

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

Approved October 1, 2002

Table of Contents

I.	Organization of the Department of Geography	2
A.	Identify	2
B.	Composition.....	3
C.	Operational Authority.....	3
D.	Operational Procedures	4
II.	Organization of Standing Committees of the Department of Geography.....	4
A.	Number and Types of Standing Committees.....	4
B.	Charge of Standing Committees	5
III.	Administrative Committee Procedures	5
A.	Responsibilities	5
B.	Committee Composition.....	5
C.	Operating Procedures	6
D.	Authority.....	6
IV.	Assessment, Curriculum and Planning Committee Procedures	6
A.	Responsibilities	6
B.	Committee Composition.....	7
C.	Operating Procedures	7
D.	Authority.....	8
V.	Professional Development Policy.....	8
A.	Preamble	8
B.	Funding.....	8
VI.	Procedures for Recommending Reappointment for Tenure Track Faculty	8
A.	Procedure for Participation	8
B.	Criteria and Standards for Reappointment	8
C.	Procedures.....	10
VII.	Procedures for Recommending Tenure	11

	A.	Procedure for Participation	11
	B.	Criteria and Standards for Tenure	11
	C.	Procedures.....	12
VIII.		Procedures for Recommending Promotion/Professor Salary Adjustment.....	13
	A.	Procedure for Participation	13
	B.	Criteria and Standards for Promotion/Professor Salary Adjustment	13
	C.	Procedures.....	14
IX.		Sabbatical Leave.....	15
	A.	Applications for Sabbatical Leave	15
	B.	Department Review of Sabbatical Proposals.....	16
X.		Guidelines for the Selection of a Faculty Member.....	16
	A.	Tenure Track Position	16
	B.	Temporary Position.....	17
XI.		Guidelines for Reappointment of a Chairperson	17
	A.	Review of Chairperson’s Current Term	18
	B.	The Review Forum.....	18
	C.	Recommended Appointment Term.....	18
	D.	Appointing a New Chairperson	18
XII.		Guidelines for Department Chairperson Informal Annual Feedback.....	19
XIII.		Workload Guidelines	19
	A.	Teaching Load	19
	B.	Non-Teaching Load.....	20
	C.	Course Assignment and Class Scheduling	20

**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 instructional Department that are not covered by external regulations and 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 and is required by the Agreement. 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 regular faculty member. A maximum amount of \$600 may be accumulated. (Temporary faculty and regular faculty on reduced assignment can request an amount equal to their appointment, i.e. a full time teaching temporary faculty member = full amount of Professional Development Funds, $\frac{3}{4}$ time teaching temporary faculty member = $\frac{3}{4}$ times Professional Development Funds, $\frac{1}{2}$ time teaching temporary faculty member = $\frac{1}{2}$ time Professional Development Funds as examples.)

Fifty percent of the funds that the department receives from regular faculty activities that generate no overhead (e.g. teaching for the College of Extended Learning) will be available to the faculty member to be used for professional development within University guidelines.

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. A Ph.D. shall be required for reappointment.
3. 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.
4. The candidate's credentials will be based on professional activities in the following areas: teaching effectiveness, scholarly and creative activity, professional growth, and university service. Outstanding accomplishment in one area may balance weakness in another.
 - 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 other 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. Applying for an external grant or contract shall also be considered evidence of scholarly activity. 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. **Professional Growth:** The candidate is expected to be professionally active in the discipline. Normal activities may include the following: attendance at professional meetings, attending classes or workshops that lead to upgrading and/or retraining in professional skills within or related to the discipline.
 - d. **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 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.
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. **Chairperson's Report and Submittal to the Dean:** The department chairperson shall complete the reappointment recommendation and submit it to the Dean of the College of Science and Technology. The report will include the outcome of the departmental vote and an independent evaluation by the chairperson. A copy of the recommendation will be placed in the candidate's file and be available for the candidate's inspection.
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. A Ph.D. shall be required for tenure.
3. 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.
4. The candidate's credentials will be based on professional activities in the following areas: teaching effectiveness, scholarly and creative activity, professional growth, and university service.
 - 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 other valid measures of teaching effectiveness.
 - b. **Scholarly/Creative Activities:** The candidate is expected to have engaged in scholarly activities and have published in refereed publications or books. Securing an external grant or contract shall also be considered evidence of high level scholarly activity. Both the quality and quantity of the scholarly activities will be evaluated. 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 papers at professional meetings is a scholarly and creative activity.
 - c. **Professional Growth:** The candidate is expected to have been professionally active in the discipline. Normal activities may include the following: attendance at professional meetings, applying for a grant, or submitting a paper for publication. Attending classes, professional meetings or workshops and

participating in other types of educational activities that lead to upgrading and/or retraining in professional skills within or related to the discipline are also considered important.

- d. **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.

C. Procedures

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

1. **Initiation of the Tenure Process:** It is the candidate's responsibility to formally apply for tenure.
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.
3. **Meeting with the Administrative Committee:** The Administrative Committee shall meet with the candidate and discuss tenure 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. **Chairperson's Report and Submittal to the Dean:** The department chairperson shall complete the tenure recommendation and submit it to the Dean of the College of Science and Technology. The report will include the outcome of the departmental vote and an independent evaluation by the chairperson. A copy of the recommendation will be placed in the candidate's file and be available for the candidate's inspection.
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.

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/Professor Salary Adjustment

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

1. Normally the candidate will spend at least four years in rank, and at least two years at CMU before being promoted. 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, professional growth, and university service.
 - 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 other valid 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 two articles in peer-reviewed publications, or the equivalent, are expected. 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 papers at professional meetings is a scholarly and creative activity.
- c. **Professional Growth:** The candidate is expected to have been professionally active in the discipline. Normal activities may include the following: attendance at professional meetings, applying for a grant, or submitting a paper for publication. Attending classes, professional meetings or workshops and participating in other types of educational activities that lead to upgrading and/or retraining in professional skills within or related to the discipline are also considered important.
- d. **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.

C. 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 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.

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. **Chairperson's Report and Submittal to the Dean:** For a positive recommendation the Department Chairperson shall complete the promotion/professor salary adjustment recommendation and submit it to the Dean of the College of Science and Technology. The recommendation will include the outcome of the departmental vote and an independent evaluation by the Chairperson. A negative recommendation shall be forwarded to the Dean of the College of Science and Technology in accordance with the existing CMU/FA Agreement. In all cases, the Department's recommendation will be placed in the candidate's departmental file.
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.

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.

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 Ph.D. in Geography or appropriate field for the position.
 - b. Show potential for scholarly and creative activity.
 - c. Have college level teaching experience accompanied by student evaluations.

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. Temporary Position

1. Full Time Temporary 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 Temporary 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

If the Chairperson wishes to be considered for reappointment, the Department will conduct a formal review of the chairperson during the final year of her/his current term.

B. The Review Forum

The chairperson of the Administrative Committee will convene the faculty to review and to consider reappointment 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. Reappointment 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 reappointed, 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 INFORMAL 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 be 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 a total falling outside of this range. The Department Chairperson is expected to maintain a teaching load of ½ of that of a regular full-time faculty member.

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.