

WMU-AAUP Bulletin

Western Michigan University Chapter of
the American Association of University Professors

Department Policy Statements

Dr. Joetta Carr, WMU-AAUP Contract Administrator

Department Policy Statements are one important vehicle by which faculty exercise departmental governance and make recommendations to WMU about operations and procedures in their departments. There are contractually-based mandatory policies that must be included, along with permissive policies such as workload, class sizes, curricular offerings, procedures for appointment and removal of the department chair/director, etc. Typically a faculty committee is created to formulate, revise, and/or update the policy statement. If faculties wish to create or revise sections of the DPS, they need only send those sections for review, instead of the entire DPS. Specific review and approval steps must be followed as stipulated in Article 23 of our Agreement, Faculty Participation in Department Governance. The WMU-AAUP Contract Administrator, Dr. Joetta Carr and the WMU Director of Academic Collective Bargaining, Dr. Sue Caulfield, review and approve the DPS independently but simultaneously. The WMU-AAUP and WMU are collaborating to make the process of DPS approval easier and more transparent. Below is the checklist for the mandatory and permissive policies and on the reverse side is the flowchart depicting the processes for submitting your DPS for approval.

MANDATORY POLICIES: The following items are required parts of the department policy statement (Article 23.2.1-2.2).

First paragraph (23.2.1)

- Tenure process, particularly criteria and methods (see Article 17.7-8.3.3)
- Promotion process, particularly criteria and methods (see Article 18.2-4)
- Appointment and reappointment (Article 14)
- Equitable summer teaching and EUP teaching distribution (see Articles 31 and 41)
- Evaluation of faculty (Article 16)
- Sabbatical leave (see Article 26.3.1)

PERMISSIVE POLICIES: The following items are optional for the department policy statements (Article 23.2.3).

- Alternate academic-year appointments
- Class schedules
- Class sizes
- Appointment and removal of department chair/director

CURRICULAR AND BUDGETARY POLICIES: The following items are extra-contractual but may be desired by department faculty (Article 23.2.4).

- Department degree requirements
- Department curricular offerings
- Department program development and discontinuance
- Department budget allocations

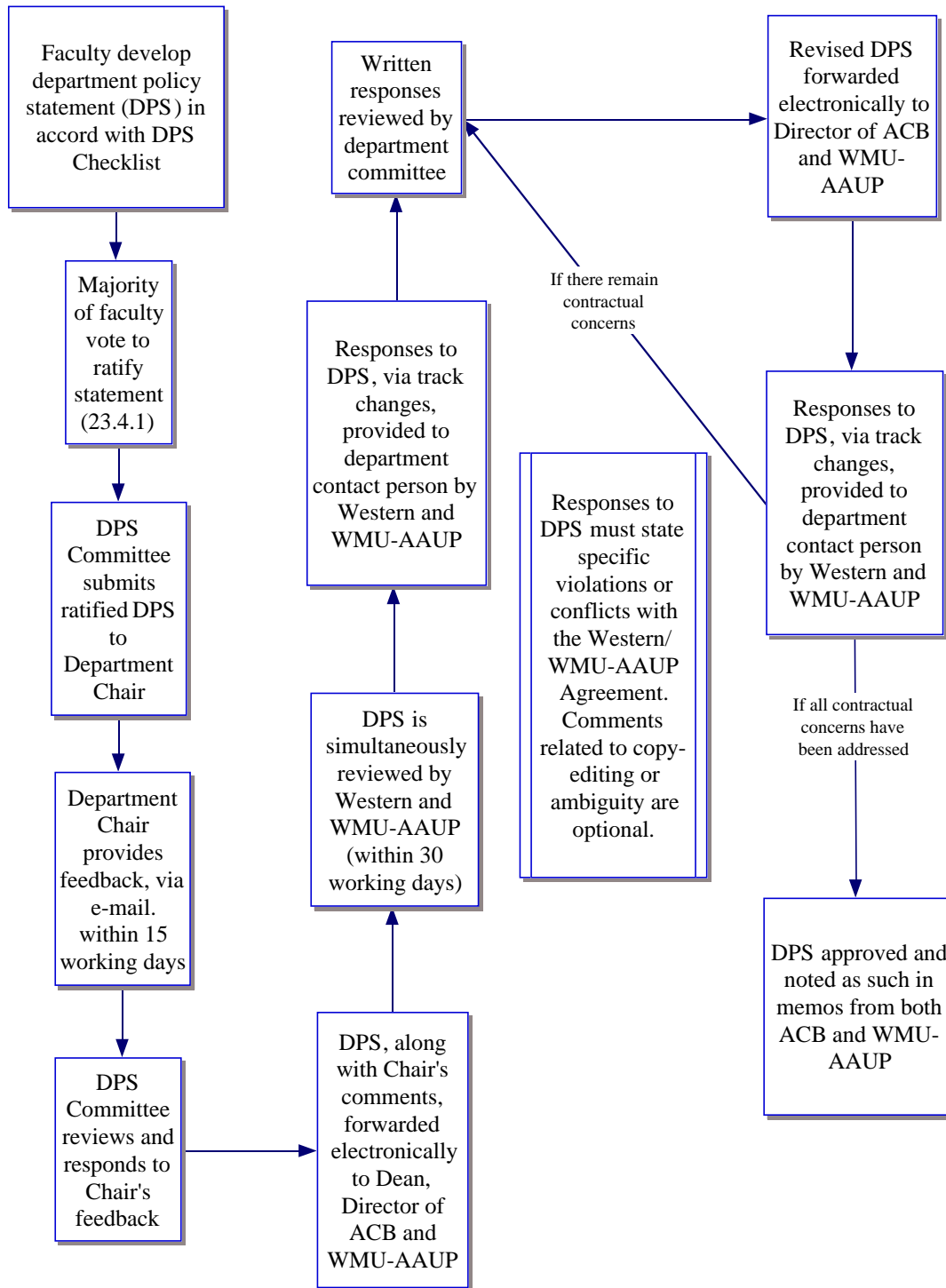
PROCESS & STRUCTURE/COMMITTEE STRUCTURE (see Article 23.3.1)

- Voting procedures
- Structure of the department (eg program units)

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Department Policy Statements:
Development and Approval Process
(Article 23 of the Western/WMU-AAUP Agreement)



Please e-mail DPS to Sue Caulfield, Director of Academic Collective Bargaining (sue.caulfield@wmich.edu) and Joetta Carr, WMU-AAUP Contract Administrator (contract@wmuaaup.net) in MS WORD so that feedback and edits can be made using the "track changes" feature.