

**FAMILY AND CONSUMER SCIENCES
DEPARTMENT POLICY STATEMENT**

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Revisions approved by faculty April, 2008

**Western Michigan University
Department of Family and Consumer Sciences**

Department 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 makes recommendations to Western.

Article I. Department and Mission Statements

Statement of Unique Nature of Department

The Department of Family and Consumer Sciences comprises several related areas each with its characteristic subject matter (i.e., career and technical education, interior design, textiles and apparel, dietetics, and family studies). Contact time, class size, requirements for professional certification and faculty time required for developing and maintaining quality programs vary by subject matter area. The following policies reflect the needs of this department and the importance we place on instruction, research, service, and creative activities, and are intended to guide overall department operations as well as departmental tenure and promotion committee members and university administrators as they determine merit of individual faculty members.

Mission of Department of Family and Consumer Sciences

It is our mission to provide integrative educational programs and conduct research focused on reciprocal relationships among individuals, families, and their near environments toward the goal of improving the quality of life within a dynamic world community.

Article II. Executive Committee

- A) The Department Chair shall be assisted in departmental governance through recommendations from the Executive Committee (EC). The EC represents faculty interests in all areas of governance where faculty participate under the current agreement or university policy.
- B) The EC is composed of faculty members on continuing appointment, one from each content area of the Department. The content areas are: 1) Dietetics/Food Service Administration; 2) Family Studies; 3) Textile and Apparel Studies; 4) Interior Design; and 5) Career and Technical Education. Each member shall serve a two-year term, with terms staggered so that at least two new members are elected each year. Election of each member is made by the faculty in the respective content areas during the final month of the academic year during which the incumbents' terms end.
- C) The EC members shall elect a chair who shall conduct EC meetings. The Chair of the EC shall conduct faculty meetings in the absence of the Chair of the department.
- D) The EC shall meet before each faculty meeting to finalize the agenda as necessary.
- E) The Department Chair shall be an ex-officio member of the EC.
- F) The EC has the right to review schedules and workloads and to make recommendations to the Department Chair prior to finalization of schedules and workload assignments.
- G) The EC has the right to make recommendations to the Chair relative to the proposed curriculum changes and serves as the department curriculum committee in close consultation with each program area.
- H) The EC has the right to make recommendations to the Chair relative to the awarding of department scholarships and awards.
- I) The EC has the right to make recommendations to the Chair relative to utilization of the departmental budget allocation.
- J) The EC has the right to make recommendations to the Chair relative to the appointment or reappointment of faculty and part-time faculty, and has the right to make recommendations to the appropriate administrator relative to the appointment or reappointment of a chair. The EC is expected to participate in Advisory Search Committee tasks as necessary.
- K) If a vacancy occurs in the EC, the faculty members in the content area involved will immediately elect a replacement.

Article III. Department Chair

- A) The Faculty expects that the Chair shall:
- 1) Provide leadership to the Department in establishing departmental goals, curriculum development, promoting teaching excellence and research, and providing guidance in personnel matters;
 - 2) Coordinate activities and manage the business of the Department;
 - 3) Expand channels of communication within and beyond the Department;
 - 4) Represent the Department in discussions to officers and agencies of the University; and
 - 5) Perform all other duties normally expected of a department chair at Western Michigan University.
- B) In case of the Department Chair's short-term, temporary absence, the Faculty recommends that as many of those functions that the Dean deems appropriate shall be exercised by the Chair of the Executive Committee (EC) in consultation with EC.
- C) The Department Chair shall be evaluated periodically, but at least every three years, or when requested by the Administration. The EC shall develop a vehicle for evaluation, or utilize forms available elsewhere, and have responses summarized. Summaries shall be sent directly to the Chair and the Dean. The department AAUP representative shall distribute and collect the evaluations.

Article IV. Departmental Operations

- A) Departmental meetings shall be called monthly during Fall and Spring semesters by the Department Chair. Special meetings of the Department may be called by the Department Chair or by a majority vote of the Executive Committee.
- B) It is recommended that an agenda be prepared for each faculty meeting by the Department Chair and be distributed at least 24 hours prior to the meeting. Faculty members may submit additional agenda items.
- C) The Department Chair shall conduct all regularly scheduled and special Department meetings.
- D) A quorum shall consist of a simple majority of those eligible to vote. A simple majority of those voting will be required to pass motions. The Department Chair shall vote to break tie votes.
- E) All Board-appointed Department Faculty members who are included under the definition of "unit faculty" in the current Agreement between Western Michigan University (WMU) and the WMU AAUP Chapter (the current Agreement) are eligible to vote on Department matters unless specifically excluded under other articles of the policy. Part-time and adjunct faculty may attend all Department meetings and participate in discussions.
- F) Absentee ballots will be allowed for all votes. Ballots should be returned to the Chair of the EC prior to the meeting.
- G) The current edition of Robert's Rules of Order shall govern the faculty in all parliamentary situations that are not provided for in the Department Policy Statement.
- H) Membership for the Department's Promotion Committee, Tenure Committee and Sabbatical Leave Committee is described later in this policy. During the first faculty meeting of the academic year, faculty shall elect representatives to the AAUP Association Council and the College Promotion Committee if openings need to be filled for the term stipulated in the Agreement. Election of Faculty Senate representative will be held according to the Faculty Senate procedures.
- I) Other Department and College committees are established during the year as needed. The Executive Committee and the Department Chair will determine the need for a department committee and its composition as needed.
- J) The EC is responsible for approval of all curriculum proposals before they are forwarded to the college curriculum committee. It is the responsibility of all faculty in each program area to review and approve all curriculum proposals generated within their area.

Article V. Appointment and Reappointment of Faculty

A) Tenure Track Faculty

1) Appointment and Reappointment

It is recommended that the Department Chair and the Executive Committee periodically evaluate the current and future faculty staffing needs of the Department.

2) For a new appointment:

- a) Upon authorization of a new or replacement position, the Chair and members of each program area shall serve as the Faculty Search Committee (FSC);
- b) The Department Chair, with the recommendations of the FSC, shall write a job description and solicit applications;
- c) The FSC shall review applications and recommend qualified candidates. The Faculty shall have the opportunity to review the credentials of the selected candidates prior to any interviews or recommendations;
- d) Acceptable candidates shall be recommended to the Chair for appointment by a simple majority vote of the FSC Faculty.

B) Term Faculty Appointment

1) Appointment

- a) Upon authorization of a position for a term appointment, the Department Chair, with the advice of the EC, may appoint an ad hoc Faculty Search Committee (FSC). If an FSC is not appointed, the EC shall serve as the FSC.
- b) The Department Chair, with the recommendations of the FSC and EC shall write a job description and solicit applications in accordance with University and Office of Institutional Equity policy.
- c) The FSC shall review applications and recommend qualified candidates. The faculty shall have the opportunity to review the credentials of the selected candidates and make relevant recommendations to the FSC prior to any interviews or recommendations.
- d) Reaction to candidates will be solicited from the Faculty and forwarded to the FSC. Acceptable candidates shall be recommended to the Department Chair for appointment by a simple majority vote of the Faculty.

2) Evaluation and Reappointment

- a) At the time of appointment, the Department Chair will notify faculty on term appointments of the Department Policy regarding the review of faculty on term appointments.
- b) The Department Tenure Committee, on advice of the program areas, will review the candidates for reappointment concurrently with the Annual Performance review.
- c) Committee procedures for recommending a candidate for reappointment are the same as those for tenure and promotion.
- d) In accordance with the current agreement, only the professional competence and service of term faculty shall be evaluated unless the term faculty member requests an evaluation of professional recognition. Term faculty shall be evaluated annually.
- e) Tools for evaluation of term faculty shall include student ratings, narrative reports based on classroom visitations, and evidence of service as noted in the current Agreement.
 - (i) Student evaluations: The instrument for collecting student evaluations, described in the current Agreement, shall be administered to each class taught by the term faculty during the first semester of a term appointment. Results will be available to the Department Tenure Committee and term faculty member. The results are also available to the Department chair.
 - (ii) A joint classroom visitation shall be conducted by the Department Chair and a faculty member from the Department Tenure Committee during the term appointee's first semester. The Department Chair and the faculty member shall prepare a narrative report of the classroom visitation and provide a copy of the report to the term appointee who shall meet with the Department Chair and faculty member to discuss the report.
- f) The DTC will inform the candidate by letter of the results of the review, explaining any negative recommendations. A copy of this notification shall be forwarded to the Department Chair and to the Dean after providing time for the appeals procedure as stated in this document.

C) Part-Time Faculty

The Chair shall consult with content area faculty in regard to appointment and evaluation of part-time faculty.

Article VI. Promotion

- A) The Faculty hereby affirms the professional obligation of all eligible faculty to participate in the process leading to the promotion of colleagues.

- B) Faculty who meet the qualifying criteria and who wish to be evaluated for promotion by the Department shall submit to the Department Promotion Committee (DPC) Chair a current file to be considered. Materials may include, but are not limited to the following:
 - 1) Current curriculum vita

 - 2) A narrative statement
 - a) For traditionally-ranked faculty:
 - (i) A brief and clear description of position(s) held at WMU and the associated duties and responsibilities, the program and discipline in which the candidate works, workload assignments, and any other contextual factors that may help reviewers understand the daily academic life of the candidate;

 - (ii) A discussion of the candidate's professional competency by describing instructional and advising loads, approach to teaching, student ratings, classroom visitations, curriculum contributions and teaching innovations, and continuing professional development;

 - (iii) A discussion of the candidate's professional recognition by describing and indicating the significance of the creative or research agenda, publications, presentations, awarded grants, grant proposals, certifications or licenses obtained, consultations, holding office in professional organizations, honors, fellowships, and awards.

 - (iv) A discussion of the candidate's professional service by describing and indicating the significance of work accomplished at the department, college, university, local, regional, state, national, and international levels.

 - b) For faculty specialists:
 - (i) A brief and clear description of position(s) held at WMU and the associated duties and responsibilities, the program and discipline in which the candidate works, workload assignments, and any other contextual factors that may help reviewers understand the daily academic life of the candidate;

 - (ii) A discussion of the candidate's professional competency by describing instructional and advising loads, approach to teaching, student ratings, classroom visitations, curriculum contributions and teaching innovations, continuing professional development, attainment of various levels and forms of licensure and certification, work with schools, consultation to external agencies, consultation to colleagues and

graduate students, holding office in professional associations, acquisition of grants, presentations, and publications.

(iii) A discussion of the candidate's professional service by describing and indicating the significance of work accomplished at the department, college, university, local, regional, state, national, and international levels.

3) Documentation of professional competency, professional recognition (for traditionally-ranked faculty), and professional service. Documentation may include reprints, copies of grant proposals, draft manuscripts, renditions of work.

C) The Department Promotion Committee (DPC) shall consist of all traditionally ranked tenured faculty at or above the rank sought by the promotion candidate(s). When there is a faculty specialist candidate faculty specialists at or above the rank sought by (See Article 18S4) the candidate will serve on the committee. When there is a candidate for full professor, if the department has fewer than three full professors to serve on the DPC, a promotion committee with no fewer than four full professors shall be formed by appointing full professors from other units to the DPC. These faculty shall be determined by mutual consent of the department chair and the full professors in the department.

D) The DPC shall be convened by the Department Chair, as specified in the current Agreement. At this meeting, the DPC shall elect a chair by simple majority vote. The DPC shall thereafter meet on call by the DPC Chair and execute responsibilities in accordance with the timetable as specified in the current Agreement. The DPC shall make known the dates for submitting promotion materials and for submitting appeals.

E) The department chair shall notify faculty, in writing, of their promotion eligibility no later than September 15 of any given year.

F) For traditionally-ranked faculty:

In its deliberations, the DPC will be guided by the current agreement, Department qualifying criteria, and evidence of competence, recognition, and service as delineated below.

1) Current Agreement

In accordance with the Agreement, competence in teaching is essential for promotion in all ranks. Professional recognition becomes more important as one aspires to the higher ranks. For promotion to associate professor, evidence of a developing research program and/or a creative endeavor that results in publication and/or creative work becomes important. For promotion to full professor, a faculty member must have

a) Achieved outstanding professional recognition and a satisfactory record of professional competence; or

b) Gained substantial professional recognition, a satisfactory record of professional competence, and rendered significant professional service; or

c) Achieved outstanding success in professional competence and gained substantial professional recognition.

2) Department Qualifying Criteria

The terminal degree shall consist of the earned doctorate in those disciplines where such a degree is appropriate and usual. In professional applied programs a Master's degree and substantial professional experience in the field would be expected. Faculty requesting an exception to the terminal degree requirement or to the years of service in rank requirement of the current Agreement should follow the procedure in the current Agreement.

3) Evidence of Competence, Recognition, and Service

Evaluation of candidates for promotion shall include consideration of the following items:

a) Professional Competence

(i) Teaching:

- Description of workload, i.e., summary of credit hours and contact hours, if they exceed credit hours
- Numerical summaries of student course evaluations ratings
- Any narrative reports of classroom visitations
- Description of independent study supervision and self-instructional courses
- Direction of student projects and study grants
- Supervision of graduate and undergraduate student projects and research
- Curriculum and course development; syllabi, course materials, technological innovations introduced in classroom, and descriptions of innovative teaching methods

(ii) Self-education activities: seminars, and conferences, workshops, courses attended.

(iii) Attainment of various levels and forms of licensure and certification (professional certification/licensing/registration)

b) Professional Recognition.

(i) Creation and exhibition of original artistic work and/or professional practice that results in installation

(ii) Publications: books, monographs, book reviews, refereed journal articles and other scholarly work, including those in electronic format

- (iii) Grant/research proposals, internal and external: submitted, accepted, funded or not funded.
 - (iv) Personal projects and research that may result in publication
 - (v) Presentations, seminars, workshops, guest lectures, etc.,
 - (vi) Consulting, reviewing, refereeing, editing, such as working with schools or consulting with external agencies
 - (vii) Leadership and committee appointments in national, state, or local professional organizations
 - (viii) Professional awards and honors
 - (ix) Preparation for training manuals or instructional materials
 - (x) Providing and developing collaborative relationships with other institutions
 - (xi) Membership in professional organizations
- c) Professional Service
- (i) Participation in committees, councils, Faculty Senate, and AAUP at all levels within the University
 - (ii) Sponsorships of and participation in student organizations at all levels within the University
 - (iii) Other activities resulting in a benefit to the Department, College, University, or Community including contributions to the public and private sectors, which relate to the faculty member's area of expertise and scholarly enterprise
 - (iv) Recruitment efforts for both faculty and students

G) For faculty specialists:

In its deliberations, the DPC will be guided by the current agreement, Department qualifying criteria, and evidence of competence and service as delineated below.

1) Current Agreement

In accordance with the Agreement, faculty specialists are evaluated for promotion based upon professional competence and professional service.

2) Department Qualifying Criteria

A master's degree and substantial professional experience in the field would be expected. Faculty requesting an exception to the degree requirement or to the years of service in rank requirement of the current Agreement should follow the procedure in the current Agreement.

3) Evidence of Competence and Service

Evaluation of faculty specialist candidates for promotion shall include consideration of the following items:

a) Professional Competence (a wide variety of activities can demonstrate professional competence for Faculty Specialists, including but not limited to the following)

(i) Teaching:

- Description of workload, i.e., summary of credit hours and contact hours, if they exceed credit hours
- Numerical summaries of student course evaluations
- Narrative reports of classroom visitations
- Description of independent study supervision and self-instructional courses
- Direction of student projects and study grants
- Supervision of graduate and undergraduate student projects and research

(ii) Curriculum and course development; syllabi, course materials, technological innovations introduced in classroom, and descriptions of innovative teaching methods

(iii) Self-education activities: seminars, and conferences, workshops, courses attended

(iv) Attainment of various levels and forms of licensure and certification (Professional Certification/Licensing/Registration)

(v) Work with schools or other community groups

(vi) Consultation services for external agencies

(vii) Consultation services for colleagues and graduate students

(viii) Holding office and leadership activities in professional associations

(ix) Grant writing and acquisition

- (x) Presentations, seminars, workshops, guest lectures
 - (xi) Publications
 - (xii) Original artistic work or professional practice
 - (xiii) Refereeing, judging, or editing
 - (xiv) Professional honors or awards
 - (xv) Preparation for training manuals or instructional materials
 - (xvi) Providing and developing collaborative relationships with other institutions
 - (xvii) Membership in professional organizations
- b) Professional Service
- (i) Participation in committees, councils, Faculty Senate, and AAUP at all levels within the University
 - (ii) Sponsorships of and participation in student organizations at all levels within the University;
 - (iii) Other activities resulting in a benefit to the Department, College, University, or Community including contributions to the public and private sectors, which relate to the faculty member's area of expertise and scholarly enterprise.
 - (iv) Recruitment efforts for both faculty and students.
- H) In its deliberations the DPC will also give consideration to the eligible faculty member's workload assignment, resources provided to carry out that assignment, and the prevailing standards of the relevant field/discipline/profession. DPC faculty members familiar with specific departmental programs will identify standards acceptable in the relevant field. [Please refer to Article X, "Workload Policy."]
- I) All votes on promotion shall be by secret ballot. All recommendations submitted by the DPC require a simple majority vote of the DPC members present and voting.
- J) Each candidate will be notified of the Committee's recommendation by letter from the Chair of the DPC.
- K) The Department Appeal Procedure, as described in the Agreement, shall be followed.
- L) The DPC shall forward recommendations, with supporting data, to the Department Chair and the College Promotion Committee.

Article VII. Tenure

- A) The faculty hereby accepts the professional obligation of all eligible tenured faculty to participate in the process of reviewing colleagues for tenure.

- B) Each tenure track faculty member eligible for tenure shall be responsible for submitting material for review to the Department Tenure Committee (DTC) Chair. Materials which are appropriate for presentation by a faculty member to tenure review committee, promotion committee, sabbatical leave committee, and university administrators, may include but are not limited to the following:
 - 1) Current curriculum vita

 - 2) A narrative statement
 - a) For traditionally-ranked faculty
 - (i) A brief and clear description of position(s) held at WMU and the associated duties and responsibilities, the program and discipline in which the candidate works, workload assignments, and any other contextual factors that may help reviewers understand the daily academic life of the candidate;

 - (ii) A discussion of the candidate's professional competency by describing instructional and advising loads, approach to teaching, student ratings, classroom visitations, curriculum contributions and teaching innovations, and continuing professional development;

 - (iii) A discussion of the candidate's professional recognition by describing and indicating the significance of the creative or research agenda, publications, presentations, awarded grants, grant proposals, certifications or licenses obtained, consultations, holding office in professional organizations, honors, fellowships, and awards.

 - (iv) A discussion of the candidate's professional service by describing and indicating the significance of work accomplished at the department, college, university, local, regional, state, national, and international levels.

 - b) For Faculty Specialists
 - (i) A brief and clear description of position(s) held at WMU and the associated duties and responsibilities, the program and discipline in which the candidate works, workload assignments, and any other contextual factors that may help reviewers understand the daily academic life of the candidate;

 - (ii) A discussion of the candidate's professional competency by describing instructional and advising loads, approach to teaching, student ratings, classroom visitations, curriculum contributions and teaching innovations, continuing professional

development, attainment of various levels and forms of licensure and certification, work with schools, consultation to external agencies, consultation to colleagues and graduate students, holding office in professional associations, acquisition of grants, presentations, and publications.

- (iii) A discussion of the candidate's professional service by describing and indicating the significance of work accomplished at the department, college, university, local, regional, state, national, and international levels.
- C) The Department Tenure Committee (DTC) shall be composed of all the traditionally ranked tenured faculty of the Department. When there is a faculty specialist candidate, tenured faculty specialists will serve on the committee. The DTC shall be convened by the Department Chair in accordance with the current Agreement. The tenured faculty will elect a chair by simple majority vote. The DTC will meet on call by the DTC Chair and execute its responsibilities in accordance with the timetable specified in the current Agreement. The DTC will notify all eligible tenure track faculty members, in writing, of the dates for submitting material, reviewing material and requesting an appeal.
- D) The DTC shall review eligible tenure track faculty members in those years specified by the current Agreement. The DTC, however, may review eligible faculty members more frequently, if it should so decide or if requested to do so by the Department Chair, Dean, or Provost. An eligible faculty member shall be informed by the DTC at the time of the current review if the DTC feels that more frequent review is necessary.
- E) In its deliberations the DTC will give consideration to the eligible faculty member's performance as outlined below.
- 1) Traditionally-Ranked Faculty:
Professional competence, professional recognition, and professional service shall be the three major criteria to be used in evaluating the performance of probationary tenure-track faculty. Each of the three criteria shall be evaluated with evidence of accomplishment reflective of the exigencies of the candidate's discipline and the goals of the department.
- a) Professional Competence
- (i) Teaching:
- Description of workload, i.e., summary of credit hours and contact hours, if they exceed credit hours
 - Numerical summaries of student course evaluations
 - Narrative reports of classroom visitations
 - Description of independent study supervision and self-instructional courses

- Direction of student projects and study grants
 - Supervision of graduate and undergraduate student projects and research
- (ii) Curriculum and course development; syllabi, course materials, technological innovations introduced in classroom, and descriptions of innovative teaching methods
- (iii) Self-education activities: seminars, and conferences, workshops, courses attended.
- (iv) Attainment of various levels and forms of licensure and certification (Professional Certification/Licensing/Registration)
- b) Professional Recognition.
- (i) Creation and exhibition of original artistic work and/or professional practice that results in installation
- (ii) Publications: books, monographs, book reviews, refereed journal articles and other scholarly work, including those in electronic format. Joint and single-authored publications are acceptable.
- (iii) Grant/research proposals, internal and external: submitted, accepted, funded or not funded.
- (iv) Personal projects and research that may result in publication;
- (v) Publications
- (vi) Presentations, seminars, workshops, guest lectures, etc.,
- (vii) Consulting, reviewing, refereeing, editing, such as working with schools or consultations with external agencies
- (viii) Leadership and committee appointments in national, state, or local professional organizations;
- (ix) Professional awards and honors ;
- (x) Preparation for training manuals or instructional materials;
- (xi) Providing and developing collaborative relationships with other institutions;
- (xii) Membership in professional organizations.
- c) Professional Service

- (i) Participation in committees, councils, Faculty Senate, and AAUP at all levels within the University;
 - (ii) Sponsorships of and participation in student organizations at all levels within the University;
 - (iii) Other activities resulting in a benefit to the Department, College, University, or Community including contributions to the public and private sectors, which relate to the faculty member's area of expertise and scholarly enterprise.
 - (iv) Recruitment efforts for both faculty and students.
- 2) Faculty Specialists:
- Professional competence and professional service shall be the two major criteria to be used in evaluating the performance of probationary faculty specialists, unless they specifically request that professional recognition be included in the review. Each of the criteria shall be evaluated according to the provided evidence of accomplishment. Each of the criteria shall be evaluated with evidence of accomplishment reflective of the exigencies of the candidate's discipline and the goals of the department.
- a) Professional Competence (a wide variety of activities can demonstrate professional competence for Faculty Specialists, including but not limited to the following)
 - (i) Teaching:
 - Description of workload, i.e., summary of credit hours and contact hours, if they exceed credit hours
 - Numerical summaries of student course evaluations
 - Narrative reports of classroom visitations
 - Description of independent study supervision and self-instructional courses
 - Direction of student projects and study grants
 - Supervision of graduate and undergraduate student projects and research
 - (ii) Curriculum and course development; syllabi, course materials, technological innovations introduced in classroom, and descriptions of innovative teaching methods
 - (iii) Self-education activities: seminars, and conferences, workshops, courses attended
 - (iv) Attainment of various levels and forms of licensure and certification (Professional Certification/Licensing/Registration)

- (v) Work with schools or other community groups
 - (vi) Consultation services for external agencies
 - (vii) Consultation services for colleagues and graduate students
 - (viii) Holding office and leadership activities in professional associations
 - (ix) Grant writing and acquisition
 - (x) Presentations, seminars, workshops, guest lectures
 - (xi) Publications
 - (xii) Original artistic work or professional practice
 - (xiii) Refereeing, judging, or editing
 - (xiv) Professional honors or awards
 - (xv) Preparation for training manuals or instructional materials
 - (xvi) Providing and developing collaborative relationships with other institutions
 - (xvii) Membership in professional organizations
- b) Professional Service
- (i) Participation in committees, councils, Faculty Senate, and AAUP at all levels within the University
 - (ii) Sponsorships of and participation in student organizations at all levels within the University;
 - (iii) Other activities resulting in a benefit to the Department, College, University, or Community including contributions to the public and private sectors, which relate to the faculty member's area of expertise and scholarly enterprise.
 - (iv) Recruitment efforts for both faculty and students.
- F) In its deliberations the DTC will also give consideration to the eligible faculty member's workload assignment, resources provided to carry out that assignment, and the prevailing standards of the relevant field/discipline/profession. [Please refer to Article X, "Workload Policy."]

- G) All votes on tenure shall be made by secret ballot. A quorum requires at least two thirds of the tenured faculty. A simple majority vote of the quorum is required for a tenure recommendation.
- H) The DTC committee will inform faculty members under review and in writing, of the DTC's action concerning their particular tenure review. An explanation of the action as well as any recommendations and expectations will be stated and included in the written notification.
- I) The Department Appeal Procedure, as described in the Agreement, shall be followed.
- J) After the candidates have had an opportunity to appeal the DTC's recommendation and the DTC has acted on the appeal, the DTC Chair will notify the Department Chair and candidate, in writing, of the DTC's decisions.
- K) For all but the final review, the DTC shall submit a detailed recommendation on each candidate to the Department Chair stating the strengths and/or weaknesses of the candidate and recommending a negative or positive review and with or without conditions.
- L) For the final departmental review, the DTC shall submit a letter on each candidate to the Department Chair recommending the granting or denial of tenure. The letter will include a summary of the reasons for the DTC's recommendation.

Article VIII. Sabbatical Leave

- A) The primary purpose of a sabbatical leave is to encourage and promote the professional growth of the faculty and to enhance their scholarly and teaching effectiveness. See Article 26 of AAUP Agreement for the University sabbatical leave policy.
- B) The Departmental Sabbatical Leave Committee (DSLCL) shall consist of three members, drawn from different departmental areas. Each is selected by a simple majority vote of the faculty of the department for a term of one academic year. The committee shall select its own chair and secretary and shall keep minutes.
- C) Applications for sabbatical leave should be made to the DSLCL no later than September 15 of the year preceding the fiscal year of the effective leave, as stipulated in the current Agreement. The DSLCL shall review and rank all applications and shall forward the rankings to the Department Chair by September 23.
- D) Proposals for sabbatical leave shall be reviewed in light of the merits of the proposal: (a) in its own right, (b) for the individual, and (c) for the University, with emphasis placed on study, research and scholarship which contributes to professional growth. Applicants intending to perform their sabbatical leave at another research or teaching institution or intending to cooperate with another such facility should indicate that a position is open for them or that cooperative arrangements have been made.
- E) The DSLCL shall review each application in terms of the Sabbatical Leave Criteria listed above. Each proposal shall be ranked. If an application is judged unacceptable, the applicant will be asked to meet with the DSLCL and will be asked to redraft the proposal to make it acceptable.
- F) Should the DSLCL decide that a resubmitted proposal is unacceptable, the appeal procedure described in this document will be followed.

Article IX. The Appeal Policy

- A) Any faculty member who does not agree with the wording or content of a recommendation may submit in writing an appeal to the chair of the appropriate committee following receipt of the committee's decision.
- B) In the event of such an appeal, the chair of the appropriate committee involved shall reconvene the committee to hear the appeal. The faculty member may submit additional statements and/or evidence to be considered at this meeting.
- C) The chair of the committee shall inform the candidate of its recommendation regarding the appeal.
- D) Faculty members wishing to appeal the decision of the appropriate committee should follow the timeline in the current WMU-AAUP Agreement, where applicable.

Article X. Workload Policy

A) Definition of Workload

In accordance with the WMU/AAUP Agreement, the maximum faculty workload for traditionally ranked faculty shall be 24 credit hours of regularly scheduled courses in an academic or alternate-academic year. The maximum faculty workload for faculty specialists is 30 credit hours per academic or alternate-academic year. Workload assignment may vary depending upon departmental needs and best use of each faculty member's strengths. Instruction, research, publication, creative and artistic production, and service are considered valuable in all fields, as are activities intended for professional recognition. Bargaining unit faculty who are not faculty specialists may be assigned a maximum of 12 credit hours per academic term unless alternative arrangements are made by mutual agreement between the department chair and the faculty member as described in Article 42.§4. It is expected that bargaining-unit faculty members will receive workload adjustments based on factors described in section D below, and may receive workload adjustments based on factors described in section C and D below as described in Article 42.§5. The Department of Family and Consumer Sciences offers undergraduate and graduate courses and programs at various Branch Campuses. Each faculty member shall be available for involuntary assignment to teach at a Branch Campus once per academic year as described in Article 42.§9.3.

B) Process for Assigning Workload and Workload Adjustments

The Department of Family and Consumer Sciences seeks to establish policies for fair and equitable distribution of responsibilities, taking into account the diverse nature of department and the diverse tasks required of department faculty. These tasks include not only instruction and research and creative activities, but also governance, program development and maintenance, and supervision of students placed in community settings. Faculty may petition for workload reduction based on, but not limited to, the areas listed below. It is the responsibility of the faculty member to provide a rationale in writing to the chair for a change in workload. If the chair's response is not satisfactory, the faculty member may appeal according to the process described in the current Agreement. It shall be incumbent upon the chair and dean to assess the faculty member's workload according to the recommendations set forth in this article and the approved Department Policy Statement, and respond to the faculty member within the days allotted by the Agreement. The guidelines below shall be used by the Chair, as he or she assigns adjustments in teaching load.

C) Measuring Workloads and Adjusting Teaching Loads:

In accordance with Article 42.§5.1 the department shall follow these guidelines for measuring workload:

1) Large Classes

Workload shall be adjusted by one credit for each undergraduate class with an enrollment of more than 50 students and each graduate class with an enrollment of more than 25 students.

2) Heavy Advising Responsibilities

In accordance with Article 42.§1.2 and 42.§9.1, full-time faculty may be assigned up to 20 advisees without workload adjustment.

- a) Beyond these 20 advisees, faculty teaching load will be adjusted by one credit hour for every 10 graduate and/or undergraduate students.
- b) It is expected that clearly stated workload (teaching and advising) expectations be explicitly outlined in a letter of appointment for term faculty.

Note: Although all teaching faculty are expected to be helpful in informing and advising all students, the responsibility for formal advising of undergraduate students is currently assigned to the College of Education Advising Office.

3) Creative and Scholarly Activity and Research

Research and creative activities are a fundamental part of departmental, college, and university objectives. Workload shall be adjusted by three credits for faculty who show evidence of involvement in the following:

- a) Projects funded by internal (e.g. Faculty Research and Creative Activities Support Fund, Toms) or external awards to allow for the full use of funds for research or other projects
- b) Completion of projects beyond the funding period
- c) Preparation of an external grant proposal
- d) Research, data collection, data analysis
- e) Manuscript preparation
- f) Creation of original artistic works and preparation for their exhibition or installation
- g) Other significant professional recognition activities.

4) Chairing/supervising/directing MA/MS Theses, Specialist Projects, Doctoral Dissertations
Because supervision of student research is an essential, but a time-intensive, individualized process, workload shall be adjusted based on the following guidelines:

- a) Chair of Doctoral Dissertation, Specialist Project, or Master's Thesis: 0.5 credit hours per 1 student credit hour.
- b) Committee Member of Doctoral Dissertation, Specialist Project, or Master's Thesis: 0.25 credit per 1 student credit hour

5) Supervising Field Experiences, Studios, Laboratories, Clinics

Students in the Career and Technical Education programs are required to have professional certification. Requirements for certification include supervised practice in an approved worksite setting in the community. Graduate students in the department's Textile and Apparel Studies and Family Life Education master's degree programs participate in practica in approved worksite settings. Since supervision of students in supervised practice is a time intensive and individualized process, teaching load will be adjusted in order to accomplish the following:

- a) The assignment of intern teachers to a faculty member for the Career and Technical Education programs shall follow NCATE guidelines which stipulate 2 students per credit hour. Therefore, workload shall be adjusted by 1 credit hour for every 2 intern teachers supervised in a semester in order to accomplish the following:
 - (i) coordinating the placement, and scheduling of intern teachers;
 - (ii) recruiting, orienting, and retaining mentor teachers and sites;
 - (iii) conducting classroom observations at least thrice during the semester;
 - (iv) performing at least two informal and one formal evaluation of each intern teacher;
 - (v) maintaining communication with intern teachers and mentor teachers to assure high quality learning experiences;
 - (vi) facilitating the mentor teachers' evaluation of the intern teachers at mid-term and end of the semester;
 - (vii) conducting Satisfaction Surveys of intern and mentor teachers;
 - (viii) compiling and reporting internship results to NCATE and Department Assessment Committee.

- b) The workload of a faculty member supervising practica for graduate Textile and Apparel Studies and/or Family Life Education students shall be adjusted by 1 credit hour per 5 graduate students supervised in a semester, to accomplish the following:
 - (i) developing and implementing the practicum curriculum to align with program learning outcomes;
 - (ii) coordinating the placement and scheduling of practicum students;
 - (iii) recruiting, orienting, and retaining supervisors and sites for practicum placement;
 - (iv) making on-site visits to meet with each practicum student and supervisor at least once during the semester

- (v) overseeing supervised experiences and their evaluation;
 - (vi) maintaining communication to assure high quality experiences for practicum students;
 - (vii) evaluating program graduates and their employer's satisfaction with the program;
 - (viii) compiling and reporting practicum results to Department Assessment Committee.
- c) The workload of a faculty member supervising undergraduate field experience and internship students at the branch campuses shall be adjusted based on the following guidelines:
- (i) Field Experience (FCS 2020): 0.25 credit hours for each student enrolled.
 - (ii) Internship (FCS 4290): 0.25 credit hours for each student enrolled.
- d) Laboratory work is an integral part of programs in Dietetics, Food Service Administration, Textiles and Apparel, and Interior Design. To allow for preparation, supervision, and evaluation involved in laboratory work, workload may be adjusted by one credit for each laboratory course taught by a faculty member. A graduate assistant may be provided instead of the reduction in teaching load, if requested by the faculty member.
- e) Coordination of Accredited Dietetic Internship Program
The workload of the Dietetic Internship Program (DIP) director will be adjusted by 6 credit hours per semester, to accomplish the following:
- (i) developing and implementing the internship curriculum along CADE guidelines;
 - (ii) coordinating the recruitment, selection, placement, and scheduling of interns;
 - (iii) recruiting, orienting/training, and retaining preceptors and sites for intern placement;
 - (iv) organizing a two-week orientation program for incoming interns;
 - (v) making on-site visits to meet with each intern and preceptor at least once for each of the three major rotation sites per intern;
 - (vi) overseeing supervised experiences and their evaluation;
 - (vii) scheduling monthly didactic programs for interns,
 - (viii) planning and coordinating monthly advisory board meetings;

- (ix) maintaining communication to assure high quality experiences for interns;
 - (x) evaluating program graduates and their employer's satisfaction with the program;
 - (xi) keeping abreast of and conforming to requirements set by CADE including program statistics and program evaluation.
- f) The workload of the DIP director shall be adjusted by three credit hours for preparation of the self-study report required by the American Dietetic Association for accreditation/re-accreditation of the DIP program.
- g) Coordination of the undergraduate Didactic Program in Dietetics (DPD):
The workload of the DPD director shall be adjusted by three credit hours per year, to accomplish the following:
- (i) Steering overall program direction.
 - (ii) Planning and coordinating the advisory board meetings.
 - (iii) Actively recruiting part-time faculty.
 - (iv) Assisting part-time faculty in relating to overall program.
 - (v) Planning classes to avoid conflicts for students, and trying to avoid conflicts with requirements offered by other departments.
 - (vi) Advising students on the process of applying to post-graduate internships.
 - (vii) Reviewing students' internship packets and writing letters of recommendation for students in preparation for the application process to post-graduate internships.
 - (viii) Handling student inquiries pertaining to the program, curriculum, course substitutions, program changes, etc. in collaboration with the COE advising office.
 - (ix) Managing correspondence pertaining to program from prospective students and meeting with prospective students and their families.
 - (x) Issuing the required documentation to students upon graduation to verify program completion.
 - (xi) Keeping track of program outcomes and statistics to maintain program accreditation, including data on graduates of program, and satisfaction surveys of internship directors and employers regarding program graduates.
 - (xii) Preparation of self-studies and interim reviews for accreditation/re-accreditation purposes.

- h) The workload of the DPD director shall be adjusted by three credit hours for preparation of the self-study report required by the American Dietetic Association for accreditation/re-accreditation of the DPD program.
- i) Coordination of the Interior Design Program (ITD):
The workload of the ITD Coordinator shall be adjusted by three credit hours per year, to accomplish the following:
 - (i) Steering overall program direction.
 - (ii) Planning agenda for regular area faculty meetings.
 - (iii) Coordinating portfolio review.
 - (iv) Actively recruiting part time faculty.
 - (v) Assisting part time faculty in relating to overall program.
 - (vi) Planning classes to avoid conflicts for students, maximizing studio use, and trying to avoid conflicts with requirements offered by other departments.
 - (vii) Coordinating resource center and student employees.
 - (viii) Coordinating the enrollment management policy.
 - (ix) Handling student inquiries pertaining to the program, curriculum, course substitutions, program changes, etc. in collaboration with the COE advising office.
 - (x) Managing correspondence pertaining to program from prospective students and meeting with prospective students and their families.
 - (xi) Preparation of the Program Analysis Report for the Council for Interior Design Accreditation for accreditation /reaccreditation of the program
 - (xii) Preparation of materials for the annual HEADS report for the National Association of Schools of Art and Design (NASAD)
- 6) Other situations that result in contact hours significantly in excess of the nominal credit hours of a faculty member's load.

D) Adjustments to Teaching Load May Be Available for the Following Factors

1) Graduate-level Instruction

Workload may be adjusted when the number of graduate-level courses assigned exceeds the customary departmental graduate teaching load.

- 2) **Upper-Level Courses**
Workload may be adjusted when the number of upper-level courses assigned exceeds the customary departmental upper-level teaching load.
- 3) **New or Multiple Preparations**
It is expected that traditionally-ranked faculty will have no more than three different preparations and faculty specialists will have no more than four different preparations in one semester. Workload may be adjusted when the number of new preparations exceeds this expectation.
- 4) **Individual student projects**
Because supervision of independent study or student research is an essential, but time intensive, individualized process, workload may be adjusted based on the following guidelines:
 - a) Independent Study (FCS 5900, FCS 5980): 0.25 credit hours per 1 student credit hour.
 - b) Independent Research (FCS 7100): 0.25 credit hours per 1 student credit hour.
- 5) **Supervision of Honors College Courses or Theses**
Because supervision of Honors courses or theses is an essential, but a time-intensive, individualized process, workload may be adjusted by 0.25 credit hours per 1 student credit hour.
- 6) **Mentoring New Faculty**
Workload may be adjusted for faculty when designated as a mentor to new faculty.
- 7) **Course or Program Development and Improvement**
Workload may be adjusted when faculty perform service to the department, college or university beyond the customary workload. These activities include but are not limited to:
 - a) curriculum or program development
 - b) assessment activities
 - c) program review.
- 8) **Participation in and Service to Professional and Academic Organizations**
Adjustments to workload may be made for service to professional and academic organizations beyond the customary workload. These service activities may include but are not limited to:
 - a) Elected positions of leadership in national, state, regional, and local professional associations and societies.

- b) Editor of an academic journal.
 - c) Significant unpaid service on national, state, regional, and local professional association and society committees.
- 9) Departmental, College, University or Community Service or Service to the Chapter
Adjustments to workload may be made for unpaid service to the department, college, University or community, or the Chapter beyond the customary workload. These service activities may include but are not limited to:
- a) Chair or member of a significant and demanding college or University committee or council.
 - b) Board chair or member of a significant and demanding community organization or initiative.
- E) Post-Planning Load Adjustments
Unanticipated changes may occur between the time a faculty member's workload for a semester is assigned and the beginning of the semester. Such changes could include a course being dropped because of low enrollment, a course or a course section added because of increased demand, or more students seeking independent study or research supervision. Adjustments, according to the guidelines above, may be made to the actual workload of current or future semester(s). It is the responsibility of the faculty member to provide a rationale in writing to the chair for a change in workload.

Article XI. Summer Teaching and Extended University Program Teaching

Summer I, Summer II and Extended University Programs (EUP) schedules will be determined by the Department Chair in consultation with the appropriate program area faculty members. Summer I, Summer II and EUP courses shall be offered based on student need, and teaching assignments shall be based on areas of expertise. In order to create an equitable distribution of opportunities to teach in Summer sessions and EUP the following procedures are recommended:

- A) Faculty members shall notify the chair of their desire to teach in Summer sessions and EUP.
- B) Bargaining unit faculty shall be offered preference over non-bargaining unit faculty, excluding the chair, for Summer and/or EUP teaching.
- C) Special consideration will be given to those retiring the following year.
- D) Assignments should be distributed based on the following:
 - 1) Faculty assignments are to rotate Summer I and Summer II based on faculty preference and program needs.
 - 2) Faculty considered for assignment will be those who did not have Summer or EUP teaching assignments the previous year.
 - 3) Faculty next considered for assignments will be those who taught the least number of Summer or EUP credit hours the previous year.
 - 4) Faculty "overload" (in addition to their regular workloads) assignments of Fall and Spring EUP courses are to rotate based on faculty preference and program needs. Faculty with the least number of "overload," Summer I and /or Summer II credit hours the previous year are to be given preference.

Article XII. Merit Pay

- A) Merit pay depends on availability of funds for eligible faculty. A bargaining unit faculty member who is in his/her second or subsequent full consecutive year at Western and who has a term, tenure-track, or tenured appointment will be eligible for consideration for merit pay, provided that, in the year prior to the merit considerations, the faculty member was performing bargaining unit faculty duties at Western, or was on a sabbatical leave, or was on a professional leave and performing work falling under the general merit criteria and which benefited the University and the merit of which can be evaluated. Individuals who hold a non-tenure-track position in one year and accept a tenure-track position for the following year shall be eligible for across-the-board merit increases and other increases at Western's discretion.
- B) The Merit Committee shall be composed of the Chair of the Executive Committee, Faculty Senate Representative, and the AAUP Representative.
- C) When the WMU-AAUP Agreement allows for faculty recommendation of the distribution of merit pay, the following process shall be followed:
- 1) It will be the duty of every faculty member in the bargaining unit to review and assess the activities data of the faculty members wishing to be considered for merit pay.
 - 2) Each faculty member will be given a rating sheet for every individual seeking merit pay, except for her/himself.
 - 3) The rating sheets will be anonymous and will be submitted to the Merit Committee for tabulation.
 - 4) The following system is to be used by each permanent, full time faculty member of the Department to assess the current accomplishments of the faculty members in the Department who are eligible for merit pay.
 - a) The maximum number of points a traditionally ranked faculty member could receive is 900, with 300 being the maximum for Professional Competence, 400 in Professional Recognition, and 200 in Professional Service. The maximum number of points a faculty specialist could receive is 500, with 300 being the maximum for Professional Competence and 200 in Professional Service.
 - b) The points in each category have also been allocated among subcategories. The points awarded in each subcategory should be in proportion to the reviewer's evaluation of the quality and number of accomplishments of the faculty member under consideration.
 - c) The following guidelines can be used in assigning a score in each category:

90% and above	Highly meritorious
75%-89%	Meritorious
74% and below	Not meritorious

- d) Points are not allocated to the specific activities listed under the subcategories because of the diversity of the programs and specialties in the Department. Because of this diversity, some of the activities listed are not pertinent to all of the programs in the Department.
- e) Faculty members who score above the Department average (determined from the scores of the Department members who submitted activity reports) on Merit Activities Assessment Scale for the year under consideration shall be recommended for merit pay. The amount of merit pay will be in proportion to the individual meritorious faculty member's score as described below.
- f) The distribution of merit pay
 - (i) Total the points earned by all meritorious faculty (all those who score above the Departmental average)
 - (ii) Divide each individual's score by the total score and multiply the result by 100.
 - (iii) Multiply the percentage calculated for each individual by the amount of merit pay allocated to the Department.
- 5) The minimum departmental award for merit shall be in accord with that specified in the current WMU/AAUP Agreement. The amount of money left from the Department merit pay fund after the base allocations are made would then be divided among the meritorious faculty using 4), f), (i), (ii) and (iii) above.
- 6) The Merit Committee will tabulate the Merit Activities Assessment Scale scores and determine which faculty members are to be recommended for merit pay and the amount of merit pay for each.
- 7) The Merit committee will forward the recommendations to the Chair after the faculty have been informed and any appeals considered.
- 8) The activities data submitted by each faculty member recommended must accompany that recommendation along with the amount of the recommended merit pay and a short interpretive statement of the meritorious basis for the award.
- 9) Faculty members not recommended for merit pay can appeal to the Merit Committee in writing and be given a hearing before the recommendations are sent to the Chair and Dean.
- 10) Merit Activities Assessment Scale is attached (See page 33).

Merit Activities Assessment Scale

	Possible Points	Points Awarded
PROFESSIONAL COMPETENCE		
Formal Courses	100	
Graduate committee memberships Directed independent study Undergraduate and graduate advising	100	
Curriculum development Teaching innovations. Self-education projects Other activities related to instruction	100	
<i>TOTAL COMPETENCE POINTS</i>	300	
PROFESSIONAL RECOGNITION		
Publications and papers Creative works of art, composition, production, and/or performance technique, system, invention, and/or process	100	
Presentations Honors, advanced degrees, awards, and/or memberships External consultation	100	
Research Juried and/or invited exhibits, productions or performances Service as invited juror, reviewer, and/or expert witness	100	
Offices held in national, regional, and state professional associations Papers contributed to national, regional, and state professional associations Other service to national, regional, state, and/or honorary associations	100	
<i>TOTAL RECOGNITION POINTS</i>	400	
PROFESSIONAL SERVICE		
Community service/committees Other professional/public service committees	100	
Department service/committees University service/committees AAUP chapter service/committees	100	
<i>TOTAL SERVICE POINTS</i>	200	
TOTAL	900	

Article XIII. Class Size

- A) Class sizes will be limited based on caps in effect in Spring 2005 as per the Agreement unless modified according to the process described in Article 42. §14 Class Size Capacity Recommendations and Approval Process.

- B) e-Learning courses
 - 1) Undergraduate e-Learning courses will be capped at 20 students
 - 2) Graduate (5000 level and above) e-Learning courses will be capped at 15

Article XIV. Amendments

Recommendations to amend the Departmental Policy Statement may be considered at a regular meeting or at a special meeting of the Faculty called for this purpose. Proposed amendments shall be submitted in writing to the Faculty at least five working days prior to the meeting. Modifications of the proposed amendment may be made at the meeting. A recommended amendment, if approved by the Faculty, shall then be submitted to Western Michigan University and the AAUP for approval.