

**DEPARTMENT OF COUNSELING AND SPECIAL EDUCATION**  
**DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

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**(Official document prepared by Faculty Personnel Services)**

**TABLE OF CONTENTS**

I.	<a href="#"><u>Introduction</u></a> .....	1
II.	<a href="#"><u>Governance Structure and Operating Methods of the Department</u></a> .....	2
III.	<a href="#"><u>Criteria and Standards for Appointment, Reappointment, Tenure, Promotion and Professor Salary Adjustment</u></a> .....	4
IV.	<a href="#"><u>Retrenchment Procedures</u></a> .....	15
V.	<a href="#"><u>Procedures for Determining Teaching Assignments, Academic Advisement, Committee/Service Responsibilities and Office Hours for Advising</u></a> .....	15
VI.	<a href="#"><u>Procedures for Requesting Faculty Positions and/or Recruiting Regular Faculty and Full-Time Fixed-Term Faculty</u></a> .....	17
VII.	<a href="#"><u>Procedures for Recommending the Hiring of Part-Time Fixed-Term Faculty</u></a> .....	18
VIII.	<a href="#"><u>Procedures for Allocation of Funds for Travel and Professional Development</u></a> .....	18
IX.	<a href="#"><u>Procedures for the Allocation of Assigned Space</u></a> .....	18
X.	<a href="#"><u>Appointment of Graduate Faculty</u></a> .....	19
XI.	<a href="#"><u>Sabbatical and Other Leaves</u></a> .....	19

**DEPARTMENT OF COUNSELING AND SPECIAL EDUCATION**  
**Procedures, Criteria, Standards and Bylaws**

**I. INTRODUCTION**

**A. Purpose**

This document describes Procedures, Criteria, Standards and Bylaws (Procedures) of the Department of Counseling and Special Education. Decisions (i.e., recommendations) concerning faculty appointment, reappointment, tenure, promotion, professor salary adjustment and retrenchment, as well as decisions establishing operating procedures, require specific actions by the Department faculty as described in this document.

**B. Academic Freedom**

The Department endorses and ascribes to the principles of academic freedom set forth by the American Association of University Professors, the Association of American Colleges, and approved by the University. Academic freedom is fundamental to the Department and its responsibilities in the preparation of professional counselors and special educators. A violation of the principles of academic freedom is viewed as a subversion of the Department's responsibilities and as an infringement upon the rights of students attending Central Michigan University. The Department therefore considers such principles to be part of its procedures. This position is consistent with the Agreement between CMU and the CMU Faculty Association, hereafter referred to as the Agreement.

**C. Definition of Department Membership**

A member of the Department of Counseling and Special Education is a person who holds faculty rank in the Department.

**D. Definition of Voting Faculty**

Except as otherwise provided, the voting faculty of the Department consist of those tenured or tenure-track faculty with a minimum academic rank of Instructor and whose appointment calls for at least half-time service in instruction and/or research within the Department.

**E. Acceptance and Revision of the Procedures**

These Procedures may be revised or amended according to the steps below. First, following discussion at a Department meeting, a motion to vote on a proposed revision or amendment must be supported by a majority of the voting faculty. Second, at least one week must be allowed to conduct a vote by secret paper or digital

ballot. A simple majority of the ballots cast by the voting faculty is required to approve a proposed revision or amendment to the Department's Procedures.

#### **F. Department Operating Procedures and Guidelines**

These Procedures are on file in the Department and are also available at [www.fps.cmich.edu](http://www.fps.cmich.edu). Department Procedures are to be reviewed periodically as specified in the Agreement. Proposed changes to the Department Procedures may be made by a two-thirds majority vote at a Department meeting.

#### **G. Department Meetings**

The Department shall hold a minimum of one meeting each month during the academic year. All tenure-track and all full-time fixed-term faculty are expected to attend. These meetings will take place on dates agreed to by a majority of the Department members. A quorum, consisting of a majority of the voting faculty, will constitute an official meeting of the Department. A tentative schedule of meeting dates is to be published early in the Fall semester by the Chairperson of the Department.

## **II. GOVERNANCE STRUCTURE AND OPERATING METHODS OF THE DEPARTMENT**

### **A. The Position of Chairperson**

1. The Department's expectations of the Chairperson are consistent with the duties designated by the University.
  - a. The Chairperson will administer the policies of the Dean, Provost, President and the Board of Trustees as such policies apply to the Department.
  - b. The Chairperson, as appropriate, will communicate the actions, desires and decisions of the Department to the University administration, to the students and to the general public.
  - c. The Chairperson will implement the Procedures of the Department. The Chairperson will act as the leader of the Department. In this capacity, the Chairperson will seek creative solutions to the problems facing the Department and will endeavor to promote the development of the curriculum, as well as cooperation within the Department and cooperation with other academic departments.
  - d. The Chairperson will administer the budget of the Department, and will provide budget updates at the regularly scheduled monthly department meetings.

2. Specific procedures are to be followed concerning the appointment, formal review and reappointment of the Chairperson as stated below.
  - a. The length of appointment of the Department Chairperson will be consistent with the Agreement.
  - b. When a new Chairperson is to be appointed, a Search Committee, comprised of the voting faculty, will initiate a search procedure with the concurrence and cooperation of the Dean or designee. The search procedure will adhere to the pertinent policies of the University.
  - c. A formal written review of the Chairperson's performance will be conducted by all fixed-term, tenured, and tenure-track faculty annually. During the fall semester, the Chairperson will designate one member of the voting faculty to coordinate the review process, and a review instrument consisting of a series of objective statements. This instrument may be utilized in a paper or digital format. The results of the formal written review will be conducted during the April or May department meeting, near the conclusion of the school year. The faculty will individually rate the Chairperson's performance on each statement. Immediately following the Department meeting at which the performance summary is discussed, the faculty designee will meet with the Chairperson to share the written performance data from the objective measures and the final written report before forwarding the report to the Dean.
  - d. If the Chairperson seeks a subsequent appointment, a formal recommendation to the Dean is to be made by the voting faculty. Following discussion at a Department meeting, the voting faculty is to vote by ballot to recommend or not to recommend appointment. This recommendation will be made after a formal review of the administrative achievements/accomplishments in their role of Chairperson.

## **B. Committee Procedures**

1. The standing committees of the Department are the Personnel Committee, Bylaws Committee, and the Global Educational Experiences Committee. The Personnel Committee will be comprised of all tenured and tenure-track faculty of at least half-time appointment who hold the rank of Assistant Professor or above. The Department Chairperson serves as Chair of the Personnel Committee. All tenure-track and tenured faculty (other than the Department Chairperson) have voting privileges.

The Personnel Committee will make recommendations to the Department on personnel actions, such as sabbatical leaves, reappointment, promotion, and tenure decisions, position reduction prior to layoffs, layoffs, etc., based upon these Procedures and in accordance with the Agreement.

The Personnel Committee will make recommendations to the Department and Dean concerning the hiring of new tenure-track faculty, based upon these Procedures and in accordance with College and University policies.

2. Ad hoc committees may be formed by the Chairperson if approved by a majority vote of the Department at a Department meeting.
3. Fixed-Term faculty and students may not serve on standing committees, but should be encouraged to serve on ad hoc committees within the Department and other appropriate committees within the College and University.

### **III. CRITERIA AND STANDARDS FOR APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION AND PROFESSOR SALARY ADJUSTMENT**

Initial appointment to a tenure-track faculty position in the Department of Counseling and Special Education may be at any of the following academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. Appointment at the rank of Assistant Professor requires a terminal degree in the discipline or a closely related discipline. Appointment at the rank of Associate and Full Professor requires a terminal degree in the discipline or a closely related discipline, and record of substantial accomplishment in teaching, scholarship, and service appropriate to rank.

The basis for judgment for reappointment and tenure are:

1. Demonstrated achievement in the following: (a) Teaching, (b) Scholarly and creative activity, and (c) University service.
2. The promise of a bargaining unit member is to be demonstrated in (a) an evaluation, based upon performance up to the present time, as to the bargaining unit member's potential for professional growth and development; and (b) a judgment as to whether the bargaining unit member will contribute to the goals and objectives established by the department.
3. The future needs of the University.

It is the responsibility of each faculty member to document both quality and quantity of her/his activities and achievements. Quality must be demonstrated by more than a statement of activity or achievement. The quality of the applicant's scholarship/creative activity must be demonstrated by evidence, which may include evidence appropriate to the applicant's discipline.

#### **A. Teaching**

1. Criteria. Teaching effectiveness refers to the ability of a faculty member to carry out instructional responsibilities effectively. The elements of effective performance of this responsibility include, but are not limited to:

- preparing a course outline and other course materials in ways that meaningfully express the subject matter and are based on the objectives in the master syllabus for the course;
- organizing and presenting course-appropriate learning experiences which actively engage the minds of the learners and relate to their relevant prior learning;
- establishing a classroom climate consistent with open communication among students and between the instructor and students; assessing student achievement with well-constructed tests, performance assessments, projects, or papers;
- maintaining appropriate and accurate records of student performance and assigning grades as evaluations of student achievement in ways that are supported by these records;
- modeling those elements of effective practice being taught;
- and engaging in reflection on information about one's teaching effectiveness and the degree of student learning in one's classes.

For the purposes of appointment, reappointment, tenure, promotion and professor salary adjustment decisions, teaching effectiveness also refers to effective supervision of student teaching, counseling practicum and internship experiences. In addition to elements of effective classroom performance as described above, effectiveness in supervision also includes, but is not limited to, the following: establishing a supervisory relationship, using structured observation to provide teacher and counselor candidates with information about their performance, coaching and promoting increasingly more effective performance, attending professional conferences (international, national, state, regional and local), attending professional workshops, attending doctoral or post-doctoral courses/training, participating in sabbatical or Fulbright leaves, participating in self-directed study (such as on-line courses, modules, etc.), engaging in approved professional development leave opportunities or professional leadership activities to enhance university instruction for teachers and counselors, modeling effective practice and resolving conflicts.

2. Documentation and Evidence. All evidence provided by the candidate will be given equal consideration in regard to providing information relevant to the Department criteria for teaching effectiveness based on the following:
  - a. Summaries of the results of the CMU Student Opinion Survey (SOS II) presented in the RPT application will include a mean for each of the items #1-

#10, as well as the combined overall mean for these 10 different items included in the SOS II.

Summaries for a minimum of 80% of the courses taught (including any summer sessions) since the last RPT submission must be represented in the RPT application; except for initial reappointment which should include summaries for a minimum of 75% of the courses taught (including any summer sessions) from date of hire.

- b. Copies of original materials used in teaching and preparing to teach a course (for example: course syllabi or outlines, bibliographies, handouts, study guides, computer mediated presentations, computer-assisted learning activities, examples of exams, papers, project reports and descriptions of other assignments).
  - c. Other observational evidence of teaching effectiveness including letters of appreciation or commendation from students or other observers; reports of peers, including descriptions of reflection on teaching practices considered in mentor-protégé relationships; and video- or audio-tapes of teaching accompanied by reflective analysis are considered evidence of teaching effectiveness.
  - d. Evidence of student achievement and success. Faculty members may present summaries of data of student test performance or performance on alternative assessment tasks as evidence of teaching effectiveness. Where such data are presented, copies of the test (or summaries of test content that describe the levels of student thinking as well as content) should accompany the data. Evidence of student success in subsequent courses, in field experiences, or in work experiences may also be submitted.
  - e. Honors and awards. A faculty member who has been recognized in the CMU community or beyond for outstanding accomplishments wholly or partially related to teaching may cite such honors or awards as evidence of teaching effectiveness.
  - f. Evidence of student advising (such as working with students on thesis, dissertation, and student research).
  - g. Other appropriate activities that support teaching effectiveness. Faculty members may present other evidence of effective teaching activities that are not listed above for consideration by the committee.
3. Standards. Demonstration of teaching effectiveness must satisfy different standards for each of the following personnel decisions. In each case, consideration of teaching effectiveness must include summaries of the results of surveys of student opinion. Faculty members must present summaries of the

CMU Student Opinion Survey (SOS II). The student responses must be addressed in a narrative that explains the context and provides interpretation of the relevance of the data to teaching/supervision effectiveness. A plan designed to improve ratings for the qualities assessed by an item may be included and should be considered as evidence in support of teaching/supervision effectiveness.

a. Reappointment

An applicant for reappointment must present summaries of appropriate surveys of student opinion, by course, for at least 80% of courses taught in the time period covering the reappointment application except for initial reappointment which should include summaries for a minimum of 75% of the courses taught (including any summer sessions) from the date of hire. A positive recommendation for reappointment must be based on the following:

- 1) Evidence of effectiveness sufficient for reappointment requires favorable student evaluations (3.00 minimum on SOS II). When ratings are not favorable, a description of mitigating circumstances is required.
- 2) At least two (2) other forms of evidence from section 2.b. through 2.g. above must also support the conclusion that the faculty member is effective in carrying out instructional responsibilities.

b. Tenure or promotion from Assistant to Associate Professor

An applicant for tenure or promotion from Assistant to Associate Professor must present summaries of appropriate surveys of student opinion, by course, for at least 80% of the courses taught (including any summer sessions) from date of hire or last promotion.

A positive recommendation for tenure must be based on the following:

- 1) Evidence of effectiveness sufficient for tenure requires favorable student evaluations (3.40 minimum).
- 2) A record of consistent and/or improving pattern of positive evaluations on the appropriate surveys of student opinion. If the faculty member has reason to believe that there are mitigating circumstances surrounding the student data, a description of such circumstances is encouraged.
- 3) At least three (3) other forms of evidence described in section 2.b. through 2.g. above must be submitted.



c. Promotion from Associate to Full Professor and Professor Salary Adjustment

An applicant must present summaries of appropriate surveys of student opinion, by course, for at least 80% of the courses taught (including any summer sessions) from date of hire or last promotion.

A positive recommendation for promotion/professor salary adjustment must be based on the following:

- 1) Evidence of effectiveness sufficient for promotion/professor salary adjustment requires favorable student evaluations (3.40 minimum). If the faculty member has reason to believe that there are mitigating circumstances surrounding the student data, a description of such circumstances is encouraged.
- 2) At least three (3) other forms of evidence described in section 2.b. through 2.g. above must be submitted.
- 3) Time in rank as specified by the Agreement.

To be considered for early promotion or early tenure, an extraordinary candidate will demonstrate achievements that clearly exceed the department standards.

**B. Scholarly and Creative Activity**

1. Scholarly and creative activity includes development of original manuscripts completed alone or with colleagues for various purposes; delivery of presentations at international, national, regional, state and local symposiums, conventions, conferences and annual meetings; performing research in areas of relevance and interest; grant writing; and other scholarly work. Each faculty member during her/his probationary period is expected to engage in scholarship sufficient to ensure adequate and timely progress toward tenure and to maintain the intellectual integrity and relevance of the courses he/she teaches (see B.4.a. and b.). Each faculty member is expected to engage in scholarship and intellectual integrity sufficient for relevant application for the rank of promotion and/or tenure. Faculty are required to describe their role in the scholarly project, as well as provide details of the rigor. If a faculty member believes her/his contribution should be considered in a different category, it is her/his responsibility to clearly define and support this contribution.
2. Categories of accomplishment with examples are presented below:

Category 1 shall consist of outcomes that are refereed by blind review or editorial board and published or accepted for publication at the national or international level:

- articles and monographs published in refereed journals and conference proceedings; including those in press or accepted;
- textbooks, books, or chapters of books that are juried or judged to be of merit to the discipline;
- directorship, co-directorship, or other leadership position for an externally or internally funded program or research grant of at least \$50,000;
- creative products such as children's books, poetry, musical compositions, films, video-tapes, computer software, etc., that are intended to serve the national or international educational community;
- articles in national or international venues of recognized high prestige which are not necessarily refereed (e.g., *The Kappan*);
- Lead or co-editor of a national or international journal of recognized high prestige;
- Lead or co-editorship of a scholarly journal;
- Presentations at international or national conferences, symposiums, conventions, and annual meetings;
- Chair of national or international planning conference committee;
- Invited or keynote national or international conference presentation.

Category 2 shall consist of refereed outcomes published or accepted for publication at the state or regional level AND other refereed outcomes that will require external documentation regarding scholarly merit and review by Department Personnel Committee:

- reviews of books, articles, assessment tools and materials/equipment; revisions of previously published textbooks (revisions which include new chapters may be considered sufficient to be counted in Category 1);
- development of curriculum materials or instructional manuals published by professional associations;
- directorship, co-directorship, or other leadership position for an externally or internally funded program or research grant under \$50,000;
- non-refereed articles, monographs, and reports;
- keynote or invited speaker at a state or regional conference;

- creative products such as children’s books, poetry, musical compositions, films that are intended to serve the state or regional educational community;
- electronic or digital media, computer software, etc., that are intended to serve the state or regional educational community;
- presentations at regional and state conferences, symposiums, conventions, and annual meetings.

Category 3 shall consist of activities and/or outcomes that indicate progress toward accomplishments in Categories 1 and 2:

- all internal and external grant applications;
- presentations at local conferences, symposiums, conventions, annual meetings;
- documentation of research in progress evidenced by an approval of the Institutional Review Board, or a review of the literature, or a working draft;
- participation as a discussant at professional meetings;
- reviewer of textbooks, articles for publications and conference proposals as verified by a letter from the editor or conference chair.

Other appropriate scholarly activities. Faculty members may present other evidence of effective scholarly activities that are not listed above for consideration by committee.

3. Documentation includes a copy of the published work itself or a letter from the publisher or an external evaluation of merit of work. Evidence of the quality of scholarly and creative work or its outcome must accompany each application for reappointment, tenure, promotion and/or professor salary adjustment. Works published without peer review or at the expense of the author will not be considered as evidence of creative and scholarly activity. In the case of revised editions of works already published, the applicant must provide a description of the nature and amount of the revised material in the work, and must have copies of the original and the revised versions available for inspection upon request of any faculty in the department. For co-authored works, the applicant must provide a description of the nature of her/his contribution.

4. Standards

- a. Initial reappointment (first two years) will be based upon at least:
- Three (3) scholarly activities in Category 3 (which would demonstrate *progress toward* Categories 1 and 2, which are required for tenure and promotion).

- b. Succeeding reappointments will be based upon at least:

- One (1) outcome from Category 1 or 2

AND

- Three (3) scholarly activities in Category 3, which demonstrate further progress toward tenure and promotion.

- c. Tenure or promotion from Assistant to Associate Professor will be based upon at least:

- Two (2) outcomes in Category 1 and two (2) scholarly activities in Category 3

OR

- One (1) outcome in Category 1, two (2) outcomes in Category 2 and three (3) scholarly activities in Category 3.

- d. Promotion in rank from Associate Professor to Full Professor or Professor Salary Adjustment will be based upon accomplishments completed since last promotion which include at least:

- Three (3) outcomes in Category 1 and two (2) scholarly activities in Category 3

OR

- Two (2) outcomes in Category 1, two (2) outcomes in Category 2 and two (2) scholarly activities in Category 3

OR

- One (1) outcome in Category 1, three (3) outcomes in Category 2 and three (3) scholarly activities in Category 3.

To be considered for early promotion or early tenure, an extraordinary candidate will demonstrate achievements that clearly exceed the department standards.

### **C. University Service**

University service includes service directly related to the Unit, Department, College, or University and professional service in a broader sense. Service of a faculty member may also be indicated by participation and leadership in local, state, regional, and national or international associations in the faculty member's discipline (broadly defined). Service to these constituents is service to the "community" and considered deserving of merit.

It is required that the candidate demonstrate on-going and increased involvement in activities related to the Unit, Department, College, or University. University service may be supplemented by public service which is related to the faculty member's discipline. The focus of these indicators is to recognize the activities performed by faculty which furthers the mission of the Unit, Department, College, or University and support for the functions of those bodies.

Indicators may be counted more than once if the indicator is met in a different setting. For example, demonstrated effective service as chair of a committee may be counted as the accomplishment of two indicators of service if the faculty member chaired two different committees.

1. Documentation and evidence of type and quality of service. The individual must document the significance of the experience so that her/his service activities can be evaluated appropriately.

The following items may be used to provide information to make relevant judgements of faculty satisfaction of Department criteria for service:

- a. A clear statement written by the faculty member who describes in her/his own words the significance of the service to be used for reappointment, tenure, promotion, or professor salary adjustment purposes.
- b. Letters outlining contributions made by a faculty member while serving on committees, public relations activities, mentoring faculty, community boards, advising, mentoring teacher education candidates, recruitment, contributions to non-profit organizations and officerships. Letters must be from a person familiar with the work done by the faculty member and must document the length of service and the quality of the contributions made by the individual.

- c. Newspaper articles, promotional materials, evaluative materials for presentations, commendations, certificates and testimonials may also be used to document service.

**Category 1** – Examples may include:

- Serving as Academic Senate Chair
- Serving as Chair of a national level accreditation committee
- Officer for a College or University Committee
- Serving as a student research mentor that results in recognition external to the unit or department
- Chairing a Department committee
- Chairing a thesis/dissertation committee
- Demonstrated effective and active membership on a task force
- Serving as a unit, program, or graduate coordinator
- Serving as Department representative to Academic Senate
- Serving as an Officer, Board member, or Bargaining Team member of the Faculty Association
- Advisor to student organization
- Developing a new course
- Developing a new program
- Election to international, national, regional, or state office in professional organizations
- Serving in a leadership position for community, state, or regional professional organizations

**Category 2** – Examples may include:

- Member of a Unit, Department, College, or University committee
- Member of a Unit or Department assessment committee

- Serving as a member of a national level accreditation committee
- Sustained involvement in pre-K to 12 education
- Providing workshops and consultation (Example: community agencies and schools)
- Engaging in short-term activities and events that promote the Unit, Department, College, or University
- Community board service membership
- Receiving awards or recognition for service or leadership
- Guest lecturer in a course
- Record of attendance at state, regional, and national professional conference or convention (evidenced by copy of conference receipt)
- Membership in professional organizations
- External reviewer for RPT outside of CSE department

2. Standards for Reappointment

It is required for reappointment that the candidate serve on unit and departmental committees and participate in unit and development outreach and service opportunities. Participation in departmental faculty meetings and individual unit meetings is acceptable committee involvement for first semester appointees. Following the first semester, the candidate shall provide evidence that they are also engaged in at least four other activities listed in either Category 1 or 2 since their appointment or their last reappointment.

3. Standards for Tenure and Promotion

Tenure at Assistant Professor and Tenure and/or Promotion to Associate Professor: Additional standards for tenure and promotion may be met by accomplishing:

- Any three (3) items from Category 1

OR

- Any two (2) items from Category 1 and any two (2) items from Category 2.

4. Standards for Tenure at Full Professor or Promotion from Associate to Full Professor

Additional standards for tenure and promotion may be met by accomplishing:

- Any four (4) items from Category 1

OR

- Any three (3) items from Category 1 and any two (2) items from Category 2.

5. Standards for Professor Salary Adjustment

Consistent with the Agreement, standards for professor salary adjustment will be the same as those established for promotion from Associate to Full Professor.

6. To be considered for early promotion or early tenure, an extraordinary candidate will demonstrate achievements that clearly exceed the department standards.

**IV. RETRENCHMENT PROCEDURES**

Refer to Position Reduction/Layoff Article in the most recent Agreement.

**V. PROCEDURES FOR DETERMINING TEACHING ASSIGNMENTS, ACADEMIC ADVISEMENT, COMMITTEE/SERVICE RESPONSIBILITIES AND OFFICE HOURS FOR ADVISING**

**A. Course Schedules and Assignments**

The Chairperson, in consultation with the faculty, will determine which courses need to be taught each semester and Summer session.

1. The faculty who teach specific courses normally will be given the opportunity to teach them.
2. Criteria will be qualifications to teach the specific course or courses, as determined by: (a) prior teaching of that course, (b) SOS averages or other accepted evaluations of the most recent offerings of that specific course, (c) rank, and (d) length of tenure. If the matter is not resolved through adherence to the above criteria, the Chairperson will make a final selection in as equitable a manner as possible.
3. Final decisions regarding actual course assignments for individual faculty will be determined by the Chairperson (giving due notice to faculty).



## **B. Other Procedures**

Procedures for the assignment of faculty to Summer, Continuing Education and Global Campus courses are listed below.

1. Assignment to Summer session courses will be voluntary and will be made using the selection criteria noted in V.A.2. above.
2. Assignment to Continuing Education courses will be voluntary. Whenever two or more faculty members apply to teach a particular course, the Chairperson will make the assignment based on the criteria noted in V.A.2. above.
3. Any course offered under the sponsorship of a grant will be staffed in accordance with the terms of that grant as approved by the University and the granting agency.
4. Full-time and part-time fixed-term faculty will be eligible to teach a course whenever the course is determined to be needed to serve students, and tenured and tenure-track faculty are not available or qualified to teach that course. The Chairperson will make the final decision regarding fixed-term faculty teaching assignments.
5. When possible, course cancellation shall be discussed in advance by the affected unit members along with the Chairperson, who will make the final decision.

## **C. Advisement**

The Chairperson, in consultation with the faculty, will oversee and assign advising responsibilities.

## **D. Committee/Service Responsibilities**

Specific committee and service assignments, which are not elected within the Department, will be voluntary. Each faculty member is expected to do committee work. It is the faculty member's responsibility to notify the Chairperson of committee memberships.

## **E. Office Hours**

To meet their advising and other responsibilities, individual faculty must be available to students and prospective students for at least four hours per week during the Fall and Spring semesters and three hours per week during a 6 credit hour (full) summer session assignment. Individuals with less than full-time appointments, alternative assignments, or assignments which combine teaching and supervision of students will have prorated office hours. The times a faculty member is available must be publicly posted and listed with the Department Chairperson and the CSE office staff.

## **VI. PROCEDURES FOR REQUESTING FACULTY POSITIONS AND/OR RECRUITING REGULAR FACULTY AND FULL-TIME FIXED-TERM FACULTY**

### **A. New Position Requests**

At the beginning of each academic year and other appropriate times, the Department Chairperson and faculty will review departmental and programmatic needs regarding potential requests for establishing a new tenure-track faculty position or other positions in the Department.

### **B. Faculty Position Searches**

If a new position is established, or if an existing position is vacated, the Search Committee will be comprised of all area members where the opening exists, and a minimum of one representative from the other area. The membership of the Search Committee will be finalized by the committee chairperson before the search begins.

### **C. Selection of Regular and Full-Time Fixed-Term Faculty**

1. The Search Committee will screen applicants and review all credentials (see CMU “Faculty Hiring Guidelines” available at [https://www.cmich.edu/office\\_provost/academic\\_administration/FPS/Forms/Documents/FACULTY%20HIRING%20GUIDELINES%20-%20PA7.pdf](https://www.cmich.edu/office_provost/academic_administration/FPS/Forms/Documents/FACULTY%20HIRING%20GUIDELINES%20-%20PA7.pdf)).
2. The Search Committee will forward to the Dean the names of applicants selected by the Search Committee with the intention of inviting them for personal interviews (see EHS Recruitment and “Faculty Hiring Guidelines” available at [https://www.cmich.edu/office\\_provost/academic\\_administration/FPS/Forms/Documents/FACULTY%20HIRING%20GUIDELINES%20-%20PA7.pdf](https://www.cmich.edu/office_provost/academic_administration/FPS/Forms/Documents/FACULTY%20HIRING%20GUIDELINES%20-%20PA7.pdf)).
3. Each applicant interview will include a formal presentation. A classroom presentation and/or a meeting between the applicant and members of the Department is suggested.
4. After the interview, the Search Committee will meet and vote by ballot to recommend or not to recommend appointment to the Department. A majority vote (of the full Search Committee membership) to appoint must be recorded in order to recommend appointment. Upon recommendation from the Search Committee, the Department will then vote to appoint or not appoint the candidate by secret ballot. All tenure-track and tenured faculty will have voting privileges, and a majority vote to appoint must be recorded in order to recommend appointment. All Department members will be given at least two days advance notice of this meeting. The results of the ballot will be made known to the faculty at the meeting and then forwarded to the Dean.

5. In emergency situations, fixed-term appointments will be made by the Chairperson in consultation with members of the Department as necessary, upon approval of the Dean.

## **VII. PROCEDURES FOR RECOMMENDING THE HIRING OF PART-TIME FIXED-TERM FACULTY**

The Chairperson, in consultation with individual area faculty, will determine the teaching assignments of fixed-term faculty. The Department Chairperson, in consultation with appropriate faculty unit, may offer fixed-term faculty employment upon approval of the Dean and the Provost.

## **VIII. PROCEDURES FOR ALLOCATION OF FUNDS FOR TRAVEL AND PROFESSIONAL DEVELOPMENT**

### **A. Determination of Funds**

Each regular faculty member will be eligible to apply for funds for professional travel and/or development during a fiscal year. The amount allocated will be determined by the Department Chairperson after consultation with the faculty.

### **B. Eligibility**

All tenure-track and tenured faculty appointed to the Department are eligible for Department travel funds. Regular faculty who are on an approved leave or released-time assignment of half-time or less are eligible for a full travel fund allocation. A faculty member who is eligible for the travel fund allocation, but does not use her/his allocation, may petition the Department Chairperson to use these funds in another way (e.g., for the purchase of professional materials). With appropriate documentation (i.e., receipts), a faculty member may apply for any available Department travel funds which are to be announced by the Chairperson at the last Department meeting of the Spring semester.

## **IX. PROCEDURE FOR THE ALLOCATION OF ASSIGNED SPACE**

The allocation of vacant office space will be based upon the total number of points accumulated by a faculty member according to the point system below. If a tenure-track faculty member is hired and there is no vacant office space available within the department, fixed-term faculty office space will be reallocated. This could involve fixed-term faculty members sharing office space.

Rank plus years of employment equal the number of points (1 point for each year of full-time, on-campus, CMU faculty employment).

Rank
Professor Salary Adjustment—1 additional point for each award
Professor—5 points
Associate Professor—4 points
Assistant Professor—3 points
Full-Time Fixed-Term Assistant Professor—2 points
Full-Time Fixed-Term Instructor—1 point

In case of a tie, the date of employment will be used to determine the allocation of assigned space.

## **X. APPOINTMENT OF GRADUATE FACULTY**

Appointment of graduate faculty will follow the policy established by the University.

## **XI. SABBATICAL AND OTHER LEAVES**

### **A. Proposals**

Faculty submitting a request for sabbatical leave must submit application materials for Department review by September 1. The Department must submit recommendations on faculty applications for sabbatical leave to the Dean by the date established in the Agreement and Sabbatical Leave Administrative Rules and Procedures which is available at [www.fps.cmich.edu/documents/sabpolic.pdf](http://www.fps.cmich.edu/documents/sabpolic.pdf).

### **B. Review**

All leave proposals which require Department approval must be submitted to the Chairperson of the Personnel Committee in a timely manner. Approval requires a majority vote of the Personnel Committee.

Proposed leaves that do not reduce the FTE available to the Department, and which do not extend beyond one (1) calendar year, do not need Department approval. However, approval is required from the University (Dean and Provost).

If any provision in these Procedures, Criteria, Standards, and Bylaws is inconsistent with provisions in the Agreement, University policy, state or federal law or regulations, or any accreditation or certification standards, such inconsistent provision shall be null and void.