

**DEPARTMENT OF GEOGRAPHY
DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

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Department of Geography
Departmental Procedures, Criteria, Standards, and Bylaws

I. ORGANIZATION OF THE DEPARTMENT OF GEOGRAPHY

A. Identify

The Department of Geography is an instructional Department within the College of Science and Technology at Central Michigan University.

B. Composition

The Department of Geography is composed of all Departmental faculty and support staff.

C. Operational Authority

1. External Regulation – The Department of Geography is subject to the regulations of Central Michigan University and of the College of Science and Technology. If any provision in this document is inconsistent with the CMU/FA Agreement, university policy, or state and federal law or regulations, or any accreditation or certification standards, such inconsistent provision shall be null and void.
2. The Department of Geography is authorized to formulate and is responsible for the execution of those policies and procedures dealing with its functions as an academic Department that are not covered by the Agreements between CMU and the Faculty Association, Union of Teaching Faculty and Graduate Student Association, University policies or external regulations and that are consistent with academic freedom.
3. The faculty of the Department of Geography (hereafter referred to as the faculty) has the authority and the responsibility to formulate internal policies and procedures for the Department of Geography. The faculty entitled to vote on all matters excluding personnel matters include:
 - a. The Department Chairperson.
 - b. All full-time faculty.
 - c. All part-time faculty with a teaching or research load of one-half time or more.
4. The faculty entitled to vote on personnel matters, i.e., reappointment, tenure, promotion, professor salary adjustment and regular faculty

appointments shall consist of the tenured and tenure-track faculty. Persons are excluded from voting on their own tenure or promotion recommendations. Faculty members currently or previously related by family or marriage, or who have or have had a relationship which would make it impossible to make an unbiased recommendation, shall not be involved in personnel discussions or recommendations affecting that faculty member.

5. Consistent with academic freedom, the duly approved departmental policies and procedures shall be binding upon the members of the Department of Geography.

In consultation with Human Resources/Staff, the Department Chairperson shall represent the department in making recommendations concerning the employment, conditions of employment, and termination of employment of all support staff members subject to the pertinent University regulations and agreements.

6. In the event that the Chairperson is absent from campus for a short interval such as a few days, the duties of the office will be carried out by the Chair of the Administrative Committee. In the event both individuals are absent from campus, the Secretary of the Administrative Committee followed by the Chair of the Assessment, Curriculum, and Planning Committee will serve in that role.

In the event the Chairperson is to be absent for an extended period of time, following a recommendation from the Administrative Committee, the department will recommend a replacement to the dean's office.

D. Operational Procedures

1. The Department Chairperson shall be Chairperson, ex-officio, of the standing committees.
2. The proceedings of the faculty shall be guided by the latest edition of Robert's Rules of Order, unless alternate procedures have been adopted by the Department faculty.
3. A simple majority of the faculty present and voting shall be sufficient to decide any issue brought before it. Any faculty member entitled to a vote under Item C above may cast an absentee vote if excused from the meeting by the Department Chairperson prior to that faculty meeting. For personnel matters, faculty members have twenty-four hours after the issue has been considered to cast a vote. The department shall vote by secret ballot on issues brought before it as requested by any faculty member.

4. Any revision of departmental Procedures, Criteria, Standards, and Bylaws shall be recommended at a department meeting and voted upon at a following meeting.

II. ORGANIZATION OF STANDING COMMITTEES OF THE DEPARTMENT OF GEOGRAPHY

A. Number and Types of Standing Committees

The Department will have two standing committees. Normally, a faculty member cannot serve on more than one committee. They are: Administrative; and Assessment, Curriculum and Planning Committee.

B. Charge of Standing Committees

1. Administrative Committee.
 - a. Budget.
 - b. Office, classroom and lab space.
 - c. Operational policies.
 - d. Personnel (hiring, reappointment, promotion, professor salary adjustment, tenure, retrenchment and termination, leaves).
 - e. Provide advice to the Chairperson regarding teaching assignments and scheduling.
2. Assessment, Curriculum and Planning Committee.
 - a. Courses: Initiation, revision, deletion.
 - b. Notify faculty of dates regarding curriculum matters.
 - c. Assessment implementation.
 - d. Programs: Initiation, revision, deletion.

III. ADMINISTRATIVE COMMITTEE PROCEDURES

A. Responsibilities

The Administrative Committee shall act upon issues related to its charge, and summarize its recommendations and the reasons for those recommendations to the Department faculty. The committee may initiate action as well as act upon charges from the Department.

B. Committee Composition

1. **Size:** The committee shall consist of five regular faculty members, the Chairperson of the Department plus four elected members.

2. **Eligibility:** All regular faculty members are eligible for committee membership.
3. **Election and Term of Office:** Members shall be elected for a two-year term. The terms shall be staggered with two members of the Committee being elected each year. Elections will be held late in the spring semester. The term shall commence at the beginning of the following fall semester activity.
4. **Un-expired Terms:** When an elected Committee member is unable to complete her/his term of office, a special election will be held by the Department to fill that post for the balance of the un-expired term. If one semester or less is left in the term, the election will be considered to be a full term appointment plus the remainder of the un-expired term.
5. **Method of Selection:** The selection of Committee members is to be at large. Standard nominating procedures are to be followed and voting is to be by secret ballot.
6. **Length of Service:** No Committee member may serve more than three successive terms.

C. **Operating Procedures**

1. The Committee shall elect a chairperson and a secretary from its membership. The names of the elected chairperson and secretary shall be submitted to the Department for information.
2. The committee chairperson shall arrange a schedule of regular meetings and call additional meetings as needed.
3. The elected secretary will keep minutes of each meeting. Unapproved minutes will be distributed to the faculty. A copy of the agenda and minutes for each meeting will be kept on file in the departmental office.

Exceptions: In certain situations, because of sensitive material, the Committee may meet in executive session. Minutes of an executive session will not be distributed to the Department. The minutes will be kept on file and will be available for examination upon request by an involved faculty member. Each faculty member will be notified of any executive session.

D. **Authority**

Committee recommendations to the Department faculty may be approved, rejected, modified, tabled or returned to the Committee for further consideration.

Exceptions: The Department may authorize the Committee in advance to undertake a specific task and thus to act for the Department. In this case, the action of the Committee is binding upon the Department.

IV. ASSESSMENT, CURRICULUM AND PLANNING COMMITTEE PROCEDURES

A. Responsibilities

The Assessment, Curriculum and Planning Committee shall act upon issues related to its charge, and summarize its recommendations and the reasons for those recommendations to the Department faculty. The Committee may initiate action as well as act upon charges from the Department. A member of the Committee will serve as the departmental representative to the College of Science and Technology Curriculum Committee.

B. Committee Composition

1. **Size:** The Committee shall consist of five regular faculty members: the Chairperson of the Department plus four elected members.
2. **Eligibility:** All regular faculty members are eligible for committee membership.
3. **Election and Term of Office:** Members shall serve a two-year term. The terms shall be staggered with two members elected each year. Elections will be held late in the spring semester. The terms shall commence at the beginning of the following semester.
4. **Un-expired Terms:** When an elected Committee member is unable to complete her/his term of office, a special election will be held by the Department to fill that post for the balance of the un-expired term. If one semester or less is left in the term, the election will be considered to be a full term appointment plus the remainder of the un-expired term.
5. **Method of Selection:** The selection of elected Committee members is to be at-large. Standard nominating procedures are to be followed and voting is to be by secret ballot.
6. **Length of Service:** No Committee member may serve more than three successive terms.

C. Operating Procedures

1. The Committee shall elect a chairperson and a secretary from its membership. The names of the elected chairperson and secretary shall be submitted to the Department for information.
2. The Committee chairperson shall arrange a schedule of regular meetings and call additional meetings as needed.
3. The elected secretary will keep minutes of each meeting. Unapproved minutes may be distributed to the faculty. Approved minutes will be distributed if there are substantive changes. A copy of the agenda and minutes for each meeting will be kept on file in the departmental office.

D. Authority

The Committee recommendations to the Department faculty may be approved, rejected, modified, tabled or returned to the Committee for further consideration.

Exceptions: The Department may authorize the Committee in advance to undertake a specific task and thus to act for the Department. In this case, the action of the Committee is binding upon the Department.

V. PROFESSIONAL DEVELOPMENT POLICY

A. Preamble

Professional Growth is one of the basic responsibilities of faculty members. Faculty members are encouraged to keep abreast of advancements in their areas of specialization as well as general trends in their field. Some of the mechanisms by which faculty members can stay current are through participation in workshops, seminars, short courses, symposia, field trips, presenting papers at conferences, and by publishing their research. The department encourages active participation in professional activities.

B. Funding

Faculty professional development in the Geography Department shall be funded at an annual rate, established by the Department, per faculty member. Faculty on reduced assignment can request an amount equal to their appointment, i.e. a full time faculty member = full amount of Professional Development Funds, $\frac{3}{4}$ time faculty member = $\frac{3}{4}$ times Professional Development Funds, $\frac{1}{2}$ time faculty member = $\frac{1}{2}$ time Professional Development Funds as examples.

VI. PROCEDURES FOR RECOMMENDING REAPPOINTMENT FOR TENURE TRACK FACULTY

A. Procedure for Participation

All tenured and tenure-track faculty may vote on reappointment decisions.

B. Criteria and Standards for Reappointment

1. Eligibility and timing for reappointment consideration are determined by the office of the Provost.
2. The candidate shall be evaluated upon the overall contributions to the Department's general welfare. Such actions or activities should contribute to attaining the Department's goals and objectives, and should help the Department operate effectively and harmoniously.
3. The candidate's credentials will be based on professional activities in the following areas: teaching effectiveness, scholarly and creative activity, and professional and university service. The standards used to assess performance are the same as those used for tenure (see below) with the understanding that accomplishments approach the standards for tenure with time in rank. To evaluate a candidate's promise, the Department will look for evidence of continuing development and growth of the faculty member during the pre-tenure years at CMU.
 - a. **Teaching Effectiveness:** The candidate is expected to be an effective teacher. The University's Student Opinion Survey is required as a measure of teaching effectiveness. Assessment of teaching effectiveness is determined, in part, by comparative S.O.S. data from the department and college. A candidate may submit additional measures of teaching effectiveness.
 - b. **Scholarly/Creative Activities:** The candidate is expected to be engaging in scholarly activities and working toward publications in refereed journals or books. The candidate is expected to apply for external grants or contracts. Both the quality and quantity of the scholarly activities will be evaluated. In addition to the above, presenting papers at professional meetings is a scholarly and creative activity.
 - c. **University and Professional Service:** The candidate is expected to submit evidence of service. This must include evidence of student advising and serving on department, college and/or university committees. Evidence of having served as a chairperson at professional meetings, served as an officer in a professional

organization, served as an editor of a professional publication, and providing professional service to other university and community activities may also be submitted in support of service.

C. Procedures

These procedures shall be followed in recommending a candidate for reappointment:

1. **Initiation of the Reappointment Process:** It is the candidate's responsibility to formally apply for reappointment.
2. **Compilation of Materials:** The candidate will assemble materials according to the three categories of teaching effectiveness, scholarly/creative activities, and professional and university service. It is also the candidate's responsibility to include a narrative statement about how she/he quantitatively and qualitatively meets the standards and criteria.
3. **Meeting with the Administrative Committee:** The Administrative Committee shall meet with the candidate and discuss reappointment procedures at both the Department and college levels, and suggest the types of documentation which should be assembled.
4. **Evaluation of the Candidate:** During a scheduled department meeting, the candidate will be interviewed to evaluate the candidate's achievement and potential.
5. **Voting:** Eligible members of the Department will vote by secret ballot. Proxy voting is not permitted. However, absentee balloting is permitted either 24 hours prior to or 24 hours after the scheduled meeting time. For a positive recommendation, the candidate must receive a positive vote from a simple majority of the voting faculty. The candidate will be notified by the Chairperson of the outcome of the vote.
6. **Report and Submittal to the Dean:** The chairperson of the department's administrative committee shall complete the reappointment recommendation and with the approval of the administrative committee submit it to the department chairperson. The final report will include the outcome of the departmental vote and an independent evaluation by the department chairperson. The department chairperson will submit the full report to the Dean of the College of Science and Technology. A copy of the recommendation will be placed in the candidate's file and be available for the candidate's inspection as stipulated in the Agreement.

7. **Appeal Procedure:** The candidate may appeal a negative recommendation by the Department. The candidate must notify the Chairperson in writing of a desire for the department to reconsider its decision within 72 hours of the departmental action and the Department shall reconsider their action within one week of the request for an appeal.

VII. PROCEDURES FOR RECOMMENDING TENURE

A. Procedure for Participation

All tenured faculty may vote on tenure decisions.

B. Criteria and Standards for Tenure

1. Eligibility and timing for tenure consideration are determined by the office of the Provost. The candidate may request an extension of the length of service before consideration for tenure by following the current CMU/FA Agreement.
2. The candidate shall be evaluated upon the overall contributions to the Department's general welfare. Such actions or activities should contribute to attaining the Department's goals and objectives, and should help the Department operate effectively and harmoniously.
3. The candidate's credentials will be based on professional activities in the following areas: teaching effectiveness, scholarly and creative activity, professional and university service, and promise of continued professional growth.
 - a. **Teaching Effectiveness:** The candidate is expected to be an effective teacher. The University's Student Opinion Survey is required as a measure of teaching effectiveness. Assessment of teaching effectiveness is determined, in part, by comparative S.O.S. data from the department and college. A candidate may submit additional measures of teaching effectiveness.
 - b. **Scholarly/Creative Activities:** The candidate is expected to have engaged in scholarly activities and to have published the results in books or refereed journals. Securing external grants or contracts shall also be considered evidence of high-level scholarly activity. Both the quality and quantity of the scholarly activities will be evaluated. At least three articles in peer-reviewed publications, or the equivalent, are expected. It is the responsibility of the candidate to demonstrate the quality of all scholarly work submitted for consideration. A substantial portion of the above activities must be accomplished during the tenure-track

appointment at Central Michigan University. In addition to the above, presenting at professional meetings is a scholarly and creative activity.

Any faculty member who has received a significant and sustained reduction in teaching load for the purposes of scholarly activity (not including teaching reductions provided to new faculty during their first year of appointment), relative to the normal departmental workload, is expected to demonstrate scholarly output that is greater than the normal departmental standards for promotion and tenure. A significant reduction in teaching workload is defined as an average of at least one course per academic year over the period under review. The expectations for scholarly output will be relative to the amount of reassigned time; a faculty member receiving a two course reduction per semester, for example, will be held to a higher standard of scholarship than an individual receiving a one course reduction per semester.

- c. **University and Professional Service:** The candidate must submit evidence of service. This must include evidence of student advising and serving on department, college and/or university committees. Evidence of having served as a chairperson at professional meetings, served as an officer in a professional organization, served as an editor of a professional publication, and providing professional service to other university and community activities may also be submitted in support of service.
- d. **Promise:** The candidate is expected to demonstrate promise, which includes the potential for continued professional growth and development, and potential to contribute to the goals and objectives established by the Department. Evaluation of promise will be based on evidence of on-going commitments to excellence in teaching, an assessment of the candidate's overall research program, and participation in service activities including more general participation in the profession.

C. Procedures

These procedures shall be followed in recommending a candidate for tenure and promotion to associate professor:

1. **Initiation of the Process:** It is the candidate's responsibility to apply formally for tenure and promotion to associate professor.
2. **Compilation of Materials:** The candidate will assemble materials according to the four categories of teaching effectiveness, scholarly/creative activities, professional growth, and university service.

It is also the candidate's responsibility to include a narrative statement about how she/he quantitatively and qualitatively meets the standards and criteria. The application will be presented to the Department in accordance with the calendar specified in the current CMU/FA Agreement.

- a. **Optional External Review:** If a candidate chooses to include an external review as part of one's portfolio, the candidate must provide the Department Administrative Committee with a list of at least six prospective external reviewers and a brief explanation of why those reviewers are especially well qualified to provide an objective review of the candidate's scholarly activity. The recommended reviewers must not have any conflict of interest related to assessing the quality of the work of the candidate. The Department Administrative Committee will review and accept or reject the candidate's recommendations and may suggest additional (and/or alternative) reviewers as deemed necessary from a list of additional (and/or alternative reviewers). The candidate may designate persons they would prefer not to review one's work. In case of unresolved differences of opinion between the candidate and Administrative Committee, the Department Chairperson and Dean will resolve the conflict and provide the names of the potential reviewers.

By the first Friday of April, immediately prior to the fall deadline for tenure or promotion applications to be submitted to the Department or by the second Friday of September immediately prior to the spring deadline for promotion, candidates who choose external review will submit a list of prospective reviewers to the Department Administrative Committee. At this time, the candidate also will submit a file with a research curriculum vitae, published papers and/or their equivalents, and any other evidence of scholarly activity (in electronic form) to be reviewed. The Department will contact prospective external reviewers to request reviews within the following two weeks. Each reviewer will be sent the same file of materials to review, but will be instructed to evaluate only the quality of the submitted materials that fall within the reviewer's field of expertise. External reviews will be due in the Department office one month before the deadline for tenure/promotion applications. A minimum of two reviews must be received in order for any reviews to be included in the candidate's application materials. The Department will retain each original review letter and give a copy of each to the candidate, who then shall have the opportunity to submit a written response of the reviews to the Department. If the minimum number of reviews is received, all external reviews and any response from the candidate

shall be included in the tenure/promotion application packet. For candidates applying for tenure and promotion during the same academic year, the same review letters may be included in each of the tenure and promotion packets.

3. **Meeting with the Administrative Committee:** The Administrative Committee shall meet with the candidate and discuss tenure and promotion procedures at both the Department and college levels, and suggest the types of documentation which should be assembled.
4. **Evaluation of the Candidate:** During a scheduled department meeting, the candidate will be interviewed to evaluate the candidate's achievement and potential.
5. **Voting:** Eligible members of the Department will vote by secret ballot. Proxy voting is not permitted. However, absentee balloting is permitted either 24 hours prior to or 24 hours after the scheduled meeting time. For a positive recommendation, the candidate must receive a positive vote from a simple majority of the voting faculty. The candidate will be notified by the chairperson of the outcome of the vote.
6. **Report and Submittal to the Dean:** The chairperson of the Department's administrative committee shall complete the recommendation form and with the approval of the administrative committee submit it to the Department chairperson. The final report will include the outcome of the departmental vote and an independent evaluation by the Department chairperson. The Department chairperson will submit the full report to the Dean of the College of Science and Technology. A copy of the recommendation will be placed in the candidate's file and be available for the candidate's inspection as stipulated in the Agreement.
7. **Appeal Procedure:** The candidate may appeal a negative recommendation by the Department in accordance with the procedures in the Agreement.

VIII. PROCEDURES FOR RECOMMENDING PROMOTION/PROFESSOR SALARY ADJUSTMENT

A. Procedure for Participation

All tenured and tenure track faculty may vote on promotion/professor salary adjustment decisions.

B. Criteria and Standards for Promotion to Associate Professor

Excluding promise, the standards for promotion to Associate Professor are the same as those for tenure.

C. Criteria and Standards for Promotion to Professor and Professor Salary Adjustment

To be eligible for promotion to professor and professor salary adjustment, the candidate must meet the following criteria.

1. Minimum time in rank is established by the Agreement. Only those professional activities performed in rank shall be considered for satisfying the criteria for promotion.
2. The candidate shall be evaluated upon the overall contributions to the Department's general welfare. Such actions or activities should contribute to attaining the Department's goals and objectives, and should help the Department operate effectively.
3. The candidate's credentials will be based on professional activities in the following areas: teaching effectiveness, scholarly and creative activity, and professional and university service. The general expectation is that all faculty members will continue to develop professionally throughout their careers. Therefore, continued excellence, greater professional maturity, and leadership are expected for promotion to higher rank.
 - a. **Teaching Effectiveness:** The candidate is expected to be an effective teacher. The University's Student Opinion Survey is required as a measure of teaching effectiveness. Assessment of teaching effectiveness is determined, in part, by comparative S.O.S. data from the department and college. The candidate may submit additional evidence of teaching effectiveness.
 - b. **Scholarly/Creative Activities:** The candidate is expected to have engaged in scholarly activities and to have published the results in books or refereed journals. Securing external grants or contracts shall also be considered evidence of high-level scholarly activity. Both the quality and quantity of the scholarly activities will be evaluated. At least three articles in peer-reviewed publications, or the equivalent, are expected. It is the responsibility of the candidate to demonstrate the quality of all scholarly work submitted for consideration. A substantial portion of the above activities must be accomplished during the tenure track appointment at Central Michigan University. In addition to the

above, presenting at professional meetings is a scholarly and creative activity.

Any faculty member who has received a significant and sustained reduction in teaching load for the purposes of scholarly activity (not including teaching reductions provided to new faculty during their first year of appointment), relative to the normal departmental workload, is expected to demonstrate scholarly output that is greater than the normal departmental standards for promotion and tenure. A significant reduction in teaching workload is defined as an average of at least one course per academic year over the period under review. The expectations for scholarly output will be relative to the amount of reassigned time; a faculty member receiving a two course reduction per semester, for example, will be held to a higher standard of scholarship than an individual receiving a one course reduction per semester.

- c. **University and Professional Service:** The candidate must submit evidence of service. This must include evidence of student advising and serving on department, college and/or university committees. For promotion to full professor or professor salary adjustment, leadership in some aspect of one's service record is required. Evidence of having served as a chairperson at professional meetings, served as an officer in a professional organization, served as an editor of a professional publication, and providing professional service to other university and community activities may also be submitted in support of service.

D. College of Science and Technology Teacher Excellence Appointment Program

The Department of Geography supports senior faculty (tenured at the rank of associate professor or professor) who wish to participate in the College of Science and Technology's Teacher Excellence Appointment (TEA) Program. TEA faculty will be evaluated for promotion based on teaching excellence and modified standards for scholarship. Application procedures and appointment criteria for the TEA Program are available from the College of Science and Technology. Acceptance into the TEA Program is at the discretion of the Dean of the College of Science and Technology.

Faculty members accepted into the TEA Program are expected to demonstrate excellence in teaching beyond the normal expectations of the Department. Evidence of personal excellence in teaching must include, but are not limited to:

1. Demonstrated success with undergraduate courses,
2. Consistent classroom success as documented by SOS scores,

3. Student learning success as documented by content or skill based assessment instruments,
4. Peer evaluation of teaching based on classroom visits.

The Administrative Committee (Committee) will arrange at least four classroom observations over at least two different semesters during the period of review. A minimum of two members of the Committee will conduct the observations. The chair of the Committee will, in writing, provide the faculty member with a minimum 72 hours' notice of the observation. During this time, the faculty member may indicate the occurrence of a scheduled exam, review session, student presentations, or other circumstance wherein the class to be observed may be considered atypical. In this event, the Committee may elect to defer an observation. Within five business days of the observation, the faculty member will meet with representatives of the Committee, including the observer(s), to debrief. The Committee chair will provide a written summary of the debriefing within five business days of the meeting. The faculty member will be provided, if desired, an opportunity to respond to the written summary, in writing, within five business days of receipt. Copies of the written summaries and any responses from the faculty member will be placed in the faculty member's personnel file.

TEA faculty members are also expected to demonstrate leadership in improving instruction or curriculum at CMU. Evidence of leadership may include:

1. Obtaining external grants to improve instruction or curriculum at CMU,
2. Implementing curricular changes and other improvements to courses and programs,
3. Successfully mentoring colleagues to improve their teaching.

Additional evidence of teaching and leadership excellence may include, but are not limited to: letters from alumni and students, external awards recognizing teaching excellence, professional development related to teaching (e.g. conference and workshop participation), and leadership in developing or adopting innovative methods of instruction.

Expectation of scholarship for TEA faculty is based on the normal standards for quality but with reduced expectations for quantity. A minimum of one peer-reviewed publication (in disciplinary or pedagogical literature) is required in the review period. Expectation of service for TEA faculty is based on the normal departmental standards.

E. Procedures

These procedures shall be followed in considering a candidate for promotion/professor salary adjustment:

1. **Notification of Administrative Committee:** Any faculty member wishing to be considered for promotion/professor salary adjustment shall notify the Administrative Committee before the end of the fall semester immediately prior to the semester during which they plan to apply in order to obtain a schedule of procedural deadlines. The schedule will be based on the calendar established in the current CMU/FA Agreement.

2. **Compilation of Materials:** The candidate will assemble materials according to the three categories of teaching effectiveness, scholarly/creative activities, and professional and university service. It is also the candidate's responsibility to include a narrative statement about how she/he quantitatively and qualitatively meets the standards and criteria. The application will be presented to the Department in accordance with the calendar specified in the current CMU/FA Agreement.
 - a. **Optional External Review:** If a candidate chooses to include an external review as part of one's portfolio, the candidate must provide the Department Administrative Committee with a list of at least six prospective external reviewers and a brief explanation of why those reviewers are especially well qualified to provide an objective review of the candidate's scholarly activity. The recommended reviewers must not have any conflict of interest related to assessing the quality of the work of the candidate. The Department Administrative Committee will review and accept or reject the candidate's recommendations and may suggest additional (and/or alternative) reviewers as deemed necessary from a list of additional (and/or alternative reviewers). The candidate may designate persons they would prefer not to review one's work. In case of unresolved differences of opinion between the candidate and Administrative Committee, the Department Chairperson and Dean will resolve the conflict and provide the names of the potential reviewers.

By the second Friday of September immediately prior to the spring deadline for promotion, candidates who choose external review will submit a list of prospective reviewers to the Department Administrative Committee. At this time, the candidate also will submit a file with a research curriculum vitae, published papers and/or their equivalents, and any other evidence of scholarly activity (in electronic form) to be reviewed. The Department will contact prospective external reviewers to request reviews within the following two weeks. Each reviewer will be sent the same file of materials to review, but will be instructed to evaluate only the quality of the submitted materials that fall within the reviewer's field of expertise. External reviews will be due in the Department

office one month before the deadline for tenure/promotion applications. A minimum of two reviews must be received in order for any reviews to be included in the candidate's application materials. The Department will retain each original review letter and give a copy of each to the candidate, who then shall have the opportunity to submit a written response of the reviews to the Department. If the minimum number of reviews is received, all external reviews and any response from the candidate shall be included in the tenure/promotion application packet.

3. **Meeting with the Administrative Committee:** The Administrative Committee shall meet with the candidate and discuss promotion/professor salary adjustment procedures at both the department and college levels, suggest the types of documentation which should be assembled.
4. **Evaluation of the Candidate:** During a scheduled department meeting, the candidate will be interviewed to evaluate the candidate's credentials.
5. **Voting:** Eligible members of the Department will vote by secret ballot. Proxy voting is not permitted. However, absentee balloting is permitted either 24 hours prior to or 24 hours after the scheduled meeting time. For a positive recommendation, the candidate must receive a positive vote from a simple majority of the voting faculty. The candidate will be notified by the Chairperson of the outcome of the vote.
6. **Report and Submittal to the Dean:** The chairperson of the Department's Administrative Committee shall complete the recommendation form and with the approval of the Administrative Committee submit it to the Department chairperson. The final report will include the outcome of the departmental vote and an independent evaluation by the Department chairperson. The Department chairperson will submit the full report to the Dean of the College of Science and Technology. A copy of the recommendation will be placed in the candidate's file and be available for the candidate's inspection as stipulated in the Agreement.
7. **Appeal Procedure:** The candidate may appeal a negative recommendation by the Department in accordance with the procedures in the Agreement.

IX. SABBATICAL LEAVE

The requirements and procedures for sabbatical leaves are found in the current CMU/FA Agreement and the Sabbatical Leave Administrative Rules and Procedures.

A. Applications for Sabbatical Leave

The university's Application for Sabbatical Leave should be completed and submitted to the Department Chairperson during the Fall semester no later than 3 weeks before the date that sabbatical proposals are due at the College of Science and Technology Dean's Office.

B. Department Review of Sabbatical Proposals

The Administrative Committee will review the completed sabbatical application and, where necessary and feasible, assist the applicant in strengthening his or her application. The Administrative Committee will present the application to the Geography Department for consideration. Applications recommended by the department will be forwarded to the College of Science and Technology Dean's office.

X. GUIDELINES FOR THE SELECTION OF A FACULTY MEMBER

A. Tenure Track Position

The Administrative Committee will make a recommendation to the Department regarding the qualifications and areas of specialization for a prospective position. The Department will then approve or modify the recommendation and forward it to the Dean for approval.

1. The Administrative Committee serves as the Search Committee. To assist the Committee, faculty who are specialists in the area of consideration may be asked to sit on the Committee with full voting rights.
2. The position is to be advertised in the following ways:
 - a. Local and national employment listings.
 - b. Requests to chairpersons of institutions granting the Ph.D. in Geography or appropriate fields.
 - c. Inquiries to selected members of the profession.
3. In the advertisement, the following criteria will be included:

The candidate should:

- a. Possess a terminal degree in Geography or appropriate field for the position.
- b. Show potential for excellence in scholarly and creative activity.

- c. Show potential for excellence in teaching.
4. The Committee may request additional information about the candidate, if deemed necessary.
5. Upon receipt of relevant materials, all applications will be screened by the Search Committee based on the criteria of the formal advertisement. The Search Committee will then select the qualified candidates and make a recommendation to the Department. The Department shall accept or modify the recommended slate of candidates.
6. The Department shall rank the candidates by their qualifications and the needs of the Department as stated in the advertisement.
 - a. All materials provided by the candidate and her/his references will be available for perusal by members of the Department and other reviewing authorities.
 - b. At a faculty meeting tenure and tenure track departmental members will evaluate and then rank the qualified candidates by secret ballot.
 - c. The ranking from the faculty will be tabulated.
7. The ranking of the candidates will be submitted to the Dean of the College of Science and Technology. A final pool of candidates will be invited for interviews.
8. After completion of the interviews, the Department will vote to determine whether to continue considering any or all the candidates interviewed. A vote will then be taken to obtain a post interview ranking. Candidate rankings will be recommended to the Dean of the College of Science and Technology.

B. Fixed-Term Position

1. Full Time Fixed-Term Position

The above guidelines will be used, except that the job criteria in A.3. will be changed depending upon the position.

2. Part Time Fixed-Term Position and Emergency Hires

The employment recommendations will be the responsibility of the Department Chairperson.

XI. GUIDELINES FOR REAPPOINTMENT OF A CHAIRPERSON

A. Review of Chairperson's Current Term

The Department will conduct a formal review of the chairperson annually.

B. The Review Forum

If the chairperson wishes to be considered for a subsequent term, the chairperson of the Administrative Committee will convene the faculty to review and to consider a subsequent appointment of the department chair. The meeting should include the following agenda:

1. An opening statement by the chairperson reviewing her/his current term and vision for the future.
2. A follow-up question and discussion session between the chairperson and faculty.
3. Discussion among the faculty with the Chairperson absent.
4. If necessary, further discussion between the chairperson and faculty.
5. Vote by eligible faculty.

C. Recommended Appointment Term

The reappointment term shall normally be for a period of three years.

D. Appointing a New Chairperson

If the Chairperson is not selected for a subsequent appointment, an internal or external search for a new chairperson shall take place.

1. For an internal search:
 - a. Applications and nominations shall be submitted to the Chair of the Administrative Committee.
 - b. A Department meeting shall be convened with the following agenda:
 - 1) Each candidate will provide a statement of her/his goals as department chair, and visions for the future.

- 2) A follow-up question and discussion session between candidates and the rest of the faculty.
 - 3) Further discussion among faculty with the candidates absent.
 - 4) Vote by eligible faculty. A candidate must receive a majority of the votes cast. If no majority is reached in the first ballot, a runoff election shall take place between the top two candidates.
 - 5) Results will be forwarded to the Dean.
2. For an external search:
- a. The Administrative Committee shall request approval for an external search.
 - b. Procedure shall follow the Department's "Guidelines for the Selection of a New Faculty Member."

XII. GUIDELINES FOR DEPARTMENT CHAIRPERSON ANNUAL FEEDBACK

In compliance with the current CMU/FA Agreement, Department faculty will annually provide job performance feedback to the Chairperson late in Spring Semester. This feedback will include a written review that is shared with the Dean in keeping with the Agreement and a conversation between the Chairperson and the Department faculty focusing upon the Chairperson's performance in executing duties specified in Department procedures and in the "Duties of the Department Chairperson" referenced in the current Agreement.

XIII. WORKLOAD GUIDELINES

The workload of full-time faculty members of the Department of Geography shall consist of both teaching and non-teaching responsibilities. "Teaching" shall include any and all activities that directly generate SCH.

A. Teaching Load

Although it must be consistent with the current CMU/FA Agreement, a faculty member's teaching load shall be calculated using actual classroom contact hours. The academic yearly contact hour load (Fall and Spring semesters) for a full-time faculty member shall normally be considered to consist of at least 18 but not more than 26 contact hours. The Department and the Dean of the College of Science and Technology must approve all teaching workload assignments.

In any given semester the following items should be considered in determining the teaching load of individual faculty members:

1. The number and type of independent studies.
2. The level of the courses involved.
3. The probable number of students involved.
4. The total number of preparations.
5. The number of new preparations.
6. Special assignments.

B. Non-Teaching Load

A regular faculty member is expected to carry a fair share of non-teaching responsibilities that are viewed as necessary and/or desirable to maintain a Department of high academic standards within the University community. Included in such non-teaching responsibilities are the following:

1. Faculty office hours (a full-time faculty member is expected to maintain a minimum of at least 5 scheduled hours per week of time for consultation with students.)
2. Advising of students.
3. Committee work (regular faculty members are expected to carry out their fair share of committee work: Department, College, University).
4. Keeping up with current developments in their respective areas.
5. Research and creative activities.
6. Activity in academic organizations.
7. Grant writing.

C. Course Assignment and Class Scheduling

The Department Chairperson shall request, and each faculty member shall provide, a preferred schedule (courses and times) for a subsequent semester. The Chairpersons shall consider these requests and design a proposed class schedule based upon the following considerations:

1. Student demand and expected enrollment.
2. Programmatic needs.
3. The qualifications of the various faculty members relative to the courses they have requested.
4. Availability of classrooms and facilities.
5. Other Department and University functions.
6. Special requests.

The Chairperson shall then submit the proposed schedule to the Department Administrative Committee for consideration and review. The Administrative Committee shall submit the proposed schedule to the Department for recommendation.