

DEPARTMENT OF RECREATION, PARKS, & LEISURE SERVICES ADMINISTRATION

Procedures, Criteria, Standards, And Bylaws

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(Official document prepared in Faculty Personnel Services)**

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**DEPARTMENT OF RECREATION, PARKS, AND LEISURE
SERVICES ADMINISTRATION**

I. Introduction/Preamble

- A. For voting membership in the Department, faculty of the Department of Recreation, Parks, and Leisure Services Administration includes all who have an academic rank as instructor or above and whose appointment calls for 3/4 time or more service to the Department whether or not in research, instruction, supervision of student interns, or any combination of the three. This will include all members meeting the criteria who are appointed as regular faculty. The Director of the Center for Leisure Services is eligible to vote on all non-personnel matters. Temporary faculty employed 3/4 time or more are eligible to vote on non-personnel related matters. A student selected by the Student Recreation Association (SRA) will also be invited to attend faculty meetings, but as a non-voting member in all departmental matters. The student will be excused when discussion of personnel matters occurs.
- B. Prior to each semester, or as soon as is practical, the Department Chairperson shall be responsible for scheduling weekly meetings for the Department, taking into account the time when most members of the Department are readily available. Scheduled meetings will be canceled by the Chair whenever the extent or importance of the agenda does not indicate the necessity for a meeting. All Departmental members are encouraged to submit agenda items to the Department office prior to the formation of an agenda. The agenda will normally include the following:
1. Department Chairperson's Report
 2. Report of the Representative to the Academic Senate
 3. Report of the Representative(s) to the Dean's Advisory Committee
 4. Reports of the Committees
 - a. Executive Committee
 - b. Curriculum Chairperson

- c. Technology Chairperson
- d. Goal Committees
- e. Other Committees
- 5. Old Business
- 6. New Business
- 7. Adjournment

II. The Governance Structure and Operating Methods of the Department

A. Departmental Governance

- 1. All departmental meetings shall follow Robert’s Rules of Order.
- 2. In all matters of departmental governance, with the exception of the election of members to the Executive Committee, all votes will be by voice or hand votes, unless a voting faculty member requests a secret ballot.
- 3. Quorums, Proxies

In all departmental business, including personnel decisions, a quorum shall consist of a majority of the eligible voting members of the Department. The quorum for a committee shall be determined the same way. Proxies will be accepted where a departmental meeting (not including committee meetings) is held at a time when a faculty member is engaged in other university or departmental business.

- 4. During times when classes are not in session on the Mount Pleasant campus, every attempt should be made to contact faculty members and the Executive Committee for consultation and approval when departmental decisions are necessary.
- 5. Review of this Document

The departmental policies must be routinely reviewed every three years to meet requirements specified in the CMU/CMUFA Agreement, and as part of the Five Year Departmental Self-Study and Evaluation. The review will be initiated by the Department Chairperson.

- 6. Procedures for Revising and Amending Procedures, Criteria, Standards, and Bylaws (Procedures)

Proposals for amending these procedures may be formally presented at any official meeting of the Department provided that members of the Department have been sent, in writing, the proposed changes at least 14 calendar days prior to the meeting at which action on the proposals will be taken, and further provided that a quorum being present the vote shall be a majority in the affirmative.

B. Position of the Department Chairperson

1. Expectations and duties of the Chairperson shall be consistent with the expectations and duties assigned by CMU. In addition:
 - a. The Department Chairperson shall represent the Department in all matters regarding the Department's relationship to the college and the university except where specific persons to represent the Department are designated by the Chairperson or by the Executive Committee.
 - b. The Department Chairperson shall be responsible for the following administrative duties:
 - (1) Preparation of the planning document for the Department
 - (2) Management of the budget(s) assigned to the Department
 - (3) Recommendations on all personnel matters
 - (4) The preparation of preliminary and final departmental schedules and course offerings, and
 - (5) Other appropriate responsibilities
2. Procedures for Appointment, Reappointment, and Formal Review of Chairperson
 - a. The Chairperson shall be routinely reviewed as a part of the total departmental review carried on every five years under the direction of the Executive Committee. The Department Chairperson's position is a five-year term appointment unless otherwise designated by the dean and, without specific recommendations to the contrary, reappointment to the position may continue, subject to dean's approval.
 - b. By means of a majority vote of eligible voting members of the Department, the performance of the Department Chairperson will be evaluated and a recommendation made to the Dean for reappointment beginning with the next academic year (fall semester). This may be done at any time and need not only be done at the end of the normal five year appointment.
 - c. When the position of Department Chairperson becomes vacant, the Executive Committee will undertake the necessary steps to recommend filling the position. Recommendations for an internal appointment or an external search will be made by the Executive Committee to the Department. Final approval will be made by the Provost.
3. Method for Providing Informal Annual Feedback as called for in the CMU/CMUFA Agreement

- a. The Executive Committee shall be responsible for establishing a method of informal evaluation of the performance of the Chairperson of the Department.
- b. The informal evaluation shall take place on a yearly basis during the spring semester.

C. Department Executive Committee

1. Composition of the Committee

- a. The Executive Committee shall consist of three (3) members, of which no less than two (2) are tenured or tenure track faculty members or the Director of the Center for Leisure Services.
- b. All members shall have at least one full academic year of service in the Department before becoming eligible for committee membership.

2. Selection Procedures

- a. Appointment shall be for a period of three years.
- b. A faculty member shall not be reappointed to the Committee for a period of at least one year following expiration of her/his appointment.
- c. The Department Chairperson shall not be eligible for membership on this committee.
- d. Election will be determined by a majority of the eligible voting members and by secret ballot.
- e. During faculty preparation week, the Department Chairperson shall submit a list of all potential members of the Executive Committee to all Department members. Election will take place at the first meeting in the fall semester and the Committee will take office immediately.
- f. The Committee Chairperson shall be the member with two continuous previous years service on the Committee. If no one meets this criterion for the chairpersonship because of resignation, etc., the Committee shall elect its own chairperson.
- g. In the event of a vacancy on the committee, at the next Department meeting (regular or special), a replacement shall be elected by the Department members to fill the unexpired portion of the term. Procedures shall follow as closely as possible those outlined for regular elections.

- h. Members of the Committee shall disqualify themselves from matters in which they are an interested party. In this situation, the replacement will be the Academic Senate senator, the Curriculum Committee chair, or the Technology Committee chair in that order. The replacement will sit with the Committee and vote only if needed to break a tie.
- i. The Department Chairperson will meet with the Committee to initiate personnel decisions and thereafter will not meet with the Committee, except at such times as they desire her/his presence to answer specific questions. The Department Chairperson may request to meet with the Executive Committee if necessary. The Committee does not have to honor this request and if it does not, will so indicate in writing to the Chair with its reasoning.

3. Duties and Responsibilities

- a. All actions of the Executive Committee shall be reported to the Department at the first departmental meeting following the action of the Executive Committee. The Committee shall also provide written minutes to be distributed within three working days of any action taken by the Executive Committee.
- b. The Executive Committee shall have the responsibility for making recommendations (on the basis of input from all eligible voting members) through the Department Chairperson to the Dean in the following matters:
 - (1) Reappointment of non-tenured faculty
 - (2) Tenure
 - (3) Promotion
 - (4) Appointment to standing committees
 - (5) Release Time
 - (6) Sabbatical
 - (7) Other personnel matters
- c. The Executive Committee shall make recommendations through the Department Chairperson. If the Department Chairperson concurs with the recommendations, s/he shall forward them with her/his concurrence to the Dean.
- d. If the Department Chairperson does not concur, s/he shall meet with the Executive Committee in an attempt to arrive at a mutually agreeable solution. If this is not possible, the Executive Committee report shall be forwarded to the Dean. The Department Chairperson shall forward her/his independent recommendation to the Dean at the same time (including any rebuttal of the committee recommendations).

- e. In the absence or incapacitation of the Department Chairperson, the Chairperson of the Executive Committee shall be the acting Department Chairperson until a new chair is selected.

D. Standing Committees/Appointment Policies

The standing committees in addition to the Executive Committee shall include, but not be limited to, Academic Senate, Curriculum, and Technology committees.

1. The Academic Senate senator is elected by a majority of the voting faculty for a three-year term. S/he must be a tenured or tenure track faculty member.
2. The Curriculum Committee chair is elected by a majority of the voting faculty for a three-year term. S/he must be a tenured or tenure track faculty member. The individual will also represent the Department to the College Curriculum Committee and sit as the representative for that same three-year term. The regular faculty as a whole will act as the Curriculum Committee. All departmental curricular items will be brought to the regular faculty for a majority vote. All curriculum proposals shall be presented at least two working days in advance of the scheduled departmental meeting at which consideration will take place.
3. The Technology Committee Chair is elected by a majority of the voting faculty. S/he must be a tenured or tenure track faculty member. The individual will also represent the Department to the college and sit as the representative for that same three-year term. S/he will work with the faculty and staff to determine needs and will prepare written proposals for technology requests to be submitted to the College Technology Committee. The proposals will then be presented to the Department for a majority vote.

E. Selection of Ad Hoc Committees

1. Ad Hoc committees shall be appointed for a specific task by the Department Chairperson. Should the Chairperson be a party to a problem or task for which the Committee is formed or should the Chairperson fail to act in appointing a committee in a reasonable amount of time, the Executive Committee may assume the responsibility of appointing an ad hoc committee.

F. Review of Committees

1. Any departmental standing committee shall be subject to formal review by the Department upon petition by a majority of the voting members of the Department. This review will be conducted by a three-person committee elected by nomination from the floor at an open departmental meeting.

2. Review of an ad hoc committee formed by the Department Chairperson will be a responsibility of the Executive Committee.
3. Review of an ad hoc committee established by the departmental Executive Committee shall be handled the same as the review of a standing committee. The Department Chairperson has the option of exercising an independent review.

III. Procedures, Criteria, and Standards for Reappointment, Tenure, Promotion, and Professor Salary Adjustment

A. Procedures to Assure Faculty Participation in Development of Criteria

1. Eligibility of Voters

Members of the Department eligible to vote are those included in the Introduction/Preamble or other relevant provisions of the Department procedures.

2. Standards Development

a. Tenured and tenure-track members of the Executive Committee, using existing criteria and working in conjunction with the Department Chairperson, shall develop standards for tenure, promotion, and reappointment. These standards shall be presented to the regular faculty of the Department at least one week prior to a special meeting for voting by the eligible faculty upon the acceptance of the standards. The Executive Committee may request time at a regular meeting or a special meeting for the input of other faculty members.

b. Considerations for Revision

The standards for reappointment, tenure, promotion, and professor salary adjustment may be considered for revision by the tenured and tenure-track members of the Executive Committee at any time providing a majority of the voting members of the Department request this revision by a petition to the Department Chairperson. The standards, along with all other departmental procedures, shall be regularly reviewed every three years. Revision shall require passage by a majority of those eligible to vote.

3. Balloting on acceptance of standards for reappointment, tenure, promotion, and professor salary adjustment shall be by a secret ballot following discussion.

B. Criteria and Standards for Reappointment, Tenure, Promotion, and Professor Salary Adjustment

1. Prerequisites

The period prior to consideration for tenure in the department shall be as established in the CMU/CMUFA Agreement.

2. University Criteria

The Department's criteria and standards shall not be in opposition to, or less than, university criteria. These college and university criteria and standards should be considered relevant to this process.

3. Reappointment of Regular Faculty

Consistent progress toward the attainment of the criteria listed below is the expectation for all regular faculty seeking reappointment.

- a. Possess a minimum of a Master's degree.
- b. Demonstrate teaching through the University Student Opinion Survey and other methods, such as, but not limited to, documentation of student learning, systematic student evaluations of instruction (quantitative and qualitative), peer evaluations of course materials (syllabi, examinations, and other teaching materials), evidence of student interest (i.e. majors/minors, continued enrollments), alumni opinions, student evaluations of advising, evidence of student achievements, and evidence of encouragement and support of student research. Continued growth related to area of instruction should be demonstrated. This may include appropriate professional certifications related to areas of instruction, course work to refresh or advance knowledge, attendance at professional conferences, seminars and/or workshops, or, in special circumstances, self-directed readings and field experiences. Some faculty may also wish to provide evidence of active involvement in teaching such as statements of personal educational philosophy, curricular innovations, and technological innovations related to teaching.
- c. Demonstrate professional service through membership(s) and involvement in professional organizations and any of the following:
 - (1) consultations, service presentations, and/or workshops,
 - (2) offices held and/or committee service.
- d. Demonstrate university service through involvement in Department, college, and university committees. Additional activities should be reflected in areas such as, but not limited to:
 - (1) recruitment,
 - (2) alumni relations,
 - (3) public relations.

- e. Demonstrate scholarly and/or creative achievements through at least one publication in recognized and refereed professional journals and any of the following:
 - (1) text publication,
 - (2) significant professional project,
 - (3) significant national, regional or state presentations,
 - (4) internal or external grants received.
4. Subsequent Appointment of Temporary Faculty (3/4 and Full Time)
- a. There will be an annual review and evaluation to be completed by the end of the spring semester to allow appropriate time for the review process to be completed. This review is to be completed by the Department Chair or her/his designee, in writing, and shared with the temporary faculty member in a timely manner.
 - b. Evaluation is based on:
 - (1) ability to complete tasks stipulated in job description,
 - (2) potential for further contributions to the department,
 - (3) needs of the department.
5. Early Promotion
- a. In extraordinary circumstances and upon mutual consent of the Department, Dean, and Provost, faculty may be considered for early promotion in accordance with the CMU/CMUFA Agreement.
 - b. Faculty member must be in current rank at CMU for at least two years.
 - c. Faculty member must exceed all the requirements of the desired rank in order to be recommended for early promotion.
6. Tenure
- Tenure decisions are based on (1) the demonstrated competence of the faculty member, (2) the future promise/potential of the applicant to the Department and university as a whole, and (3) needs of Department and university.
- a. Competence

Must meet stated departmental standards in six (6) categories of competence.
 - b. Promise

A faculty member's promise shall be based upon an assessment of member's performance to date, the individual's potential for continued growth and development, and judgment as to whether the individual is likely to contribute to the established goals and objectives of the Department.

- c. Needs of Department and university
7. For Tenure and/or Promotion to the Rank of Assistant Professor, the candidate must:
- a. Possess a minimum of a Master's degree (completion of the doctorate is an automatic promotion to this rank.)
 - b. Demonstrate teaching through the university Student Opinion Survey and other methods, such as, but not limited to, documentation of student learning, systematic student evaluations of instruction (quantitative and qualitative), peer evaluations of course materials (syllabi, examinations, and other teaching materials), evidence of student interest (i.e. majors/minors, continued enrollments), alumni opinions, student evaluations of advising, evidence of student achievements, and evidence of encouragement and support of student research. Continued growth related to area of instruction should be demonstrated. This may include appropriate professional certifications related to areas of instruction, course work to refresh or advance knowledge, attendance at professional conferences, seminars and/or workshops, or, in special circumstances, self-directed readings and field experiences. Some faculty may also wish to provide evidence of active involvement in teaching such as statements of personal educational philosophy, curricular innovations, and technological innovations related to teaching.
 - c. Demonstrate professional service through membership(s) and involvement in professional organizations and any of the following:
 - (1) consultations, service presentations, and/or workshops,
 - (2) offices held and/or committee service.
 - d. Demonstrate university service through involvement in Department, college, and university committees. Additional activities should be reflected in areas such as, but not limited to:
 - (1) recruitment,
 - (2) alumni relations,
 - (3) public relations.
 - e. Demonstrate scholarly and/or creative achievements through at least one publication in recognized and refereed professional journals and any of the following:

- (1) text publication,
- (2) significant professional project,
- (3) significant national, regional or state presentations,
- (4) internal or external grants received.

8. For Tenure and/or Promotion to the Rank of Associate Professor, the candidate must:

- a. Possess an earned doctorate or appropriate terminal degree.
- b. Demonstrate teaching through the university Student Opinion Survey and other methods, such as, but not limited to, documentation of student learning, systematic student evaluations of instruction (quantitative and qualitative), peer evaluations of course materials (syllabi, examinations and other teaching materials), evidence of student interest (i.e. majors/minors, continued enrollments), alumni opinions, student evaluations of advising, evidence of student achievements and evidence of encouragement and support of student research. Continued growth related to area of instruction should be demonstrated. This may include appropriate professional certifications related to areas of instruction, course work to refresh or advance knowledge, attendance at professional conferences, seminars and/or workshops, or, in special circumstances, self-directed readings and field experiences. Some faculty may also wish to provide evidence of active involvement in teaching such as statements of personal educational philosophy, curricular innovations and technological innovations related to teaching.
- c. Demonstrate leadership in professional service through membership(s) and involvement in professional organization(s) and activities* such as, but not limited to:
 - (1) three (3) consultations, service presentations and/or workshops,
 - (2) two (2) professional offices held or committees served.
- d. Demonstrate university service through involvement on four (4) department, one (1) college, and one (1) university committee.*

Additional activities in areas such as, but not limited to:

- (1) recruitment,
 - (2) alumni relations,
 - (3) public relations.
- e. Demonstrate scholarly achievements through at least two (2) publications in recognized and refereed professional journals and any of the following:

* Length of service and quality of committees in III.B.8.d. and e. are also evaluated in the above criteria.

- (1) in the case of revised editions of works (such as textbooks) 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,
- (2) for co-authored works, the applicant must provide a description of the nature of her/his contribution, including the percentage of total effort related to the research and writing, and any other contribution to the work. This description should be signed by the applicant and the co-contributors,
- (3) text publication,
- (4) significant professional project (including internal grants),
- (5) two (2) significant national, regional or state presentations,
- (6) external grants received.

9. For Tenure and/or Promotion to the Rank of Full Professor or Professor Salary Adjustment, the candidate must:

- a. Possess an earned doctorate or appropriate terminal degree.
- b. Demonstrate teaching through the University Student Opinion Survey and other methods, such as, but not limited to, documentation of student learning, systematic student evaluations of instruction (quantitative and qualitative), peer evaluations of course materials (syllabi, examinations and other teaching materials), evidence of student interest (i.e. majors/minors, continued enrollments), alumni opinions, student evaluations of advising, evidence of student achievements and evidence of encouragement and support of student research. Continued growth related to area of instruction should be demonstrated. This may include appropriate professional certifications related to areas of instruction, course work to refresh or advance knowledge, attendance at professional conferences, seminars and/or workshops, or, in special circumstances, self-directed readings and field experiences. Some faculty may also wish to provide evidence of active involvement in teaching such as statements of personal educational philosophy, curricular innovations and technological innovations related to teaching.
- c. Demonstrate leadership in professional services through membership(s) and involvement in appropriate professional organization(s), and such activities* as, but not limited to:
 - (1) five (5) consultations, service presentations and/or workshops,
 - (2) three (3) professional offices held or committees served.
- d. Demonstrate University service through involvement on at least four (4) department, two (2) college, and two (2) university committees.*

* Length of service and quality of committees in III.B.9.d. and e. are also evaluated in the above criteria.

Additional activities in areas such as, but not limited to:

- (1) recruitment,
- (2) alumni relations,
- (3) public relations.

e. Demonstrate scholarly achievements through at least three (3) publications in recognized and refereed professional journals and any of the following:

- (1) text publication,
- (2) significant professional project(s), including internal grants,
- (3) three (3) significant national, regional, or international presentations,
- (4) external grants received.

10. Professor Adjustment

Same criteria and standards as for a Full-Professor

OR

The same criteria and standards for ‘teaching’ and ‘university service,’ and **ONE** of the following:

a. Demonstrate significant leadership in professional services through two (2) of the following:

- (1) at least eight (8) consultations, service presentations, and/or workshops,
- (2) four (4) professional offices held or committees served, one of which is at the executive level,
- (3) significant service project(s)

OR

b. Demonstrate significant scholarly achievements through:

- (1) at least four (4) publications in recognized and refereed scholarly journals

AND, any of the following:

- (1) text publication,
- (2) significant professional project(s),
- (3) four (4) significant national, regional, or international presentations,
- (4) external grants received.

IV. Procedures for Determining Departmental Recommendations for Reappointment, Tenure, Promotion, and Professor Salary Adjustment

A. Administration of Personnel Matters

The Executive Committee shall be the committee administering all matters concerning reappointment, tenure, promotion, professor salary adjustment, sabbatical and other leave requests.

B. Collection of Supporting Material by the Committee, Submission of Supporting Material by the Candidate, Along With Method of Presentation and Documentation

The individual wishing to be considered for reappointment, tenure, promotion or professor salary adjustment is responsible for gathering all of the evidence in support of her/his application and submitting it to the committee. The application materials should follow the outline for criteria and must be well documented, in terms of quantity and quality of achievements, in addition to a narrative statement by the candidate explaining the extent to which each of the criterion and standards have been met. The candidate shall present this application material to the Executive Committee.

C. Process of Evaluating Applications, Voting Procedures, Procedures for Forwarding Recommendations to Dean

1. The Executive Committee receives the application materials and reviews them in accordance with the provisions in the CMU/CMUFA Agreement.
2. The application materials are made available to all eligible voting members.
3. During review of the application materials, the executive committee has the right to request a meeting with the applicants for clarification purposes.
4. The eligible voting members will vote. A positive or negative recommendation shall be the result of a majority vote of the eligible voting faculty.
5. Following this, the Department Chair will forward the recommendation to the Dean with her/his recommendation.
6. The Executive Committee will meet with the applicant within one week of the recommendation being made to advise her/him of the recommendation and prior to forwarding the recommendation to the dean.

D. Appeals to Negative Personnel Decisions

Grievance opportunity shall be available to the affected faculty member in accordance with provisions in the CMU/CMUFA Agreement.

V. Policies Regarding Retrenchment

Faculty retrenchment procedures for the Department will follow the procedures established in the CMU/CMUFA Agreement.

- A. The Executive Committee in consultation with the Department Chairperson shall be the initial body to deal with the issue of retrenchment. The Committee shall investigate all possibilities and make a recommendation to the faculty.
- B. The faculty shall participate in discussion of the Executive Committee's recommendation.
- C. The final recommendation to be submitted to the Dean shall be made by a majority vote of eligible voting faculty.
- D. In the event the Department must reduce its FTE allotment, the following criteria shall be used:
 1. The order of release shall be:
 - a. graduate assistants
 - b. off-campus temporary instructors based upon:
 - (1) program needs,
 - (2) evaluations.
 - c. part-time temporary faculty based upon:
 - (1) program needs,
 - (2) seniority and/or rank.
 - d. full-time temporary faculty based upon:
 - (1) program needs,
 - (2) seniority and/or rank.
 - e. tenure-track faculty based upon:
 - (1) program needs,
 - (2) seniority and/or rank.
 - f. tenured faculty based upon:
 - (1) summer FTE,
 - (2) program needs,
 - (3) seniority and/or rank.

VI. Departmental Policies

A. Procedures for Recommending the Selection of New Faculty

1. The Executive Committee, along with the Department Chairperson, shall be responsible for identifying new faculty positions that are needed within the Department and developing a position and announcement format for these positions.
2. Upon approval of the Dean and Provost, the Department Chairperson shall then follow through on the necessary affirmative action and search procedures to insure the type of search required by the university and recommended by the Executive Committee.
 - a. The Executive Committee shall then act as a screening committee for applicants and shall recommend to the Department Chairperson and faculty three acceptable applicants for the position if at least three acceptable applicants apply.
 - b. All recommended applicants' files will be made available to the Department faculty. The Executive Committee will, in conjunction with the faculty, interview the candidates. Discussion of the final candidates will occur, followed by a vote of the eligible voting members.
 - c. If the Department Chairperson wishes to select any other than the first recommendation, s/he must meet with the Executive Committee to discuss the differences. The Chairperson will then forward the recommendation of the Department to the Dean. The Chairperson may also forward to the Dean her/his own separate recommendation.

B. Procedures for Class Assignment, Advisement Responsibilities and Committee/Service Responsibilities

The Department Chairperson shall be responsible for assigning classes and developing schedules, advisement, and other workload responsibilities within the Department consistent with the CMU/CMUFA Agreement. It is expected that the Department Chairperson will consult with individual faculty members concerning specific problems they may have in their teaching assignments, advising responsibilities or prospective schedules. However, final decisions are made by the Chair.

Faculty seeking release time (must be approved by the Dean) should submit a proposal to the Executive Committee by the start of spring semester classes for the following academic year. Evaluation of proposals will include not only the quality of the proposal, but also completion of prior release time projects and the effect on the Department.

C. Sabbatical and Other Leave Recommendations

A faculty member requesting a sabbatical or other scheduled leave shall submit the “Application for Sabbatical Leave/Leave of Absence” to the Executive Committee at least one month prior to the deadline for submitting applications for such leaves. For a sabbatical leave, a substantive discussion of the proposed project and how it would benefit the Department must be included with the request. Other leave requests must indicate the length of time and reason for which the leave is being requested. The recommendation of the Executive Committee shall be forwarded to the Department Chairperson for her/his recommendation. If there is not concurrence between the two, the request shall be presented to the Department at its next regular meeting for their recommendation by a majority vote of eligible voting members.

D. Allocation Procedures for Funds Over Which Department Has Discretion

1. The Department Chairperson shall be responsible for allocation of funds for the Department. Allocation of basic travel funds shall be appropriately allocated to temporary faculty employed $\frac{3}{4}$ or more and regular faculty.
2. Individual requests above \$1,000 are considered and approved at Executive Committee meetings, with the Chairperson having equal input and voting privileges.

E. Procedures for Allocating Assigned Space

Office space assigned to the Department shall be assigned to the faculty members by the Department Chairperson. Should any two members of the Department wish to exchange allocated space, they may do so at the end of the semester with input from the Department Chairperson.

F. Teaching for ProfEd

An attempt shall be made to distribute off-campus teaching opportunities equally among all regular faculty members of the Department. However, should a faculty member promote one of the courses for which s/he is primary instructor and is responsible on campus, it is expected that s/he will be assigned to teach that particular course at the particular location. Should ProfEd be responsible for promoting the course or should the request come in through normal channels, the following criteria shall determine the person to teach the course:

1. No regular faculty member will be required to accept off-campus teaching assignments except as set forth in the CMU/CMUFA Agreement.
2. No regular faculty member may teach more than three (3) courses for supplemental compensation during the academic year.
3. The regular faculty member primarily responsible for teaching the course on campus shall normally receive the assignment. The primary instructor list will be drawn from those scheduled to teach the course during the current academic year or those who taught the course the preceding year.

4. If two or more faculty members are equally responsible for on-campus instruction in the course recommended, the one who has most recently taught an off-campus class shall be eliminated.
5. If no faculty member desires to fill the request, this will be communicated to ProfEd.
6. Requests for faculty to teach off-campus shall be made to the Department Chairperson who shall then make her/his recommendation according to the above criteria.

G. Distance Learning

An attempt shall be made to distribute distance learning teaching opportunities equally among qualified regular faculty members of the Department.

1. The following criteria shall be used to determine the person to teach each distance learning course:
 - a. No faculty member will be required to accept a distance learning teaching assignment.
 - b. The faculty member primarily responsible for teaching the course on campus shall generally receive the assignment.
 - c. If two or more faculty members are equally responsible for on-campus instruction in the course recommended, the one who has most recently taught a distance learning or correspondence off-campus class shall be eliminated.
 - d. If no faculty member is available from c, a selection from faculty members exhibiting particular background in the requested area shall be made.
 - e. If no faculty member desires to fill the request, this fact will be communicated to ProfEd.
 - f. Routine assignment to classes shall be made by ProfEd according to the above criteria. Should any questions arise as to proper assignment, the Department Chairperson shall make any necessary decisions. Further clarification, if necessary, will be made by the Executive Committee.
 - g. Any proposed addition to the course listings for distance learning courses must be submitted to the Department before implementation.

H. Summer Teaching

1. All faculty may offer classes during the summer sessions (Summer I [three weeks], Summer I [six weeks], and Summer II [six weeks]). All classes will be on a “make” basis. That is, they must generate enough revenue to cover the faculty member’s salary. Final approval on offering a course rests with the dean.
2. Faculty must notify the Executive Committee, in writing, of the intent to offer a summer class prior to November 1.
3. In turn, the Executive Committee will notify the Department Chairperson on November 1 of the intent of faculty to offer a summer class.
4. By the end of Phase I registration, if class enrollment is not sufficient to cover the instructor’s salary, the Department Chairperson reserves the right to cancel the class.
5. A faculty member may choose to both teach and supervise interns during the summer as long as the assignments do not conflict with provisions in the CMU/CMUFA Agreement and do not exceed the Department’s FTE allocation.

I. Assignment of Summer Intern Supervision

1. Faculty wishing to supervise interns during the summer must make their intentions known to the Executive Committee by the University’s spring break. The Executive Committee, with the Director of the Center for Leisure Services, will determine the number of faculty needed for supervision.
2. Based upon demand, faculty will be offered three (3) hours of internship coverage determined by their seniority within the Department. In this case, seniority is defined as years of full-time service in the Department as a tenure-track faculty member. If additional coverage is needed, then tenure-track senior faculty members will be offered the opportunity first until the need is fulfilled with a maximum of six (6) hours of total summer work allowed (e.g., classes and internship supervision). In the event of a tie in years of service, selection will be determined by faculty rank. Any surplus FTE needs may be assigned to non-tenured faculty based upon years of service to the Department.
3. Faculty will be notified of summer internship supervision assignments by April 1.
4. A faculty member may choose to both teach and supervise interns during the summer as long as the assignments do not conflict with provisions in the CMU/CMUFA Agreement and do not exceed the Department’s FTE allocation.

J. Procedures for Recommending Initial and Continuing Membership in Graduate Faculty

1. Criteria for regular membership shall be:
 - a. Associate or full professor on regular appointment; or

- b. Assistant professor with earned doctorate or appropriate terminal degree on regular appointment; or
- c. Other persons, who hold at least a Master's degree plus five years of qualifying professional experience and who are elected by the faculty of the appropriate Department or discipline.

2. Additional requirements

Each person selected for membership must have been involved in the following activities within the four-year period immediately preceding selection:

- a. Teaching graduate students in courses numbered 500 and above and/or supervising graduate student theses, research, independent studies, internships, field studies, or practica.
- b. Engaging in research or creative endeavors appropriate to the discipline.
- c. Graduate School guidelines will be met.