

**AFRICANA STUDIES PROGRAM POLICY STATEMENT (APPS)
APRIL 2001**

I. PREAMBLE

The membership of the Africana Studies Program (AFS) has a tradition of active participation, through elected representatives, and recognizes the right to assist in the governance of this unit in which we exercise our respective disciplines. This participation in governance of the AFS Program is designed to create and maintain harmonious relationships among colleagues and to guide the Program in such a way as to make it optimally appropriate for instruction, research, community service, and other professional activities of the discipline.

The AFS Program has, since its origin in 1972, placed a heavy emphasis upon community service and community relations. The nature of Africana Studies demands that the policies of promotion, tenure and other forms of faculty and staff assessment reflect this focus in personnel evaluation. Hence, the AFS Program Policy Statement will reflect the special emphasis on community service. The APPS recognizes the changes brought about by the collective bargaining Agreement (hereafter referred to as the Agreement or contract); and the policies listed in this statement are designed to supplement the Agreement between Western Michigan University and the WMU-AAUP Chapter.

The AFS Program is unique because of its interdisciplinary focus and multifaceted functions within the larger University structure as it works towards achieving a diversified faculty and curriculum. It offers a major leading to a baccalaureate degree and minor in the College of Arts and Sciences (effective Fall 2002). The major offers two emphasis tracks: (1) Black Studies and (2) African Studies. With an increase in faculty size, Africana Studies will be poised to offer a graduate level certificate or degree in the near future as it transitions from an academic “program” to “department”.

II. PROGRAM (Unit/Core) FACULTY

A. Definition of Faculty for Governance Purposes

For voting purposes and all other matters involving faculty participation in AFS Program governance (unless otherwise specified in this APPS or in the Agreement), program faculty shall include all Board-appointed faculty members, whether on continuing or temporary appointment. Specifically excluded from this definition of program faculty are the Director (Chairperson), adjunct or visiting faculty, and non-Board appointed part-time faculty (including persons who carry a full teaching load but whose appointment ins for less than a full academic year).

B. Duties

The program faculty participates directly in program governance in these ways:

1. The program faculty shall ratify, by a majority vote, this Africana Studies Program Policy Statement and recommend it to the administration. Any subsequent revisions of this APPS shall require ratification by a majority of the program faculty.
2. The program faculty shall decide by majority vote changes it will recommend in curricula, programs, degree requirements, and the selection of course evaluation forms.
3. If a new Director is to be appointed, the program faculty shall determine through an election its recommendation to the Dean for the person to be appointed Program Director for a *five-year term*.
4. The program faculty shall evaluate the Director during the *first, third, and fifth years of the term, with a special fifth-year summary evaluation*.
5. The program faculty shall vote upon the question (when properly presented to it) of whether or not to recommend the removal of the Director and the appointment of a new one.
6. The program faculty shall elect the members of the Tenure and Promotions & Personnel Committee of the AFS Program.
7. The program faculty shall elect the members of the Academic Standards & Policies Committee of the AFS Program.
8. The program faculty shall serve as the body to whom AFS faculty members may appeal decisions made by program committees (excluding those made by the Tenure and Promotions & Personnel Committee).

After being notified during fall semester by the Director, each faculty member should conduct course evaluations. The faculty member should assign a student from each class to distribute and collect the approved evaluation forms provided by the Director. The student will return these confidential evaluations to the office of the Director, who shall, in turn, give them to the faculty member after the submission of grades for that semester and after analysis and summary of the forms for purposes of promotion and tenure recommendation, as required by the Contract.

Individual faculty members are responsible for maintaining their files by furnishing evidence of continuing professional competence and growth to the Department Director for inclusion in the official personnel file. The faculty member should also complete the current and appropriate faculty activity report used to determine merit pay (when available). This evidence may include such materials as books and articles; reviews of faculty publications; records of lecturing, consulting, or teaching in other institutions; sabbatical leave reports; awards for research, such as assigned time, grants, or fellowships; reports of departmental activity, service to the University, community activity, service to professional organizations; course descriptions and syllabi; etc.

C. Meetings

It is recommended that a regularly scheduled monthly unit meeting time be established annually for the academic year by the Program Director in conjunction with unit faculty and staff. Any member of unit faculty or staff may request that the Director call a special meeting. It is recommended that a detailed agenda be provided with accurate minutes of the meeting 72 hours after each meeting.

At meetings of the program faculty a quorum shall consist of 50% of the faculty members not on leave. Motions concerning matters brought before the program faculty shall be voted on at a meeting if a quorum is present, unless a majority of the quorum votes to represent the motions to the departmental faculty by a mail ballot.

D. Voter Eligibility and Voter Regulations

1. Voter Eligibility. Any Board-appointed teaching faculty member who is included under the definition of “program faculty” in the APPS is eligible to vote on AFS Program matters unless specifically excluded under other sections of this policy.
2. Majorities. Unless a vote of the program faculty is stipulated, a majority at AFS meetings will be based on the number of eligible faculty members present, provided a quorum exists.
3. Absentee Voting. Absentee ballots will be permitted. The ballots must be signed and submitted to the Director or person designated by the Program prior to the time of the ballot count.
4. Quorum. A quorum for faculty meetings shall consist of a majority of faculty members eligible to vote.

E. Program Committees

Due to its small size, AFS Program unit faculty will serve as a committee of the whole and shall function as the advisory and ad hoc committees in this instance.

1. Types of Committees. There shall be three types of committees for Africana Studies unit faculty: advisory, standing, and ad hoc. The Advisory Committee shall consist of the Africana Studies faculty and “key staff” members plus community and/or university people sympathetic to Africana Studies and its mission and two WMU student leaders. The Standing Committees shall be Tenure and Promotion and Personnel Committee and Academic Standards and Policies Committee (see descriptions and functions below). Ad Hoc committees should be appointed and charged by the Director, except where specifically provided by the APPS. Minutes should be kept by each committee and reports made at monthly scheduled AFS Program meetings. The AFS Program Director shall be ex-officio non-voting member of all committees except when he/she is not allowed to participate by the administration, or by a specific provision of the Agreement or APPS.
2. Function of the Advisory Committee. The Advisory Committee represents faculty interests. It shall act in all areas delegated to the faculty by the Administration, the Agreement, or AFS Program Director, the committee shall advise in matters of goals, operational procedures, budget, and program development.
3. Selection of Committee Officers
 - a. The presiding officer for the monthly AFS Program meetings should be the Director unless otherwise specified.
 - b. All other Committee Chairs and Officers shall be elected by their respective committees, e.g., ad hoc gatherings.
 - c. Standing Committee officers (see below)

III. AFS PROGRAM DIRECTOR

The AFS Program Director represents the Administration in the unit and is the link between the program faculty and the University Administration.

A. Responsibilities of the Director

He/she has the final responsibility and authority for the conduct of the unit program affairs unless otherwise specified by the Agreement.

1. It is expected that the Director should seek the advice of the Advisory Committee in matters of importance to Africana Studies in general. He/she has the responsibility for calling and conducting unit meetings, fulfilling specified delegated requirements of the Agreement and APPS; meeting with advisors; leading towards goals as set by faculty; and representing the AFS Program to variable constituencies in the community.
2. The Director is charged with the responsibility of exercising leadership towards the formulation and accomplishment of AFS Program goals. The Director shall attempt to build strong team approach to this unique situation by recruiting persons willing to work within the territorial confines of a public institution of higher education for the improvement of quality of life. The Director's responsibilities include:
 - a. recruiting faculty
 - b. seeking funding resources
 - c. and, with the support of staff and community, work to develop projects, programs, seminars, and conferences which address real issues within the Black community
3. The Director has the final responsibility and authority for the conduct of program affairs, unless otherwise specified by the Dean and the Agreement.

B. Procedure for Recommendation of Candidates for Director

The program faculty may recommend a candidate from its own ranks or from an external search. For internal candidates, the departmental faculty shall employ the following procedure in recommending candidates to the Dean for appointment as Program Director. Any board-appointed faculty shall be eligible to be an internal candidate:

1. First nominations of eligible faculty should be made and circulated to the faculty qualified to vote (board-appointed faculty).
2. Each person nominated may inform the Ad Hoc Committee within three working days if he/she wishes his/her name withdrawn from the ballot.

3. After determining the names to be placed on a second ballot, some formal or informal way of acquainting the faculty with the qualifications and views of those on the ballot must be initiated by the Ad Hoc Committee.
4. After voting is done and tabulated, the faculty member who receives the majority of the votes case should be conveyed to the Dean along with any others in ranked descending order

IV. TENURE AND PROMOTIONS & PERSONNEL COMMITTEE

Preamble

The Africana Studies Program believes that promotion and tenure of faculty members should be founded upon informed evaluation and judgment by colleagues. Each year, in accord with the Agreement and this belief, the program faculty recommends persons to the Director and the College Promotion Committee of the College of Arts and Sciences, listed in an overall order of priority. Decisions concerning these recommendations are made by the AFS Program's **Tenure and Promotions and Personnel Committee** (hereafter TPPC). Criteria upon which promotion recommendations and tenure recommendations are based are found in the Agreement and this Policy Statement.

The TPPC is responsible for review of departmental criteria and procedures for promotion and tenure.

A. Promotion, Criteria and Procedures

1. Qualifying Criteria

a. Educational Attainment

The earned doctorate is the appropriate terminal degree for all faculty whose primary teaching assignment is in Africana Studies. Eligibility of AFS faculty for promotion to assistant professor or above requires that a candidate shall have attained a Ph.D. degree or demonstrated appropriate work outside this degree requirement, scholarship, and community service.

b. Length of Service in Rank

Length of service in rank refers to the number of years that a faculty member has spent in his/her present rank. Faculty service at the same or higher rank at other educational institutions may be included, except that it is limited to a maximum of seven years.

To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for three years.

To be eligible for promotion to associate professor, a faculty member shall have been an assistant professor for five years.

To be eligible for promotion to professor, a faculty member shall have been an associate professor for seven years.

c. Exceptions

Exceptions to the above requirements may be requested by the program faculty.

d. Eligibility

Meeting these qualifying criteria establishes eligibility, but does not assure either immediate or eventual promotion.

2. Judgmental Criteria

Each year all faculty eligible for promotion on the basis of qualifying criteria are entitled to be evaluated on the basis of the following criteria. Areas to be evaluated include teaching ability, professional recognition, and service to the University and the community.

a. Teaching/Professional Competence

Competence in teaching is an absolute necessity for promotion for teaching faculty. Judgment of the candidate's teaching ability must be based on all relevant sources of information such as evaluation by students, evaluation by colleagues, and review by the Tenure and Promotions and Personnel Committee. Evidence of curriculum development, innovation, and continuing self-education shall also be included in the evaluation.

1. Summaries of numerical student evaluations for the preceding three years shall be submitted along with student comments.
2. Colleagues shall be asked to evaluate candidates for competence as above average, average, and below average with written justification.

3. Other evidences of competence include unique curriculum development, teaching awards, authoring texts, innovative course development and textbook review. Support to judge professional competence may also be sought from sources outside the department and/or university.

b. Professional Recognition

The AFS program faculty recognizes two rather large and diverse areas in which candidates for promotion may achieve professional recognition. These two fields are publication and professional activity.

Publication is the production of meritorious works of scholarship or creative work are published in a reputable or generally accepted manner. Publication may take such forms as the following: scholarly books, monographs, reviews, contributions to books and to recognized journals; fiction, drama, or verse; textbooks; edited texts, scholarly and creative journals, or collections of essays, for which the faculty member has editorial responsibility; films, plays, or other significant works staged or produced in an appropriate medium; feature articles, news stories, and newspaper editing assignments, and the like.

Professional activities include all significant activities which the faculty member undertakes in connection with his/her professional expertise, but which are not included under publication or regular classroom teaching. Professional activity may include the following: holding office in professional organizations; presenting papers before professional meetings; serving as consultant or resource person; presenting or performing in creative literary works; regularly reviewing for scholarly or literary publications; serving as director of academic programs within the university; serving on academically oriented university councils and committees (such as Research Policies, Educational Policies Council and Graduate Council); developing academic programs to meet changing departmental needs; developing and receiving grants and fellowships from various sources, University and other; and external consultation.

1. Publication in a refereed journal.
2. Presentation or authorship of oral papers at state, national, or international professional meetings.
3. Presentation of invited papers at professional meetings or seminars at other institutions and presentations to community organizations.

4. Grants obtained.
5. Colleagues shall be asked to evaluate professional competence as above average, average, and below average with written justification.
6. Community service.

c. Professional Service

Service to the Department, the University and the community shall contribute to favorable consideration for promotion and must exceed what is normally expected of all faculty members. In Africana Studies, such service divides into four main types:

1. Service to the Department
 - a. Committee services on Departmental committees either elective, appointive, standing, or ad hoc. A record of committee service with any relevant supporting documents should form part of the personnel file of the nominee for tenure or promotion. These documents might include statements of the nature of the committee activity and the contribution made to it by the nominee.
 - b. Departmentally sponsored public activities such as lecture series, colloquia, readings, noon programs, film series.
 - c. Academic advising.
 - d. Other significant contributions.
2. Service to the University
 - a. Regular university committees, including the Faculty Senate.
 - b. Ad hoc committees relating to university functions and activities.
 - c. Interdepartmental and intercollegiate committees.
 - d. Other significant contributions.

3. Service to the Chapter (WMU's AAUP)
4. Service to the Community shall be ranked in the following order of importance:
 - a. Service specifically involving the professional expertise of the faculty member. Examples: School consultant, speaker to groups of teachers, administrators, and others interested in education.
 - b. Service based on the individual's being a faculty member. Examples: chairing committees or programs, honorary positions.
 - c. Other significant contributions.

3. Application of Judgmental Criteria

When a candidate is considered, teaching ability, professional recognition, and service all are important for promotion. However, the Program regards competence in teaching, and the related activities described under Teaching Ability ("a" under "Teaching/Professional Competence") above, as necessary for promotion to any rank. A faculty member whose major achievement is outstanding success as a teacher may expect eventual promotion to Assistant or Associate Professor. Advancement will be more rapid if that faculty member meets the criteria below.

Candidates for promotion to the rank of Assistant Professor must be successful teachers who, in the judgment of the TPPC, have demonstrated capability to achieve professional recognition in the future.

Candidates for promotion to the rank of Associate Professor must be successful teachers who, in the judgment of the TPPC, have attained substantial recognition in at least two of the following three categories: publications, professional activities, and professional service.

Candidates for promotion to the rank of Professor must be successful teachers who, in the judgment of the TPPC, have earned outstanding recognition through an established pattern of publication, professional activities, and professional service, although their achievements may have been greater in two categories than in the other.

4. Tenure Review Process

Based on criteria and procedures specified in the Agreement and in the unit's tenure policies, the qualifications and performance of each probationary faculty member shall be reviewed during the second, fourth and sixth years of his/her appointment, or if the probationary period is less than six years, during alternate years concluding with the final probationary year. The TPPC may review a probationary faculty member more often, but must notify the individual of its intent.

The TPPC shall be composed of all tenured members of the faculty. The committee shall elect its own chairperson. It shall be the duty of the unit committee to consider the qualifications of all probationary faculty members up for interim or final tenure review and to make written recommendations with justification to the committee. The committee shall solicit input, both written and verbal, from all members of the unit, both tenured and non-tenured. Probationary faculty members applying for interim or final tenure review shall submit all supporting data to the TPPC in accord with the published criteria. The committee may request additional information from the probationary faculty member.

The TPPC shall take recommendations under advisement. Each member of the tenure committee shall then prepare signed individual evaluations including a vote to either (1) continue or terminate a faculty member in an interim review, or (2) award or deny tenure in a final review. A majority vote of the tenured faculty shall qualify a candidate for recommendation for continuation or tenure. The chairperson of the tenure committee shall tabulate the results and transmit them to the director and the dean, along with all information pertinent to the review.

If the results of the second and fourth-year evaluations are favorable, they should be communicated to the faculty member in writing by the Director of Africana Studies Program, and the chairperson of the tenure committee. Where deficiencies exist, they should be noted in the letter. This letter shall become part of his/her permanent record.

V. EVALUATION OF FACULTY

- A. **PROCEDURE.** It is recommended that evaluation of competence in teaching, research and other professional community service participation be undertaken for each faculty member as described in the current contract and this policy statement.
- B. **JOB DESCRIPTIONS.** The AFS Program Director in consultation with the unit members should prepare a job description subject to review and approval by the Administration, which shall serve as the basis for all subsequent evaluations. Changes may be made as circumstances dictate.

C. INFORMATION ASSEMBLY AND EVALUATION. The Director shall have the responsibility to design information vehicles and to solicit and assemble information necessary for the evaluations. The Director shall prepare a summary of each faculty member's evaluation. Each faculty member shall receive a copy of his/her summary and copies shall be placed in appropriate files.

D. REVIEW. The Director should review the results of the evaluation with each faculty member.

VI. EVALUATION OF ADMINISTRATORS

A. EVALUATION OF DIRECTOR. The director shall be evaluated annually or when requested by the Administration. Evaluations shall be collected by secretary and summarized by the Director. The summary shall be transmitted to the Director and the Dean. It is understood that such evaluations only constitute recommendations.

B. EVALUATION OF OTHER ADMINISTRATIVE OFFICERS. The unit members reserve the right to evaluate University administrative officers as provided in the Agreement.

VII. DISMISSAL & REHIRING

A. AFS Program Policy for dismissal and rehiring of faculty shall be in accordance with the Agreement.

VIII. GRIEVANCE PROCEDURE

Grievance procedures shall be pursued as specified by the Agreement.

IX. FACULTY WORKLOAD

Assignments of work loads are the responsibility of the Director and the Dean in consultation with the faculty. The Director in consultation with the Dean and the department faculty should develop a final workload assignment formula.

X. SABBATICAL LEAVE

A. APPOINTMENT OF THE SABBATICAL LEAVE COMMITTEE. The Sabbatical Leave Committee shall consist of unit members, appointed according to the method for appointment of ad hoc committees. The Committee shall elect its own chairperson and secretary and shall keep minutes. Members of the Committee are not eligible for selection as nominee for the University Sabbatical Leave Committee.

- B. **SELECTION OF NOMINEE FOR THE UNIVERSITY SABBATICAL LEAVE COMMITTEE.** The nominee shall be chosen according to the method for selection of individuals to college and university committees.
- C. **TIMETABLE FOR APPLICATION.** Applications for sabbatical leave should be made to the Sabbatical Leave Committee not later than one month prior to the date the application is due at the University Sabbatical Leave Committee, as stipulated in the Agreement. The Unit Sabbatical Leave Committee shall review all applications and make recommendations for approval or denial of the applications to the AFS Director within two weeks following the application deadline.
- D. **ELIGIBILITY FOR SABBATICAL LEAVE.** See current Agreement.
- E. **CRITERIA FOR SABBATICAL LEAVE.** Proposals for sabbatical leave shall be reviewed in light of the merits of the proposal: a) in its own right, b) for the individual, c) for the unit, and d) for the University, with emphasis placed on study, research and scholarship which contributes to professional growth. Applications intending to cooperate with another such facility should indicate that a position is open for them or that cooperative arrangements have been made.

XI. LEAVE FOR POLITICAL OFFICE

A faculty member shall notify the AFS Program Director in the event he/she is elected or appointed to public office.

XII. AFS PROGRAM BUDGET GUIDELINES

- A. **BUDGET MANAGEMENT.** The AFS Program Director has prime responsibility for the formulation and implementation of the program budget.
- B. **BUDGET REVIEW.** It is recommended that the unit budget be reviewed in a regular meeting. The reviews should normally include proposed expenditures for a given fiscal year and final expenditures for the immediate past fiscal year.

XIII. AMENDMENTS

Amendments to the Policy may be submitted at any regularly scheduled meeting of the unit, or at any special meeting called to discuss such amendments. The amendments shall be submitted in writing.

If an amendment is seconded, it must lie on the table for a minimum of 2 weeks and a maximum of 6 weeks before a vote is taken. An amendment shall be ratified by program faculty and recommended for approval as stipulated in the Agreement.

XIV. MERIT INCREASES

Merit pay should be based on the quality of an individual's research, contributions to the AFS Program and to the community. However, this is subject to change under the provisions of amending this Policy Statement.