The Assessment Committee shall consist of at least three faculty members.

3. Functions

In accord with the assessment plan for evaluation of teaching and learning effectiveness at the undergraduate level, the Assessment Committee will collect and collate appropriate information from department faculty. The Committee will forward such information as needed to the University Assessment Committee and the department chair.

E. Graduate Policies and Admissions Committee (Standing)

1. General

The faculty shall take the primary responsibility for the development, review, and revision of the graduate programs. While the Curriculum Committee has an overview of the entire curriculum, the Graduate Policies and Admissions Committee shall be primarily responsible for matters related to the Graduate Programs.

2. Membership

The Graduate Policies and Admissions Committee shall consist of at least three members of the Graduate Faculty. The Graduate Advisor shall be an *ex-officio* member, unless directly elected to the Committee.

3. Functions

The Graduate Policies and Admissions Committee shall:

- a. Review application folders for admittance of new prospective graduate candidates to the Graduate Program and approve or decline student applications by majority vote of the Committee.

- b. Review folders related to student admissions in the Ph.D., M.S. and M.A. Programs and make decisions regarding admission.
- c. Develop and recommend efforts for student recruitment and retention.
- d. Make recommendations to the Curriculum Committee regarding proposed Graduate course additions, deletions, or revisions.
- e. Make recommendations to the Faculty regarding requirements for Graduate degrees and admission standards.
- f. Make recommendations to the Department Chair regarding the awarding of student Assistantships in the Department.

4. Meetings and Procedures

- a. The Graduate Policies and Admissions Committee shall meet in a timely fashion to act upon student admissions in accordance with published deadlines.
- b. Meetings may be requested by the department chair, the graduate advisor, or any member of the committee. Meetings will be called and the agenda set by the chair of the committee.

5. Review of Recommendations

Actions of the committee regarding student admissions shall be forwarded to the graduate advisor, who shall be responsible for informing potential graduate students, the department chair, and the Graduate College of any action. Actions of the committee regarding graduate courses shall be forwarded as recommendations to the department Curriculum Committee. Actions of the Committee on all other matters shall be forwarded as recommendations to the relevant Committee(s) or to the faculty at a regular or special department meeting.

F. Curriculum Committee (Standing)

1. General

The faculty shall take the primary responsibility for the development, review, and revision of courses and programs as described in University bulletins, catalogs, and other relevant documents.

2. Membership

The Curriculum Committee shall consist of at least three faculty members.

3. Functions

The Curriculum Committee shall:

- a. Submit materials for Undergraduate/Graduate Catalog revisions in a timely fashion.
- b. In consultation with the faculty, periodically review all courses regarding the total program offerings.
- c. Make recommendations to the faculty regarding proposed course additions, deletions, or revisions.

d. Make recommendations to the faculty regarding curriculum changes.

4. Meetings and Procedures

The chair of the committee shall provide the committee with a proposed agenda before the meeting.

5. Review of Recommendations

The committee shall forward its recommendations for action at a regular or special department meeting. The faculty, by motion and vote at a faculty meeting, may accept, reject, revise, or refer to the Curriculum Committee any item considered under this procedure. Only recommendations approved by a majority vote at a department meeting shall be forwarded for action.

G. Workload Committee (*Ad Hoc*)

1. Membership

The Workload Committee shall be an *ad hoc* committee consisting of at least three members of the Faculty.

2. Functions and Procedures

The Workload Committee shall receive applications from faculty members requesting a future decrease or increase of their teaching load. Applicants seeking an altered teaching load must present a written request that includes evidence supporting their request. The committee shall evaluate each request on an individual basis and may request additional information from the applicant. The committee shall prepare a written evaluation and recommendation of each application for altered teaching load and shall present this recommendation to the applicant and the department chair. The department chair shall evaluate the merits of available applications in the context of overall departmental teaching needs and instructor availability, shall assess the workload of the applicant and shall approve or deny applications based on these considerations. Workload reduction towards graduate/undergraduate advisors, in accordance with the existing number of majors, will be taken into consideration.

H. Sabbatical Leave and Assigned Time Committee (*Ad Hoc*)

1. Membership

The Sabbatical Leave Committee shall be an *ad hoc* committee consisting of three members of the Personnel Committee appointed by the chair of the Personnel Committee upon request of the department chair. The chair of the Personnel Committee will designate the chair of the Sabbatical Leave committee. A faculty member applying for sabbatical leave may not serve on the Sabbatical Leave Committee considering the application.

2. Functions and Procedures

The Sabbatical Leave Committee shall meet, as necessary, to evaluate sabbatical leave proposals, make recommendations to the Department Chair, and notify each applicant of the Committee's recommendations.

3. Appeals

Appeals may be made as specified in the current Agreement.

I. Promotion Committee (*Ad Hoc*)

1. Membership

The Promotion Committee shall consist of all board-appointed department faculty at or above the rank sought by the applicant. The department chair shall not be a member of this committee.

2. Functions

The Promotion Committee shall conduct promotion reviews per procedures in Section V.C.

IV. TENURE AND PROMOTION

A. Faculty Advisors

The department is firmly committed to providing a supportive environment for the successful attainment of tenure. The department will therefore make a mutually acceptable faculty mentor/advisor available to untenured faculty, should the untenured faculty member so desire.

- a. The faculty advisor should be a proactive guide, advocate, and resource for the untenured colleague. In this role, the advisor shall not prepare written evaluations of the advisee.
- b. The advisor should seek to maintain regular contact with the advisee.
- c. The advisor should provide ongoing guidance to the advisee about balancing among the areas of performance as specified in the current Agreement and departmental policy statement.
- d. The advisor should help the advisee identify University resources relevant to his or her research, teaching and service duties.
- e. The advisor should be prepared to be an advocate for the advisee in that the advisor can convey advice to the Personnel Committee on areas of concern by the advisee, or vice versa.

B. Tenure

Tenure marks the transition from probationary to non-probationary faculty status based on past performance and the expectation of continued high standards of performance. The Personnel Committee shall conduct tenure reviews.

1. Eligibility and Scheduling of Tenure Reviews

The timetable in the current Agreement shall govern procedures for tenure and scheduling of tenure reviews. Following the requirements of the current Agreement, a faculty member may request an early tenure review.

2. Recommendations on Tenure

The Personnel Committee will review materials of the candidate and prepare a summary recommendation for inclusion in the candidate's file. The faculty advisor shall be consulted in matters of concern and shall provide advocacy towards the advisee. For a positive recommendation, a simple majority of the actively voting members of the Personnel Committee must cast their votes in favor of tenure. Abstentions shall not be counted as contributors to the total number of actively voting members. Voting will be by secret ballot.

3. Reporting of Results

The recommendations of the Personnel Committee shall be reported as specified in the current Agreement. The deliberations shall remain confidential within the committee. The chair of the committee shall notify the reviewed faculty member of its recommendation in writing, specifying strengths and weaknesses as specified in the current Agreement.

4. Evaluation Criteria

The Personnel Committee shall utilize the criteria stated in Section V.E below and those contained in the current Agreement.

5. Appeals

Appeals may be made as specified in Section VIII and in the current Agreement.

C. Promotion

1. General

The Promotion Committee shall conduct promotion reviews.

2. Eligibility and Scheduling of Promotion Review

The timetable given in the current Agreement shall govern procedures for promotion and scheduling of promotion reviews. A faculty member may request an early promotion review.

3. Review Procedures and Criteria

The Promotion Committee shall utilize the promotion criteria stated in Section V.E below and those contained in the current Agreement. Each faculty member reviewed may be asked to provide additional or clarifying information to the Promotion Committee. Each faculty member reviewed may make a brief clarifying or explanatory statement orally, in writing, or both, to the Promotion Committee.

4. Recommendations on Promotion

The Promotion Committee will review materials of the candidate and prepare a summary recommendation for inclusion in the candidate's file. For a positive recommendation, a simple majority of the actively voting members of the Personnel Committee must cast their votes in favor of promotion. Abstentions shall not be counted as contributors to the total number of actively voting members. Absentee ballots shall be permitted except for those faculty who are on leave or sabbatical. Voting will be by secret ballot.

5. Reporting of Results

The recommendations of the Promotion Committee shall be reported as specified in the current Agreement. The deliberations and the vote count shall remain confidential within the Committee. The chair of the committee shall notify the reviewed faculty member of its recommendation in writing, specifying strengths and weaknesses as specified in the current Agreement.

6. Appeals

Appeals may be made as specified in Section VIII and in the current Agreement.

D. Evaluation Criteria

1. General

Different mixes of academic, professional and service activities by individual faculty members may best serve the objectives of the department. Faculty are expected to strike a balance among and including all three areas listed below.

2. Criteria That Shall be Considered

Criteria for evaluation of faculty fall into three broad categories as defined in the current Agreement. The department strongly encourages Faculty Specialists to do research, even though it is not required for tenure and promotion. Research conducted by Faculty Specialists can be evaluated as Professional Competence, Professional Service, or more generally as value added to the department.

3. Professional Competence

- a. Teaching performance rating data may be assessed using the standardized student evaluations, peer review, supervision of undergraduate and graduate students, and additional methods of evaluation suggested by the faculty.
- b. New course development, curricular development, or significant course improvement.
- c. Application for external education-related grants.

- d. Other (e.g. unique and unusual contributions), in accordance with the Agreement.

4. Professional Recognition

- a. Research, including maintaining a productive research program and involvement of undergraduate and/or graduate students.
- b. Publications in peer-reviewed journals or scholarly books.
- c. Presentations at national or regional meetings and invited seminars.
- d. Applications for external research grants.
- e. Other (e.g. unique and unusual contributions), in accordance with the Agreement.

5. Professional Service

- a. Service on professional committees (grant review, journal review, etc.).
- b. Department, college, or university committee service.
- c. Service relevant to the profession
- d. Editorial positions for peer-reviewed journals or scholarly books.
- e. Holding office in national, regional and/or state professional associations.
- f. Interactions with the media or public presentations of a scholarly or informative nature.
- d. Other (e.g. unique and unusual contributions), in accordance with the Agreement.

6. Optional Confidential External Review Letters in Support of Tenure and Promotion

External letters of recommendation in support of promotion and tenure applications are not required and participation by a faculty member being reviewed and evaluated is voluntary. The lack of participation by a faculty member shall not prejudice the Personnel Committee or the Promotion Committee against the faculty member's credentials for professional competence, recognition and/or service. The intent of this confidential external review process is to: (1) afford the faculty member an opportunity to demonstrate objective external recognition of scholarly achievement and (2) provide the Personnel Committee with objective external evaluations of faculty achievement as part of the committee's assessment of that faculty Member. If an applicant for promotion or tenure wishes to use external letters of recommendation, the procedure and time table outlined in the current Agreement will be followed. The Personnel Committee, Promotion Committee, or department chair shall not independently solicit letters of recommendation in conflict to this policy or that of the Agreement.

7. Criteria That Shall Not be Considered

In accord with University, State and Federal policies regarding unfair treatment and non-discrimination, the Personnel Committee and Promotion Committee shall not be prejudiced by the faculty member's race, ethnicity, gender, sexual orientation, religion, national origin, medical handicaps, marital

status, creed, prior leave time due to family illness, childbirth or adoption, or exercise of academic and civil freedom in their consideration or evaluation of a faculty member's credentials.

V. WORKLOAD AND ASSIGNMENTS

A. Workload

The workload of each faculty member shall be evaluated on an annual basis considering the quantitative criteria provided in Appendix 1 and the recommendations made by the Workload Committee. Each faculty member shall prepare a tally of workload for the previous academic year using the criteria in Appendix I (Quantitative Workload Instrument) and shall present this tally in writing to the department chair in confidence. Normally this self-assessment of faculty workload will be completed no later than the date by which Professional Activities Report (PAR) forms are requested by the College. The department chair shall evaluate quantitative assessments of faculty individual workload, alongside faculty requests for assigned teaching load. Recommendations on requests by faculty for assigned teaching loads will be made to the department chair by the Workload Committee, as outlined in section III.G.

B. Facilitating the Faculty in Workload Related to Teaching

It is recommended that graduate assistants or other classroom support shall be provided upon request to instructors who are teaching classes which are too large or complex for them to be able to carry out all essential teaching activities by themselves. It is presumed that the following courses will have graduate assistants or other teaching support: 1. Field courses. 2. Courses with significant laboratory exercises and/ or discussion section requirements, usually with a different meeting time than the lectures. 3. Online courses with at least 10 students. 4. Writing-intensive classes. 5. Courses with enrollments ≥ 35 .

C. Joint Appointments

It is expected that faculty who are jointly appointed with another unit will normally incur teaching and service workload assignments native to the other unit, and these activities shall be considered by the department workload committee when preparing assessments for the department chair. Work for another unit shall be considered by the department chair when assigning teaching workloads and when assessing service workloads of faculty members. Prior agreements involving division of teaching and service workload with another unit shall be respected and honored always.

VI. ASSIGNMENT OF SUMMER COURSES

A. Procedure

It is recommended that the chair allocate summer I and summer II term teaching appointments according to the following guidelines:

1. Curricular Need and Faculty Expertise

The most important criterion for summer teaching assignments should be that which benefits the students enrolled in summer I and summer II courses. This means that, in assigning courses, the chair should consider the faculty members' experience and expertise when making assignments. A course should not be assigned to a faculty member who does not have a demonstrated ability to teach it. Recent experience in teaching a specific course shall be considered except in the instance where no available faculty has prior teaching experience in a given course.

2. Contractual Arrangements

A faculty member may have as part of his/her contract a summer I or summer II appointment guarantee or requirement. Such contracts must be honored.

3. Requests to Teach by Faculty Members

Faculty who desire to teach in a summer I or summer II term shall so notify the chair prior to the deadline given in the Agreement. The chair should send a timely written reminder to faculty regarding the deadlines for such appointments with a tentative list of the courses to be taught.

4. Priority

When there are more requests by faculty to teach in summer I or summer II terms than there are available courses, and when items 1. and 2. have been considered, it is recommended that priority to teach summer I and summer II courses will be given to the faculty members who satisfy the following conditions:

- a. They are full time, tenure-track, board-appointed faculty.
- b. They have not already been assigned a course for one of the two summer terms (i.e. although it will be possible for a faculty member to teach both summer I and summer II terms, priority for any course shall be given to those who do not already have an appointment for either term).

When two or more faculty who have taught a course want to teach it in the summer, it is recommended that the one(s) who taught it in past summers most recently will defer to the one who has gone the longest since the last summer (s)he taught it. **[Other conditions of lower importance than (a) and (b) above:]**

- c. They have not had a summer I or summer II appointment in the previous year.

- d. They have not already been assigned a course for one of the two summer terms (i.e. although it will be possible for a faculty member to teach both summer I and summer II terms, priority for any course shall be given to those who do not already have an appointment for either term).
- e. If there are still more requests than courses after consideration of the previous conditions, priority shall be given to the faculty with the most recent full-time appointment.

5. Other Considerations

- a. These guidelines shall apply only to WMU credit-bearing courses offered in summer sessions and through Extended University Programs.

VII. APPEALS

A faculty member may make a formal appeal of any recommendation (e.g. recommendation on promotion or tenure, as specified in the Agreement procedures). Appeals must be made within the period set forth in the current Agreement. If no appeal is filed, or if the faculty member notifies the chair of the appropriate committee in writing of his/her intent not to appeal, the recommendation shall be forwarded as specified in these policies and procedures and in the current Agreement. The following constitutes the departmental appeals process:

1. The appealing faculty member notifies the chair of the appropriate committee in writing of an intent to appeal.
2. The faculty member making the appeal will meet with the appropriate committee to discuss the appeal and may offer additional or clarifying information.
3. In the absence of the faculty member, the appropriate committee shall reconsider the original recommendation. It may vote to reaffirm the original recommendation, to modify it, or to formulate a new recommendation, as appropriate under the circumstances.
4. The results of this reconsideration will be reported promptly to the appealing faculty member.
5. Only the final recommendation, after consideration of an appeal, shall be forwarded.

VIII. THE DEPARTMENT CHAIR

A. Selection and Appointment

1. Development of Position Description

If the administration seeks input from the department to develop a position description for the new chairperson, the department faculty shall seek volunteers for an *ad hoc* Chair Search Committee from among the board-appointed faculty members. The Chair Search Committee should consist of at least three faculty members and should represent all academic ranks, if possible. The Chair Search Committee will seek input from the department faculty to aid in preparing a position description for the new chairperson, and in performing the search. The position description must be approved by a majority.

2. Search & Voting Procedure for New Appointment

- a. If the administration seeks input from the department in the search for a new chairperson, the *ad hoc* Chair Search Committee shall review applications and develop a short list of qualified candidates to interview. The Search Committee will present the short list to the faculty at a department meeting. Approval of the short list shall be sought at a subsequent department meeting, after the entire faculty has had the opportunity to review the credentials of all candidates. The short list must be approved by a majority, after which it will be forwarded to the dean.
- b. Criteria for evaluation of the candidates shall be established by the committee, but may include: professional and academic expertise, accomplishments, area of specialization, communication skills, professional contacts, innovative and creative ideas, professional ethics, and collegiality.
- c. The committee will be responsible for arranging and scheduling interviews with all candidates from the short list. An interview shall include an on-site visit, a public seminar presentation, and individual or small-group discussions with the faculty.
- e. After the completion of interviews, the faculty shall provide a rank ordered list of candidates at a faculty meeting. All board-appointed, tenure-track or tenured faculty and the chair may vote for candidates. Absent faculty may not vote by proxy. Voting will be by closed, paper ballot. Each faculty may cast one vote for his/her top candidate in each voting round. If no candidate receives a majority vote (more than half of all voting members) in a single round of voting, then the candidate with the least votes will be ranked lowest and a new voting round will be held, not including the candidate receiving the lowest number of votes. This procedure will continue until a candidate receives a majority vote. Other

remaining candidates in the final round will be rank-ordered per the number of votes they receive in that round. The final, rank-ordered list will be provided to the dean of the College of Arts and Sciences.

- f. Unsuitable candidates will be identified as follows. After producing a rank-ordered candidate list using the procedure described above, any voting member (above) may present one or more of the candidates as “unsuitable” for the position. After discussion, the faculty will vote (by closed paper ballot) to determine whether they believe that the candidate is unsuitable for the position. Any candidate receiving a majority of “unsuitable” votes will be removed from the rank-ordered list and will be provided on a separate "unsuitable" list to be provided to the dean.

B. Removal of the Chair

1. Search Procedure for New Appointment

- a. **Procedure.** The chair of Personnel Committee will oversee and any board-appointed faculty of the department will participate in the evaluation of the chair on an annual basis, using methods established in the Agreement, during years when such evaluations are not already conducted by the WMU AAUP. Additional documents such as letters from department faculty, students and/or persons outside the University, may also be considered as part of the evaluation, as stipulated in the Agreement.
- b. **Criteria for Evaluation.** To make future applicants and incumbents aware of faculty expectations, and to aid faculty and others in their evaluation of those occupying the department chair’s position, the following performance criteria may be utilized in considering the department chair:
 - i. Resolution of departmental problems through participatory and consultative processes that respect the principles of academic self-government.
 - ii. Support of departmental objectives and policies in the areas of instruction, curriculum development, academic staffing, tenure and promotion, research, and other areas covered by these policies.
 - iii. Maintenance of open channels of communication within the department, the college, the University, the student body, and the community.
 - iv. Enhancement of conditions of cooperation and productivity.
 - v. Enhancement of recognition by peers in the profession.
 - vi. Participation in department and committee meetings and activities.
 - vii. Supervision of non-academic staff.
 - viii. Calling and conduct of appropriate meetings.

- ix. Performance of duties implicit in the position or specifically included in these policies, in the University policies, assigned by the dean of the college, or included in the current Agreement.
 - x. Preparation of the department budget in consultation with the Budget Committee, and allocation of department funds in an equitable and appropriate manner.
 - xi. Adequacy of recruiting and selection of faculty.
 - xii. Appointment of department *ad hoc* committees.
 - xii. Preparation of teaching schedules in appropriate consultation with Faculty.
 - xiv. Assignments of instructional and administrative loads in an appropriate, consultative, and professional manner.
 - xv. Supportive encouragement and due recognition of faculty research, teaching and service activities.
 - xvi. Advocating faithfully for the interests, wishes and concerns of the faculty to the higher administration.
 - xvii. Appropriately and positively representing the department and its faculty in public and professional venues both on campus and off campus.
 - xviii. Demonstrable respect for academic freedom.
- c. **Removal for Cause.** Based on evaluations of the department chair, a motion may be submitted to the Department Personnel Committee by any one member for recommendation to remove the department chair. A two-thirds majority of the board-appointed department faculty must approve the motion. If the faculty vote to recommend removal of the department chair, the recommendation along with supporting documentation shall be forwarded to the dean of the College.

APPENDICES

I. QUANTITATIVE WORKLOAD INSTRUMENT

A. Workload Statement

Per the current AAUP Faculty Contract, a workload of 24 credit hour equivalents per year is required for traditionally-ranked faculty and a workload of 30 credit hour equivalents per year is required for Faculty Specialists. To ensure that each faculty member participates in a balance of Professional Competence, Recognition and Service activities, the Department of Geological and Environmental Sciences recommends maximum credit hour equivalents in each of these categories, as detailed below. Although not evaluated for Professional Recognition, research done by Faculty Specialists can be evaluated under the categories of Professional Competence or Service, or more generally as value added to the department. Faculty may voluntarily choose to exceed these credit hour equivalent caps. However, it is not recommended that effort in excess of the stated caps be counted toward the full-time assigned workload.

B. Professional Competence (recommended to not to exceed 19 credits/yr for traditionally-ranked faculty on academic year or alternative year appointment)

Actual credits for each course taught as instructor or co-instructor of record.

Teaching new course for first time: multiply credits by 2

Teaching large enrollment course: additional 1 credit for enrollment of >50, 2 additional credits for >125

Teaching a laboratory section without TA support: 1 additional credit per 20 students (not to exceed 3 credits)

Teaching a course with a weekend (or spring break/holiday) overnight field trip: 0.5 additional credits per course

Graduate level courses (5000 and 6000): multiply credits by 1.5

University-designated writing intensive courses: multiply credits by 1.5

Preparing an online course for the first time is equivalent to 3 credit hours per academic semester, which can be applied before, during or after the semester the course it taught.

Supervision of the Hydrogeology Field course in summer I and Summer II and the graduate and undergraduate Hydrogeology Certificate Programs is equivalent to 3 credit hours per academic semester, and comes with a 3-credit assigned workload per year

Only one increase beyond the actual course credit chosen from the list above can apply for a particular course in a single semester

No increases are given to courses that do not meet the minimum number of required students by the university.

C. Professional Service (recommended to not to exceed 12 credits/yr for traditionally-ranked faculty on academic year or alternative year appointment): WMU Service:

Chairing a department committee: 0.5 credits per academic semester per committee (not to exceed 3 credits/year)
Chairing a Faculty Senate committee: 1 credit per academic semester
Participating in a Faculty Senate committee: 0.5 credit per academic semester
Chairing a College of Arts & Sciences committee: 1 credit per academic semester
Participating in a College of Arts & Sciences committee: 0.5 credit per academic semester
Participation on another University committee: 0.5 credits per academic semester per committee (not to exceed 3 credits/year)
Faculty senator or AAUP representative: 0.5 credits per academic semester (not to exceed 2 credits per year)
Graduate advisor: 1 credit per academic semester for 0-15 students, 2 credits per academic semester for 15-30 students, 3 credits per academic semester for 31-45 students (not to exceed 3 credits per academic semester)
Undergraduate major advisor: 2 credits per academic semester for 21-30 students, 3 credits per academic semester for 31-45 students (not to exceed 3 credits per academic semester)
Ad hoc temporary assignment for special departmental needs, must be approved by faculty (3 credits/yr)
Webmaster: 1 credit per academic semester
Joint appointment: 1.5 credits per academic semester (not to exceed 3 credits per year)
Seminar coordinator: 1 credit per academic semester
Assistant dept chair: 3 credits per academic semester
Director of MGRRE: 3 credits per academic semester
Director of Core Kids: 3 credits per academic semester
Director of Geological Survey: 3 credits academic per semester
Department outreach/recruiting/development activities: 0.25 credits/activity (not to exceed 2 credits per academic semester)

Professional Service:

Elected or appointed position to major organization: 0.5 credits per academic semester (not to exceed 1.5 credits per year)
Steering committees for national/international organizations or conferences: 0.25 credits per academic semester (not to exceed 1.5 credits per year)
Conference technical session convener/chair: 0.5 credits per conference (not to exceed 1.5 credits per year)
General chair for national/regional meetings: 0.5 credits per conference (not to exceed 1.5 credits per year)
Editorial position for a national/international journal: 1 credit per academic semester (not to exceed 4 credits per year)
Editor-in-chief for a national/international journal: 3 credits per academic semester (not to exceed 6 credits per year)
Book or special publication editor: 3 credits per book (not to exceed 3 credits per year)

Reviews of proposals, manuscripts, etc.: 0.1 credits per review (not to exceed 2 credits per year)

Pro Bono consulting activities: up to 1 credit per academic semester, upon approval by department chairperson

External promotion or tenure reviews (other universities): 0.1 credit per review (not to exceed 2 credits per year)

External reviews of departments or programs (other universities): 0.5 credit per review (not to exceed 1.5 credits per year)

Review panels: 1 credit per panel (not to exceed 3 credits per year)

Supervision of MGREE: 2 credits

D. Professional Recognition (recommended to not to exceed 19 credits/yr) for traditionally-ranked faculty on academic year or alternative year appointment:

Student Research Mentoring:

Primary advising of MS or PhD student: 1 credit per full time student in each academic semester (not to exceed 6 credits per year).

Graduation of MS or PhD student: 1 extra credit per completed degree (not to exceed 3 credits per year).

Primary advising of undergraduate honors thesis, research assistant or special project: 0.5 credits per project or for each research assistant working 10 + hrs per week in each academic semester (not to exceed 4 credits per year).

Primary advising of undergraduate special project that results in a final paper/report: 0.5 credits for 50 hours spent working with an undergraduate student in one semester (not to exceed 4 credits per year)

Thesis or Dissertation Committee member (not primary advisor): 0.25 credits per student in each year (not to exceed 2 credits per year).

Scholarly Activities:

Invited Seminars: 0.5 credits per lecture, to be applied following the presentation (not to exceed 6 credits per year)

Peer-reviewed journal articles, book chapters: 3 credits per publication, to be applied after the article is in print (not to exceed 12 credits per year)

Conference abstracts/presentations and invited seminars/webinars (primary author/presenter): 0.5 credits per presentation, to be applied after presenting at the conference (not to exceed 3 credits per year)

Textbook authorship: 1 credit per academic semester while under contract (not to exceed 4 total credits per book)

Maintaining research facilities (laboratories, field equipment, etc.): 1 credit per semester

Supervision of the research activities of MGREE: 5 credits

Proposals submitted (external, competitive, PI or co-PI): 1 credit per proposal (not to exceed 6 credits per year)

Proposals funded (external, competitive, PI or co-PI): 3 credits per proposal per year of funding, 1 credit for internal funding (not to exceed 12 credits per year)