

WESTERN MICHIGAN UNIVERSITY

COLLEGE OF AVIATION

POLICY STATEMENT

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

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WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 001 REVISION 15 NOVEMBER, 2010

SUBJECT: Tenure

1.0 The tenure policy of the College of Aviation (COA) shall be consistent with article 17 of the Agreement with the following clarifications and requirements specific to the COA.

2.0 College of Aviation tenure criteria. The minimum qualifying criteria for award of tenure in the College of Aviation consists of the following.

2.1 Federal Aviation Administration certification and ratings appropriate to the area in which the candidate is teaching.

2.2 For Traditionally-ranked Faculty and Faculty Specialists, an earned Master's degree in a field appropriate to the appointment is required. For Traditionally-ranked Faculty, an earned Doctorate may be required by the letter of appointment.

3.0 Areas of Performance. Evaluation of the candidates for tenure shall include consideration of the following items (Faculty Specialists candidates are not required to be evaluated on professional recognition):

3.1 Professional Competence. Professional Competence may be evidenced through:

3.1.1 Teaching: Summaries of numerical student ratings, teaching awards, and other evidence of teaching achievement. Continuous updating of course content to incorporate the most current technologies and concepts in the industry.

3.1.2 Peer evaluations may be considered at the request of the faculty member. Peer evaluations submitted by the faculty member may be, but need not be, based upon classroom visitations. Classroom visitations are governed by Article 16 of the WMU/AAUP Agreement.

3.1.3 Curriculum and course development: Writing goals and objectives, course materials, and syllabi. Integration of innovative teaching methods and procedures. Continuous update of materials to include current aerospace technologies, procedures and information.

3.1.4 Lab development: Construction, acquisition, and maintenance of learning aids, equipment and technical documentation. Installation and integration of lab equipment and continuous update of materials to include current aerospace technologies, procedures and information.

3.1.5 Self educational activities: Professional certificates and ratings. Course work and degrees earned. Seminars, conferences, and workshops. Professional certification currency, renewal, and updating.

3.1.6 Supervision of independent studies, senior projects, honors projects, and graduate theses.

3.2 Professional Recognition. Professional Recognition may be evidenced through:

3.2.1 Publications: Books, magazines, technical journal articles, research findings and other relevant publications.

3.2.2 Grants and proposals: Funded proposals. Proposals pending or not funded will also be considered.

3.2.3 Funded research completed and in progress.

3.2.4 Presentations for professional organizations, seminars, and workshops conducted, and professionally competitive activities.

3.2.5 Awards and recognition from the University, and professional and academic organizations

3.2.6 Having appropriate credentials for and conducting of professional certification examinations.

3.2.7 Consulting, reviewing, editing and refereeing.

3.2.8 Professional associations: Active participation in international, national, regional, and local professional organizations. Holding office in such organizations.

3.3 Professional Service. Professional service may be evidenced by activities that contribute to the achievement of the mission, goals, and objectives of the College of Aviation. Service to the students, WMU and other universities and colleges, professional and academic associations, the Federal Aviation Administration and the aviation community in general, the AAUP, and the Faculty Senate.

4.0 Application and Relative Importance of the University Standards in the Three Areas of Performance. Equal weight may be placed on each of the categories by the tenure committee but achievement must be demonstrated in all appropriate areas. Outstanding achievement in one category may be used to offset lesser accomplishments in other categories at the discretion of the tenure committee.

5.0 Tenure review process for Aviation Specialists

Tenure review of aviation specialists: Due to their unique duties and pilot qualifications, aviation specialists should receive a concurrent review by the department chair and the chief flight instructor. The department chair and the chief flight instructor should make individual recommendations to the dean concerning tenure. Such recommendations should be done in accordance with established criteria and both should follow the timetable established for department chairs in the WMU/AAUP Agreement. The departmental tenure committee should submit its recommendations and supporting data to the department chair and the chief flight instructor at the same time.

WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 002 REVISION 15 NOVEMBER, 2010

SUBJECT: Promotion

1.0 The promotion policy of the College of Aviation shall be consistent with article 18 of the Agreement.

2.0 For Traditionally-Ranked faculty, an earned Master's degree in a discipline appropriate to the aerospace industry and appropriate Federal Aviation Administration certification shall be considered the terminal educational requirements. In addition, substantial aerospace industry experience exercising the rights and privileges of the FAA certification shall be considered. An earned doctorate degree may be required as a condition of employment but if not so required, the lack of a doctorate shall not be a hindrance to promotion up to and including full professor.

2.1 Traditionally-Ranked faculty are reviewed for promotion purposes by other traditionally-ranked faculty at or above the rank sought by the promotion candidate. Tenured Master Faculty Specialists who have gained sufficient* professional recognition may participate in reviews of Traditionally-Ranked faculty below the rank of full professor.

3.0 For Faculty Specialists, an earned Master's degree is the preferred educational attainment for promotion to Faculty Specialist II. In lieu of a master's degree, a faculty specialist who has earned a Bachelor's degree may provide evidence of substantial aerospace industry and teaching experience for promotion consideration. For promotion to Master Faculty Specialist, a Master's degree is required.

4.0 For faculty on grant/contract status, criteria applicable to the particular grant or contract are of paramount importance. Promotions of such faculty may be made based on such criteria.

** As determined by other traditionally-ranked faculty on the Promotion Committee.*

5.0 Candidates for promotion should provide evidence of professional competence, professional recognition (traditionally-ranked faculty only), and professional service.

5.1 Professional Competence. Professional Competence may be evidenced through:

5.1.1 Teaching: Summaries of numerical student ratings, teaching awards, and other evidence of teaching achievement. Continuous updating of course content to incorporate the most current technologies and concepts in the industry into courses.

5.1.2 Peer evaluations may be considered at the request of the faculty member. Peer evaluations submitted by the faculty member may be, but need not be, based upon classroom visitations. Classroom visitations are governed by Article 16 of the WMU/AAUP Agreement.

5.1.3 Curriculum and course development: Writing goals and objectives, course materials, and syllabi. Integration of innovative teaching methods and procedures. Continuous update of materials to include current aerospace technologies, procedures and information.

5.1.4 Lab development: Construction, acquisition, and maintenance of learning aids, equipment and technical documentation. Installation and integration of lab equipment and continuous update of materials to include current aerospace technologies, procedures and information.

5.1.5 Self educational activities: Professional certificates and ratings. Course work and degrees earned. Seminars, conferences, and workshops. Professional certification currency, renewal, and updating.

5.1.6 Supervision of independent studies, senior projects, honors projects, and graduate theses.

5.2 Professional Recognition. Professional Recognition may be evidenced through:

5.2.1 Publications: Books, magazines, technical journal articles, research findings and other relevant publications.

5.2.2 Grants and proposals: Funded proposals. Proposals pending or not funded will also be considered.

5.2.3 Funded research completed and in progress.

5.2.4 Presentations for professional organizations, seminars, and workshops conducted, and professionally competitive activities.

5.2.5 Awards and recognition from the University, and professional and academic organizations

5.2.6 Having appropriate credentials for and conducting of professional certification examinations.

5.2.7 Consulting, reviewing, editing and refereeing.

5.2.8 Professional associations: Active participation in international, national, regional, and local professional organizations. Holding office in such organizations.

5.3 Professional Service. Professional service may be evidenced by activities that contribute to the achievement of the mission, goals, and objectives of the College of Aviation. Service to the students, WMU and other universities and colleges, professional and academic associations, the Federal Aviation Administration and the aviation community in general, the AAUP, and the Faculty Senate.

6.0 Application and Relative Importance of the University Standards in the Three Areas of Performance. Equal weight may be placed on each of the categories by the promotion committee but achievement must be demonstrated in all appropriate areas. Outstanding achievement in one category may be used to offset lesser accomplishments in other categories at the discretion of the promotion committee.

7.0 Promotion review process for Aviation Specialists

Promotion Review of Aviation Specialists: Due to their unique duties and pilot qualifications, aviation specialists should receive a concurrent review by the department chair and the chief flight instructor. The department chair and the chief flight instructor should make individual recommendations concerning promotion. Such recommendations should be done in accordance with established criteria and both should follow the timetable established for department chairs in the WMU/AAUP Agreement. The departmental promotion committee should submit its recommendations and supporting data to the college promotion committee, the department chair, and the chief flight instructor at the same time.

WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 003 REVISION 18 MARCH, 2017

SUBJECT: Appointment and Reappointment of Faculty

1.0 *General Policies.* The policy of the College of Aviation shall be consistent with the Agreement between WMU and the WMU Chapter of the AAUP. The policy of the College of Aviation shall be fair and equitable.

2.0 *Faculty Personnel Committee.* The responsibility of the Personnel Committee is to provide faculty recommendations with regard to the appointment of faculty. The Personnel Committee provides recommendations in the following areas:

Appointment of Traditionally-Ranked faculty;
Appointment of Faculty Specialists;
Appointment of part-time faculty;
Initial appointment and re-appointment of temporary, renewable-term faculty;
Changes in appointment type for faculty (e.g. changes from temporary or grant/contract status to tenure-track status).

The Committee makes recommendations only, final decisions in these matters are the responsibility of the WMU administration.

2.1 The Faculty Personnel Committee consists of five members elected by the faculty. Members of the Personnel Committee are chosen from among faculty on tenured or tenure-track appointments. Part-time faculty, and faculty on temporary appointments are not eligible for service on the Committee.

2.2 The chair of the Personnel Committee is selected by the members of the Committee.

2.3 The Personnel Committee reviews all materials submitted by applicants for faculty positions.

2.4 The Committee Chair shall notify all departmental faculty of the names of applicants for initial appointment. The Committee Chair shall make the materials submitted by such applicants available to

any departmental faculty member requesting to see them. All departmental faculty members have the right to submit comments to the Committee regarding applicants.

2.5 For an initial tenure-track or an initial tenured appointment, the Committee Chair shall conduct a vote of all tenured faculty members in the department. If a majority of tenured faculty approve of hiring the individual on a tenure-track or tenured appointment, the Committee may make a positive recommendation. If a majority of tenured faculty members do not approve of hiring the individual on a tenure-track or tenured appointment, the Committee must make a negative recommendation. A majority vote of tenured faculty in favor of hiring an individual with immediate tenure is intended to meet the requirement for a faculty recommendation provided by Article 14, paragraph 14.4 of the WMU/AAUP Agreement.

2.6 After reviewing the materials submitted by all applicants, after considering any comments received from departmental faculty, and after any vote required by paragraph 2.5 has been conducted, the Committee makes its recommendations to the Department Chair and/or the Dean regarding the appointment of faculty. The Committee's recommendations may be either positive or negative with respect to particular applicants, or may be in the form of a ranked listing of applicants in order of preference. In order to allow enough time for consideration of applicants, the committee should have at least 30 days from the time of receiving the applicants' materials to make its recommendations.

2.7 Decisions of the Personnel Committee are made by simple majority vote of all members of the Committee. All Committee members shall be given the opportunity to vote, attendance at a meeting shall not be required.

3.0 *Appointment of Full-Time Faculty.* No one shall be appointed to a full-time faculty position unless the Faculty Personnel Committee has reviewed that person's application materials and made a recommendation, either positive or negative, regarding that applicant's suitability for the position. This includes tenured, tenure-track, Traditionally-Ranked, faculty Specialist, and renewable-term appointments.

4.0 *Appointment of Part-Time Faculty.* No one shall be appointed to a part-time faculty position unless the Faculty Personnel Committee has reviewed that person's application materials and made a recommendation, either positive or negative, regarding that applicant's suitability for the position. This section does not apply when the need to hire a part-time faculty member arises unexpectedly and there is insufficient time to consult with the Committee.

5.0 *Reappointment of Renewable-Term Faculty.* No one in a renewable-term appointment may be reappointed unless the Faculty Personnel Committee has made a recommendation, either positive or negative, regarding that applicant's suitability for reappointment to the position.

6.0 *Change in Appointment Type.* No one in a renewable-term, grant/contract, or part-time appointment status shall be changed to full-time or continuing status unless the Faculty Personnel Committee has made a recommendation, either positive or negative, regarding that applicant's suitability for appointment to the new status. If a faculty member currently on part-time, temporary, or grant/contract status wishes to be considered for a tenure-track appointment, that faculty member should make application to the Faculty Chair. The Chair forwards applications and supporting materials to the Faculty Personnel Committee for a recommendation before such a change in status is made.

6.1 If a tenured faculty specialist wishes to be considered for a change to traditionally-ranked status, that faculty specialist should make application to the Faculty Chair. The Chair forwards applications and supporting materials to the Faculty Tenure Committee for a recommendation before such a change in status is made. In such cases, the candidate must provide evidence of professional recognition equivalent to that required for tenure as a traditionally-ranked faculty member. This precludes any further review process conducted by the College and University.

7.0 *Qualifying Criteria for Faculty Appointments.* The earned Master's degree is the minimum educational qualification for appointment as a tenure-track or tenured Traditionally-Ranked faculty member. A Bachelor's degree is the minimum educational qualification for appointment as a tenure-track Faculty Specialist I. For initial appointment above the rank of Faculty Specialist I, the Master's degree is required.

WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 004 REVISION 11 FEBRUARY, 2008

SUBJECT: Evaluation of Faculty

- 1.0** Evaluation of College of Aviation (COA) faculty shall be conducted in accordance with Article 16 of the current Agreement with the following procedures specific to the COA.

- 2.0** If available, the results of student evaluations from the previous academic year should be provided to the faculty member for inclusion in the professional activities report. The PAR is normally due on October 15th of each year.

- 3.0** In addition to a summary of the faculty members numerical average of student ratings, the faculty recommend that the College also provide a comparative ranking of all faculty within the College.

- 4.0** A classroom visitation is required by Article 16.3.3 of the WMU/AAUP Agreement. Faculty are encouraged to solicit additional peer evaluations and to include them in their tenure/promotion performance evaluations.

- 5.0** Faculty are encouraged to solicit unstructured comments from students for the purpose of self-evaluation.

- 6.0** Faculty-level reviews of grant/contract faculty members are performed by a committee consisting of tenured faculty.

WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 005 REVISION 7 FEBRUARY, 2006

SUBJECT: Sabbatical Leave

1.0 The sabbatical leave policy of the College of Aviation shall be consistent with Article 26 of the current Agreement

2.0 A committee to review requests for sabbatical leaves shall be formed whenever applications are received in accordance with the WMU-AAUP Agreement. The committee shall be elected by the faculty.

WESTERN MICHIGAN UNIVERSITY

POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 006 REVISION 18 APRIL, 2018

SUBJECT: Workload & Scheduling

Workload

1.0 The workload policy of the College of Aviation must be consistent with the Agreement between WMU and the WMU Chapter of the AAUP. The workload policy of the College of Aviation must be fair and equitable.

2.0 The following factors shall be taken into account when workload is assigned:

- contact hours vs. credit hours;
- large classes;
- teaching a class for the first time;
- number of different preparations;
- service to academic and professional societies, the Chapter, the department, College and University;
- research and scholarship;
- program development and improvement;
- advising;
- supervision of dissertations and theses;
- supervision of senior projects;
- supervision of internships
- work-related courses and instruction being taken by the faculty member
- mentoring of other faculty
- developing new course

2.1 *Calculation of Workload.* Both the WMU/AAUP Agreement and this Policy recognize that a faculty member's total workload consists not only of the credit hours taught, but also of additional workload items (*e.g.* large classes, first-time teaching, etc.). In this Policy, workload is measured in

credit hours. Each recognized type of additional workload has been assigned a credit hour value in this Policy.

2.2 The method to be followed in calculating workload is as follows: total workload is the sum of the credit hours taught and the credit hours for additional workload in a faculty member's schedule. This figure should not exceed the maximum values provided for in the WMU/AAUP Agreement and in section 2.3 of this Policy.

2.3. *Maximum Load.*

2.3.1 The maximum full-time workload for Traditionally-Ranked faculty is 24 credits in any one academic or alternate-academic year. The credits need not be evenly divided between the two semesters; it is possible to balance out fewer than 12 credits of load in one semester with more than 12 credits of load in the other semester.

2.3.2 The maximum full-time workload for Faculty Specialists - Lecturer is 30 credits in any one academic or alternate-academic year. The credits need not be evenly divided between the two semesters; it is possible to balance out fewer than 15 credits of load in one semester with more than 15 credits of load in another semester. The workload for Faculty Specialists – Aviation Specialist shall be 40 scheduled hours per week.

2.4 *Reduction of Workload.*

Faculty who take advantage of the provision for load reduction stated in Article 35.§4 of the agreement between WMU and the WMU chapter of the AAUP (the contract) may elect to work up to a 50% academic year workload over fall or spring semester by arrangement with the Faculty chair. The chair should reply to the faculty member's request prior to the faculty member's application to the university for a reduced workload.

The request to elect for a one-semester load shall be made 30 calendar days prior to the deadlines set by the university. The chair shall inform the member of faculty within a 10 calendar days prior to the deadline for full retirement notice as required by the university.

3.0 ADDITIONAL WORKLOAD This section provides the faculty's recommendations for the number of credits that should be assigned for various kinds of additional workload.

3.1 *Courses with High Contact Hours.* This section applies when a course meets for more hours per week than the number of credit hours assigned to it and the instructor teaches all contact hours – i.e. no lab assistant or flight instructor actually conducts the lab/flight. For lecture, each 50 minute period is credited as one credit hour of workload. For lab, every 1 hour period (60 minutes) is credited as one

credit hour of workload. Partial credit is given for meeting times less than the full 50 minute or 1 hour period.

The following have been identified as high contact hour courses. The workload assignments are listed for each class and lab per section.

Class #	lecture credit per section	lab credit per section
AVS2600	3	2.5
AVS2610	2.2	na
AVS2620	2	3.5
AVS2630	3	2.3
AVS2640	2	3.5
AVS2650	2.2	2.5
AVS3600	1	6
AVS3620	3.3	3.6
AVS3630	2	3.6
AVS3640	3.3	3.5
AVS3650	2	3.5
AVS3660	3.3	2.3
AVS3670	3.3	3.5
AVS3690	2	3.6
AVS4620	3.3	na
AVS4630	2	3
AVS4640	3.3	3.5
AVS4720	2	3.6
AVS4730	2	2.6
AVS4600	1	17
AVS4965	1	14

Due to a curriculum change, the following will apply starting Fall 2019, or after as applicable.

Class #	Lecture credit per section	Lab credit per section
AVS2605	n/a	2.5
AVS2610	2.2	n/a
AVs2625	n/a	3.5

AVS2635	n/a	2.3
AVS2645	n/a	3.5
AVS2650	2.2	n/a
AVS2655	n/a	2.5
AVS3600	1.3	n/a
AVS3605	n/a	6
AVS3620	3.3	n/a
AVS3625	n/a	3.6
AVS3635	n/a	3.6
AVS3640	3.3	n/a
AVS3645	n/a	3.5
AVS3660	3.3	n/a
AVS3665	n/a	2.3
AVS3670	3.3	n/a
AVS3675	n/a	3.5
AVS3695	n/a	3.6
AVS4620	3.3	n/a
AVS4635	n/a	3
AVS4640	3.3	n/a
AVS4645	n/a	3.5
AVS4725	n/a	3.6
AVS4735	n/a	2.6
AVS4605	n/a	17
AVS4966	n/a	14

3.2 *Non-Credit Courses.* If a faculty member is assigned to teach a course that carries no credit (such as an industry training course), each 15 hours of instruction should count as one credit hour. For example, a non-credit industry training course involving 45 hours of instruction would be equivalent workload to a 3-credit course.

3.3 *Large Classes.* A class with greater than 50 students is worth 1 additional credit. A class with greater than 100 students is worth 2 additional credits. A class with greater than 150 students is worth 3 additional credits. For each additional 50 students, the class is worth one additional credit. Example: a three-hour class has 180 students enrolled. That class would count for 6 credits (3 Credit Hours + 3 additional hours based on class size).

3.4 *First-Time Teaching.* When a faculty member teaches a particular class for the first time, one credit hour should be added to the credit hours for that class.

3.5 *Number of Different Preparations.* When a faculty member has more than four different classes in one semester, one credit should be added to the total workload units for that semester.

3.6 *Development of a new course or Redevelopment of Existing Courses.* When a faculty member is developing a new course or redeveloping a course, for example when a new text book is approved or a change in credit hours has been approved, one credit hour should be added.

3.7 *Advising.* Each faculty member may be assigned up to 20 advisees without workload adjustment. When a faculty member is assigned more than 20 advisees, two hours of advising per week is worth one credit hour. Example: if a faculty member has 12 hours per week of advising duties, the advising counts as 6 credit hours.

3.8 *Supervision of Dissertations and Theses.* Supervision of up to 3 dissertations and/or theses is worth one credit hour. Supervision of 4 to 6 dissertations and/or theses is worth 2 credit hours. Each additional 3 students supervised are worth one additional credit hour. The workload adjustment should be continued for each semester the faculty member engages in such supervision.

3.9 *Supervision of Senior Projects and Independent Studies.* Supervision of up to 3 students working on senior projects or independent study projects is worth one credit. Supervision of 4 to 6 students working on such projects is worth 2 credits. Each additional 3 students should add one additional credit. The workload adjustment should be continued for each semester the faculty member engages in such supervision. This workload adjustment is intended only for faculty members who actually engage in supervision of projects, whether or not they are listed as instructor of record. If the number of students to be supervised has not been determined at the time a faculty member's workload is assigned by the Chair, it is recommended that the workload adjustment be applied by the Chair in the following semester.

3.10 *Supervision of Internships.* Supervision of up to 3 internships is worth one credit. Supervision of 4 to 6 internships is worth 2 credits. Each additional 3 students supervised should add one additional credit. The workload adjustment should be continued for each semester the faculty member engages in such supervision.

3.11 *Service.* If the department Chair determines that a faculty member has an exceptionally heavy share of committee work in the department, the College, or the University, the Chair may assign additional credits to that faculty member's workload. The Chair may also assign credits for service to professional societies and organizations, and for mentoring of other faculty.

3.12 *Research and Scholarship*. If the department Chair determines that a faculty member is involved in research and scholarship activities that warrant a reduction in teaching workload, the Chair may allow workload credit for that faculty member. This is intended to apply when research funding is not used to buy out the faculty member's time. Petitions to the Chair regarding such credit may be made by the Research Committee or by the faculty member.

3.13 *Program Development and Improvement, Coordination of Accelerated Courses*. If a faculty member is involved in program development and/or improvement and/or the coordination of accelerated courses, the Chair may allow workload credit for that faculty member.

3.14 *Maintaining Industry Proficiency*. If a faculty member is engaged in activities that contribute to maintaining his or her currency or proficiency in a discipline related to the aviation industry, the Chair may allow workload credit to that faculty member. It is recommended that the Chair encourage faculty to maintain proficiency by allowing workload credit for such activities.

3.15 *Work-Related Education*. If a faculty member is pursuing an educational program (advanced degree, etc.) that is reasonably related to that faculty member's duties at WMU, the Chair may allow workload credit for that faculty member.

Scheduling

4.0 The scheduling policy of the College of Aviation shall be consistent with the agreement between WMU and the WMU Chapter of the AAUP. The scheduling policy of the College of Aviation shall be fair and equitable. Teaching and other work assignments shall be made with due consideration of each bargaining unit faculty member's areas of specialization and competence.

5.0 Scheduling of classes

5.1 As specifically required by the WMU-AAUP Agreement, each department chairperson shall develop a process to ascertain individual faculty course preferences as well as the preferred days, times, and locations for offering these courses. Once the tentative schedule is completed, faculty shall be notified of their assignments so that they may discuss them with the chairperson prior to submission of the schedule to the registrar. This is also mandatory, according to the WMU-AAUP agreement. We recommend that this notification take place at least one full semester and preferably one full academic year prior to the beginning of the tentatively scheduled semester. Though Western shall give serious consideration to faculty scheduling preferences, final determination of teaching assignments shall be made by Western.

5.2 Specific scheduling recommendations should reflect the following guidelines:

5.2.1 For those assigned to teach evening classes, ending at 8:00 p.m. or later, the start times of classes the day following the class should be 10:00 a.m. or later.

5.2.2 The time within the same day from the start of the faculty member's first class to the end of his/her last class should not exceed nine (9) hours in one day.

5.2.3 The location of classes shall be considered when scheduling classes with respect to time, energy, and cost spent traveling between campuses. Consideration shall also be given for regularly scheduled meeting locations. Faculty should not normally be scheduled to teach a class on the main campus in Kalamazoo and another in Battle Creek on the same day. If the schedule cannot be arranged thus, then the time required to commute between campuses will be considered part of the workload. One round trip required in one day for the purpose of teaching classes or to attend regularly scheduled meetings each week is equivalent to one credit hour.

5.2.4 To allow for meetings of faculty committees, a three-hour time block should be kept open if possible on one weekday (Monday through Friday) during normal daytime hours, with no classes scheduled.

WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

SUBJECT: Equitable Distribution of Opportunities to Teach in Summer I and Summer II Sessions and EUP Courses

1.0 *General Policies.* The policy of the College of Aviation shall be consistent with the Agreement between WMU and the WMU Chapter of the AAUP. The policy of the College of Aviation shall be fair and equitable.

1.1 The provisions of section 2 of this policy shall apply only to faculty on academic-year appointments. Faculty on fiscal-year appointments may be assigned to teach up to a full-time Summer Session teaching load without regard to the provisions of section 2.

1.2 Summer Session teaching shall be voluntary for faculty on academic-year appointments. There shall be no adverse consequences for faculty members who decline to teach a Summer Session course.

1.3 EUP teaching shall be voluntary for faculty, except that (as provided by the WMU/AAUP Agreement) faculty may be involuntarily assigned to teach one EUP course per year. There shall be no adverse consequences for faculty members who decline to teach more than the contractually-required one EUP course per year.

1.4 The provisions of section 3 of this policy shall apply to both fiscal-year and academic-year faculty.

1.5 Any Summer Session course, or EUP course, shall be offered only to faculty who are qualified to teach that course.

2.0 *Summer Teaching.* As provided for in the WMU-AAUP Agreement, full-time faculty members shall receive preference in the assignment of Summer teaching. If all qualified faculty members decline to teach a course, it may be offered to a part-time or temporary instructor.

2.1 As soon as practicable after the decision has been made to offer any Summer courses, the Chair shall provide a list of all such courses to the faculty. Qualified faculty members shall indicate whether or not they are interested in teaching any of the courses.

2.2 If more than one qualified faculty member indicates an interest in teaching a Summer course, the course should be taught by the faculty member with the most seniority. Seniority should be counted from the date the faculty member was hired into a tenure-track or continuous-track position within the COA.

3.0 *EUP Teaching.* Full-time faculty members shall have preference in the assignment of EUP courses. After the decision has been made to offer any EUP course, all qualified full-time faculty members shall be given the opportunity to teach the course. If all qualified faculty members decline to teach a course, it may be offered to a part-time instructor.

3.1 As soon as practicable after the decision has been made to offer any EUP courses, the Chair shall provide a list of all such courses to the faculty. Qualified faculty members shall indicate whether or not they are interested in teaching any of the courses.

3.2 If more than one qualified faculty member indicates an interest in teaching an EUP course, the course should be taught by the faculty member with the most seniority. Seniority should be counted from the date the faculty member was hired into a tenure-track or continuous-track position within the COA.

WESTERN MICHIGAN UNIVERSITY
POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 008 REVISION 4 FEBRUARY, 2011

SUBJECT: Curriculum Change Protocol

1.0 Curriculum Committee make-up. The CoA shall establish Program Curriculum Committees (PCCs) and a College Curriculum Committee (CCC) in accordance with Policy # 010.

1.1 Any member of the Faculty or Administration of the College of Aviation may propose a curriculum change. The chair of the College Curriculum Committee will assist with the determination as to whether a proposed change is actually a curriculum change subject to the University process.

2.0 The person(s) proposing the change will prepare page two of the form titled “Request To College Curriculum Committee For Curricular Improvements”. This form is available from the curriculum committee chair and on-line from the faculty senate. The chair can assist in the completion of this form as necessary. The form will be completed showing evidence that each of the questions have been given adequate consideration. Additional relevant information which should be considered by the committee may be submitted along with the form.

3.0 The form and any supporting documentation shall be submitted to the Program Committee chair for placement on the meeting agenda at the next meeting or as soon as practical. The person requesting the change will normally be invited to attend the meeting in order to answer relevant questions raised by committee members or elaborate on the proposal if asked. However, if the proposal is clear and no clarification is considered necessary then the proposer need not be invited to the meeting.

4.0 Each PCC chair will send a meeting notification for all PCC meetings and the meeting notes to members of all PCCs. Members of any PCC may provide input and pose questions to any PCC. If a PCC member is unable to attend the meeting and wishes to comment, electronic communication of the input/questions shall be given to the PCC chair who will bring these inputs to the PCC at the next scheduled meeting. Members of the CCC have a responsibility to keep informed of the proposals and discussions of each PCC.

4.1 For purposes of complying with University curriculum change policies, including Faculty Senate policies, the Program Curriculum Committees are the equivalent of departmental curriculum committees.

5.0 Upon approval of a change request by the PCC, the request for change shall be submitted to the CCC for discussion and vote. All members of the PCCs will be invited to attend the CCC meetings to discuss their proposals prior to a vote of the CCC. A simple majority vote is needed to approve the change, absentee votes shall be allowed.

6.0 Tenured (or tenure track) faculty members shall have voting privileges. Guests of the committee (including nonmembers and administrators) shall have recommendation input only.

7.0 The College curriculum committee chair is responsible for ensuring that the change forms are completed and submitted to the University as required. University procedures and protocol will be followed for the submittal of the final change request.

WESTERN MICHIGAN UNIVERSITY

POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 009 REVISION 0 NOVEMBER, 2004

SUBJECT: Alternate Academic-Year Appointments

- 1.0 An alternate academic year consists of both Summer Sessions and either a Spring or a Fall Semester.
- 2.0 Appointment to alternate academic-year status is voluntary. No faculty member shall be required to go to an alternate academic-year appointment. A faculty member on an alternate academic-year appointment may return to a standard academic-year appointment at his/her discretion by following the procedure detailed in sections 9.0 and 10.0 of this policy.
- 3.0 The semester in which a faculty member is not normally scheduled to work is referred to in this policy as the "off semester."
- 4.0 Off-semester teaching for faculty on alternate academic-year appointments is voluntary. A faculty member on an alternate academic-year appointment shall not be required to work during his/her off semester. Any work during the off semester shall be treated in the same manner as Summer Session work is treated for standard academic-year faculty and shall be compensated accordingly. For example, a full load worked during the off semester shall be compensated at 44% of salary; a half load during the off semester shall be compensated at 22% of salary. Nothing in this section should be construed to require that WMU offer off-semester teaching to alternate-academic-year faculty. However, all provisions of the WMU/AAUP agreement regarding preference for bargaining-unit members still apply.
- 5.0 Any faculty member may apply to the Chair for an alternate academic-year appointment. The application shall specify which semester the faculty member proposes to work, and which semester would be the off semester. The application may include a proposed list of courses and other work to be assigned during the Summer sessions and during the proposed working semester.
- 6.0 The application to be placed on an alternate academic-year appointment should be made not less than one year prior to the proposed change in order to allow for any related class scheduling changes.
- 7.0 The Chair shall acknowledge receipt of the application for alternate academic-year status within a reasonable time, and in no event more than 14 days after receipt of such application.
- 8.0 The Chair should notify the faculty member of approval/rejection of the proposed change to alternate academic year status at least one full semester prior to the proposed effective date of such change (e. g. for a status change effective in January, the faculty member must be notified before the start of Fall semester). For purposes of this section, Summer I and Summer II, taken together, should be considered a "semester."
- 9.0 A faculty member who is currently on an alternate academic-year appointment, and who desires to return to a standard academic-year appointment, shall notify the Chair of his/her request to return to a standard academic-year appointment.

10.0. The request to the Chair to return to standard academic-year appointment shall be made not less than one year prior to the change in order to allow for any related class scheduling changes.

11.0. The Chair shall acknowledge receipt of the request to return to standard academic-year status within a reasonable time, and in no event more than 14 days after receipt of such notification.

WESTERN MICHIGAN UNIVERSITY

POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 010 REVISION 9 JANUARY, 2011

SUBJECT: Faculty Committees

1.0 Article 23 of the Agreement between WMU and the WMU Chapter of the AAUP refers to faculty participation in departmental governance. The faculty of the College of Aviation exercise this right through committees.

2.0 At a minimum, the following faculty committees are recognized in the College of Aviation:

Tenure Committee

Promotion Committee

Faculty Personnel Committee

Curriculum Committees: College committee and a Program committee for each program

Research Committee

Policy Committee

Scholarship and Awards Committee

Assessment Committee

Graduate Program Committee

3.0 Membership eligibility for the College Promotion Committee is covered in Article 18 of the bargaining agreement. Membership of other committees is open to all faculty members unless restrictions are placed upon membership by other approved College policies or the WMU/AAUP Agreement.

4.0 Members of Administration are not eligible for membership in the faculty committees but may be invited by committee members to attend meetings and take part in discussions. Members of administration will not hold voting rights on any committees.

5.0 Committee Make-up

5.1 Participation on the College of Aviation committees listed in paragraph 2.0 of this policy should be on a voluntary basis. Administration should not assign faculty to participate on any committee nor should it block or disallow any faculty member from participating on any committee. The AAUP/WMU agreement and /or other CoA policies as indicated in paragraph 3.0 of this policy take precedence regarding committee make-up.

5.2 The Program Curriculum Committees (PCCs) shall be open to all tenured and tenure-track faculty with no limit on the number of members. Each PCC shall provide three representatives to serve on the College Curriculum Committee, the PCC chair plus two other members. The method of selection for the College Curriculum Committee members will be at the discretion of the PCC. This will result in a College Curriculum Committee of nine members which will be the limit for this committee.

5.3 During the month of April, the office of the faculty chair should circulate a list of committees to be formed and call for volunteers for the committees for the upcoming academic year (except for the College Curriculum Committee, see section 5.2 of this policy). In the Fall, the chair from each committee from the previous year shall schedule the first meeting at which the committee will elect the chair for the up-coming year. The PCCs shall elect representatives to the College Curriculum Committee at this meeting. If the chair from the previous year is unavailable or chooses not to be on the committee, a volunteer will be asked to call the first meeting. There will be no term limit on the number of years a member may serve as chair. The chair will be elected by a simple majority of the committee. Absentee ballots will be allowed for chair election. The results of the first meeting will be forwarded to the department chair.

WESTERN MICHIGAN UNIVERSITY

POLICIES FOR FACULTY OF THE COLLEGE OF AVIATION

POLICY NUMBER 011 REVISION 1 FEBRUARY, 2008

SUBJECT: Administrators Teaching

1.0 Under exceptional circumstances and on a non-routine basis, suitably qualified administrators may be assigned to teach a course within the COA. The use of administrators on such occasions will comply with Article 41 and 42 of the AAUP agreement and with other requirements within this policy for administrators.

2.0 Any administrators assigned to teach a course must have a current vita (42.12) on file with the Department Chair and available to all faculty.

3.0 When an administrator is assigned to teach a course, we recommend that the process used for hiring a part-time faculty member be used. This process is described in Article 14 and the COA department policies 003 and 007. The faculty should be allowed to make timely recommendations concerning the administrator's capacity for teaching and the administrator's qualifications for teaching the course.