

**DEPARTMENT OF GEOSCIENCES
DEPARTMENTAL POLICY STATEMENT**

Submitted for approval to

**The Chair, Department of Geosciences
Dean, College of Arts and Sciences
AAUP Chapter, WMU
Director, Collective Bargaining and Contract Administration**

**Department of Geosciences Faculty
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“IT IS THE RIGHT, THE RESPONSIBILITY, AND THE PRIVILEGE OF UNIVERSITY FACULTIES TO PARTICIPATE IN THE GOVERNANCE OF THEIR DEPARTMENTS. FUNDAMENTALLY, WHAT IS DESIRABLE AND INTENDED BY THE DEPARTMENT POLICY STATEMENT IS TO ENSURE MEANINGFUL PARTICIPATION BY DEPARTMENT FACULTIES AND PROCEDURAL REGULARITY WITHIN DEPARTMENTS. IT IS UNDERSTOOD THAT THE ULTIMATE POWER OF DECISION MAKING RESIDES WITH THE ADMINISTRATION. THIS POLICY STATEMENT IS ONE MEANS BY WHICH THE FACULTY OF THIS DEPARTMENT MAKE RECOMMENDATIONS TO WESTERN.”

PREAMBLE

The Geosciences faculty has prepared the following policies and procedures in accordance with the current Agreement between Western Michigan University and the WMU-AAUP Chapter, which states that the “Policy Statement is one means by which the faculty of this unit makes recommendations to Western” (as per current Agreement). These policies are also based on our conviction that, for any university unit to function effectively, its faculty members must be full participants in the decision-making process.

Primary competence rests at the unit level to make decisions and recommendations that directly affect its faculty and academic programs. The Department shall function on a participatory and egalitarian basis, with direct consent of the Faculty. The Chair shall function as advocate of the Department, liaison to the Administration, and administrative leader of the Department as stipulated in the Agreement, and shall administer by advice and in consultation with of the Faculty in all appropriate matters.

I. PROGRAM OPERATIONS

A. Department Meetings

1. Regular Department Meetings

The Faculty will act through regular Faculty meetings during the academic year. The Chair will set and announce the dates. Faculty will receive an agenda at least one day prior to each meeting. Regular Department Meetings will normally occur on a biweekly basis. The total number of Regular Department Meetings in a semester will normally not exceed half the number of calendar weeks in that semester.

2. Special Department Meetings

The Chair, or any three Faculty in the unit, may request a special meeting and provide the agenda. Proposed Special Meetings must be approved by an absolute majority of Bargaining Unit Faculty Members in the Department. The Chair will schedule special meetings requested by the Faculty no later than one week if approval is granted by the Faculty.

3. AAUP Faculty Meetings

Meetings of the Faculty may be called by the AAUP Association Council Representative or by any three Faculty. These Faculty meetings shall be chaired by the department's AAUP Association Council Representative or his/her designee.

4. Minutes

A Recording Secretary shall prepare and promptly distribute minutes of all program meetings. The Recording Secretary shall file a copy of the minutes in the Departmental Office, and shall distribute a copy of the minutes of each meeting via email to all faculty within one day prior to the next Meeting.

5. Voting

Voting by proxy shall not be permitted in program meetings. Absentee ballots shall be permitted with the majority consent of present faculty members eligible to vote. Voting procedure shall be in accordance with the procedures described in Appendix V.

6. Quorum

A quorum shall consist of a simple majority of the Faculty. Regular Department Meetings, Special Meetings, and Committee Meetings shall be scheduled based on an expectation of quorum attendance. Attendance of all Faculty Members is not a prerequisite for scheduling or holding Meetings, and if a quorum is met the absence of other Faculty members shall not be a sufficient reason for the delay or rescheduling of Meetings.

B. Elections to Standing Committees

Elections to all standing committees shall be made at the first regular Department Meeting after the beginning of a new academic year. Standing Committee member nominees shall be selected by solicitation of volunteers, or by nomination by the Faculty or the Chair. The Department Chair may nominate Committee members in consultation with . The Faculty may nominate members who may be vetoed by the Department Chair. Finally, Committee Chair may be selected by the Department Chair with veto power by the Faculty or selected by the Faculty Committee members with veto power by the Department Chair. Faculty not present shall not be nominated without their prior written consent. Untenured tenure-track Faculty shall not be nominated by another Faculty member or by the Chair for any Committee memberships, although such faculty are free to volunteer service at their own discretion. Elections shall be by majority vote of those present and eligible to vote. The Department Chair shall be a non-voting *ex officio* member of all standing committees except the Personnel Committee. The Department Chair shall not serve as Chair of any Standing or *ad hoc* Committees. No single Faculty Member shall serve as Chair on more than two Committees at any one time.

C. Committee Meetings

All meetings of standing and *ad hoc* Departmental committees, with the exception of the Personnel Committee, shall be open to all Faculty.

D. Recording Secretary

One of the Departmental Staff shall function as Recording Secretary during all Faculty Meetings. The Recording Secretary shall distribute minutes of each meeting to the Faculty. Following approval of the minutes, the Recording Secretary shall deposit an approved copy in the Departmental Office and distribute copies via email to all Departmental Faculty and the Chair.

E. Parliamentary Procedures

The current edition of Robert's Rules of Order shall govern the Faculty in all parliamentary situations.

F. Amendments to Policies and Procedures

Amendments to the DPS may be proposed by any three Faculty members at any Faculty meeting called by the Chair or the representative of AAUP Association Council. A 2/3 majority of the Faculty is necessary to ratify such amendments. Following ratification, the Department shall submit the amendment to the policy statement for approval as specified in the current Agreement.

II. THE FACULTY

A. Membership and Voting Rights

All Geosciences Department Faculty are expected to participate in the deliberations of the Department. All Bargaining Unit Faculty of the Department have voting rights, with the exception of adjunct faculty and faculty holding appointments as administrators (e.g. Department Chair) who will make decisions on faculty recommendations. Absentee ballots shall be permitted with the majority consent of present faculty members eligible to vote.

B. Appointment of New Faculty and Reappointment of Faculty

1. Development of Position Description

The Chair will consult with the Faculty to continuously evaluate current and future program personnel needs. Upon anticipated authorization of a position, the Chair shall seek volunteers for an *ad hoc* Faculty Search Committee for each such position. If no volunteers are forthcoming the Chair may nominate Faculty Members to serve on the Faculty Search Committee as necessary and in consultation with the Faculty. The *ad hoc* Faculty Search Committee will be constituted to carry out search operations, prepare job descriptions, and seek Faculty approval for the descriptions at a Department Faculty Meeting.

2. Search Procedure for New Appointment

- a. The *ad hoc* Faculty Search Committee shall review applications and develop a short list of qualified candidates to interview. Applicants should be notified of the Search Committee's decisions on a timely basis, normally by the Chair of the Search Committee. The short list will be presented by the Search Committee to the Faculty at a Departmental Meeting. The Faculty shall have the opportunity to review the credentials of all candidates. Approval of the short list shall be sought at a Departmental Meeting. Following Faculty approval, the recommended short list will be forwarded to the Department Chair.
- b. The Search Committee shall keep minutes of their meetings and formal discussions.
- c. The Search Committee will be responsible for arranging and scheduling interviews with all candidates from the short list. An interview shall include an on-site visit, a public seminar presentation, and individual or small-group discussions with the Faculty and students.
- d. After the completion of interviews, the Faculty shall vote on the candidates at a Faculty Meeting. Candidates shall be ranked in order of preference according to the total number of Faculty votes supporting each candidate. A preferred candidate shall be recommended to the Chair and the Dean of the College of Arts and Sciences for appointment.

C Joint Hires

- a. In cases where a new Faculty hire is planned as a Joint Appointment with another Unit, the Faculty Search Committee Chair shall actively and consistently communicate with a due representative of the Unit to which the new hire will be jointly appointed. The Faculty Search Committee, in consultation with the Department Chair and the other Unit, shall establish expectations of the new hire with regards to teaching commitments and tenure home, prior to interviews.
- b. A new Faculty hired as a Joint Appointment with another Unit shall have stipulated in his/her Letter of Employment all conditions and expectations pertinent to his/her Joint status, in line with the Agreement. In order to avoid repetition of past situations arising out of joint hire, this letter may, at the discretion of the administration, address issues including but not limited to: division of teaching load, expectations of teaching particular classes (if known) for which Unit on a recurring basis, office and laboratory space occupancy in either Unit, and acknowledgement of divided Faculty service commitments.
- c. If a Faculty member already employed at the University as a Bargaining-Unit Member of another Unit wishes to alter his/her conditions of employment to initiate a Joint Appointment with the Department, he/she shall submit a written request to the Department Chair, who shall present this request to the Faculty, who in consultation with the Department Chair shall establish expectations for this new Joint Appointment that are amenable to the Chair of the other Unit, the Applicant, and the

Department Faculty. A majority vote of the Faculty shall approve the Applicant's request. Establishment of a new Joint Appointment of a Faculty Member already employed at the University as a Bargaining Unit Member may include a commitment to the Department of teaching, research, service, or a combination of all three. These processes shall be in accordance with the Agreement in effect at that time.

- d. If an existing Department Faculty Member wishes to extend his/her Appointment to include another Unit (thus creating a Joint Appointment), he/she shall present a written request to the Department Chair. The Department Chair shall not decline the Applicant's request without first consulting with the Applicant and a due representative of the other Unit. The Department Chair, in consultation with the Applicant, departmental faculty and a due representative of the other Unit, shall establish expectations for a new Joint Appointment that are amenable to the Department Chair, the other Unit, and the Applicant. Establishment of a new Joint Appointment of a Faculty Member already employed at the University as a Bargaining Unit Member may include a commitment to the other Unit of teaching, research, service, or a combination of all three. These processes shall be in accordance with the Agreement in effect at that time.

**D. Spousal Hires, Positions of Opportunity and Offering Term Appointees
Positions Leading to Tenure**

- a. Under circumstances when it is not possible to follow the standard search procedures described in II.B.2., the Faculty shall have the opportunity to review the credentials of a candidate, conduct a formal interview as described in II.B.2.b., and make a recommendation to the Chair and the Dean of the College of Arts and Sciences regarding the suitability of the candidate for a position in Geosciences. Examples of non-standard circumstances may include opportunities for spousal hires, Presidential hires, or other hires of opportunity.
- b. If a person who has taught classes as a term appointee or done soft-money research, teaching and/or extension for the Geosciences Department, including MGRRE, desires a more permanent position, s/he should discuss that desire with faculty and the Chair. The tenured and tenure-track faculty shall consider whether to seek a tenure-track position, possibly as a Faculty Specialist, and decide whether to do so by a vote by secret ballot. If the faculty decide to seek such a position, they will further determine by vote whether to recommend a national search based on the requirements of the position being sought and the candidate's unique qualifications and quality of past service. These processes shall be in accordance with the Agreement in effect at that time.

III. COMMITTEES and ELECTED POSITIONS

Practices regarding the election and appointment of committee members shall be according to Section I.B. of this document.

A. Personnel Committee (Standing)

1. Membership

The Personnel Committee shall consist of all tenured Bargaining Unit Faculty in the Department. The Personnel Committee shall elect a Personnel Committee Chair annually. The Department Chair shall not be a member of and shall not participate in meetings or deliberations of the Personnel Committee.

2. Functions

- a. As needed, review the performance of adjunct, term, part-time and temporary appointees, and make written recommendations on reappointment to the Chair.
- b. Conduct promotion reviews according to procedures in Section V.C including advising of all untenured, tenure-track appointees as provided in V.A.
- c. Conduct tenure reviews according to procedures in Section V.B. including advising of all untenured, tenure-track appointees as provided in V.A.
- d. Request data and make recommendations regarding layoff and recall in accordance with the current Agreement.
- e. Appoint an ad hoc Sabbatical Leave Committee in accordance with Section III.G.
- f. Appoint an ad hoc Promotion Committee in accordance with Section III.H.
- g. If deemed necessary, initiate procedures leading to a recommendation for removal of the Chair in accordance with Section IX.B. A motion recommending removal will require a 2/3 vote of Board Appointed Faculty in the Program.
- h. Periodically administer the departmental review of the performance of the Department Chair.

3. Meetings

The Chair of the Personnel Committee, the Chair of the Department, or any three members of the Personnel Committee may call meetings when they deem it necessary.

4. Quorum

A quorum shall consist of a simple majority of the Personnel Committee.

B. Budget Committee (*Standing*)

1. Membership

The Budget Committee shall consist of at least three Faculty Members.

2. Functions

The Committee shall assist the Chair in developing and assessing Departmental priorities with respect to the outlay of Department resources. The Committee will evaluate Department needs with informational assistance from the Faculty, Staff and Students of the Department, where appropriate and necessary, and shall recommend to the Chair and to the Faculty how available funds should be distributed for optimal performance and advancement of Departmental concerns. The Committee shall commission the Departmental Administrative Assistant to prepare and issue an annual report to the Department Chair and the Faculty summarizing the status of Departmental budgetary resources and the availability of such resources in meeting the needs of the Department, and providing recommendations on future allocations of Department finances and the need (if any) for additional resources from the College, University, or other sources. When necessary, the Department Chair may devolve to the Budget Committee additional financial duties involving Department funds.

C. Summer Hydrogeology Field Course Committee (*Standing*)

1. Membership

The Summer Field Course Committee shall consist of all Faculty Members who teach or have taught part of at least one section of the Summer Hydrogeology Field Course. The Committee members will mutually choose from among their membership a Chair of the Committee.

2. Functions

The Committee shall be accountable for oversight of the Summer Hydrogeology Field Course and its Coordinator (if that Coordinator is not a WMU Faculty member), management of facilities and instrumentation that are used in the Field Course, preparation of an annual budget statement describing the financial standing and resources of the Field Course, development and submission of external grant proposals requesting funds to support the Field Course, hiring and dismissal of personnel who perform service and support functions for Field Course equipment, advertisement of the Field Course, and development of administrative or curricular documentation pertaining to the Field Course or modifications thereof. The Committee shall issue an annual report to the Department Chair and the Faculty summarizing the status of Field Course funds, support, student registration, and equipment.

D. Assessment Committee (*Standing*)

1. General

The Faculty shall undertake the Assessment of graduate and undergraduate learning outcomes.

2. Membership

The Assessment Committee shall consist of at least three Faculty members.

3. Functions

In accord with the Assessment Plan for evaluation of teaching and learning effectiveness at the undergraduate level, the Assessment Committee will collect and collate appropriate information from Department Faculty. The Committee will forward such information as needed to the University Assessment Committee and the Department Chair.

E. Graduate Policies and Admissions Committee (Standing)

1. General

The Faculty shall take the primary responsibility for the development, review, and revision of the Graduate Programs. While the Curriculum Committee is seen as having an overview of the entire curriculum, the Graduate Policies and Admissions Committee shall be primarily responsible for matters related to the Graduate Programs.

2. Membership

The Graduate Policies and Admissions Committee shall consist of at least three members of the Graduate Faculty. The Graduate Advisor shall be an ex-officio member, unless directly elected to the Committee.

3. Functions

The Graduate Policies and Admissions Committee shall:

- a. Review application folders for admittance of new prospective graduate candidates to the Graduate Program, and approve or decline student applications by majority vote of the Committee.
- b. Develop and recommend efforts for student recruitment and retention.
- c. Make recommendations to the Curriculum Committee regarding proposed Graduate course additions, deletions, or revisions.
- d. Make recommendations to the Faculty regarding requirements for Graduate degrees and admission standards.
- e. Make recommendations to the Department Chair regarding the awarding of student Assistantships in the department.

4. Meetings and Procedures

- a. The Graduate Policies and Admissions Committee shall meet in a timely fashion to act upon student admissions.

- b. Meetings may be requested by the Department Chair, the Graduate Advisor, or any member of the Committee. Meetings will be called and the agenda set by the Chair of the Committee.

5. Review of Recommendations

Actions of the Committee regarding student admissions shall be forwarded to the Graduate Advisor, who shall be responsible for informing potential graduate students, the Department Chair and the Graduate College of any action. Actions of the Committee regarding Graduate courses shall be forwarded as recommendations to the department Curriculum Committee. Actions of the Committee on all other matters shall be forwarded as recommendations to the relevant Committee(s) or to the Faculty at a regular or special Department Meeting.

F. Curriculum Committee (Standing)

1. General

The Faculty shall take the primary responsibility for the development, review, and revision of courses and programs as described in University bulletins, catalogs, and other relevant documents.

2. Membership

The Curriculum Committee shall consist of at least three Faculty members.

3. Functions

The Curriculum Committee shall:

- a. Submit materials for Undergraduate/Graduate Catalog revisions in a timely fashion.
- b. In consultation with the Faculty, periodically review all courses with reference to the total program offerings.
- c. Make recommendations to the Faculty regarding proposed course additions, deletions, or revisions.
- d. Make recommendations to the Faculty regarding curriculum changes.

4. Meetings and Procedures

The Chair of the Committee shall provide the committee with a proposed agenda before the meeting.

5. Review of Recommendations

The Committee shall forward its recommendations for action at a regular or special Department meeting. The Faculty, by motion and vote at a Faculty Meeting, may accept, reject, revise, or refer back to the Curriculum Committee any item considered under this procedure. Only recommendations approved by a majority vote of the Faculty at a Department meeting shall be forwarded for action.

G. Workload Committee (*Ad Hoc*)

1. Membership

The Workload Committee shall be an *ad hoc* committee consisting of at least three members of the Faculty.

2. Functions and Procedures

The Workload Committee shall receive applications from Faculty Members requesting a future change of their work load. Applicants seeking an altered workload must present a written request that includes evidence supporting their request. The Committee shall evaluate each request on an individual basis, and may request additional information from the applicant. The Committee shall prepare a written evaluation and recommendation of each application for altered teaching load, and shall present this recommendation to the Applicant and the Department Chair. The Department Chair shall evaluate the merits of available applications in the context of overall Departmental needs and instructor availability, shall assess the workload of the Applicant and shall approve or deny applications based on these considerations.

H. Sabbatical Leave and Assigned Time Committee (*Ad Hoc*)

1. Membership

The Sabbatical Leave Committee shall be an *ad hoc* committee consisting of three members of the Personnel Committee appointed by the Chair of the Personnel Committee upon request of the Department Chair. The Chair of the Personnel Committee will designate the Chair of the Sabbatical Leave Committee. A Faculty Member applying for sabbatical leave may not serve on the Sabbatical Leave Committee considering his or her application.

2. Functions and Procedures

The Sabbatical Leave Committee shall meet, as necessary, to evaluate sabbatical leave proposals, make recommendations to the Department Chair, and notify each applicant of the Committee's recommendations. This committee shall also advise the Chair matters related to assigned time requested by faculty members.

3. Appeals

Appeals may be made as specified in the current Agreement.

I. Promotion Committee (*Ad Hoc*)

1. Membership

The Promotion Committee shall consist of all Board Appointed Departmental Faculty at or above the rank sought by the applicant. The Department Chair shall not be a member of this committee.

2. Functions

The Promotion Committee shall conduct promotion reviews according to procedures in Section V.C.

J. Leadership Assignments (*Standing*)

Particular functions and duties within the Department require effort on a continuing or intermittent basis, but may not warrant the dedication of a multi-person committee to the particular task, or may be counterproductively affected by the assignation of more than one Faculty member to a task. Examples may include maintenance of the Department website, preparation of a Department newsletter, service as AAUP representative, or broker of Department publicity. In such cases the Department Chair shall solicit volunteers for such Leadership Assignments. If no volunteers are forthcoming for a given Leadership Assignment, the Chair may appoint Faculty to the positions as necessary.

K. Other Committees (*Ad Hoc*)

As needed, other ad hoc committees may be created to service particular temporary or on-demand functions. Such Committees will be constituted for no longer than one semester, or until their specific tasks are completed, whichever is shorter in duration. Such committees may be suggested by the Department Chair in consultation with faculty or any Department Faculty member

L. Associate Chair

To facilitate the smooth operation of administrative tasks during any extended absence of the Department Chair, an Associate Chair shall be designated. Election of the Associate Chair shall occur at the first regular Department Meeting after the beginning of a new academic year. The Faculty shall elect an Associate Chair by simple majority vote. Approval by the Dean shall be sought if necessary.

IV. STUDENT ADVISING

A. Graduate Advisor

The Graduate Advisor is the departmental liaison with the Graduate College and is responsible for tasks assigned by the graduate policies of the Department. The Graduate Advisor shall be elected by the Faculty and the Chair. Graduate Advisors shall normally serve terms of one academic year, immediately upon election at the beginning of the Fall semester of that year. It is expected that the Graduate Advisor shall work closely with the Graduate Policies and Admission Committee, and that tasks not explicitly involving interaction with the Graduate College, or which do not constitute executive functions such as direct advising of graduate students and providing information to potential graduate candidates, be delegated to the Graduate Policies and Admissions Committee.

1. Functions

The Graduate Advisor shall review the performance and progress of graduate students on an annual basis, and write an evaluation of each graduate student that assesses his/her satisfaction to date of degree requirements and milestones. The Committee shall issue a written Evaluation of each graduate student, rating his/her work to date as Unsatisfactory or Satisfactory. A copy of each Evaluation will be placed in the students' file, and will be distributed to the student, his/her advisor and the Department Chair. Reviews of graduate students shall normally be carried out in Spring semester of each year.

B. Undergraduate Advisors

Each separate major or undergraduate degree offered by the Department shall have a designated Undergraduate Advisor, who shall be elected by the Faculty and the Chair. There shall be one advisor for majors in Geology/Geophysics/Geochemistry, one for Hydrology/Earth Science and one for majors in Earth Science Teaching. Undergraduate Advisors shall act as mentors to undergraduate students belonging to the appropriate major, or who are interested in declaring the appropriate major, on an as-needed basis, providing information about degree requirements, scheduling of classes, satisfaction of prerequisites, selection of permissible elective courses, and other troubleshooting functions. Undergraduate Advisors shall normally serve terms of one academic year, beginning on the first day of the Fall semester of that year.

V. TENURE AND PROMOTION

A. Faculty Advisors

The Department is firmly committed to providing a supportive environment for the successful attainment of tenure. The Department will therefore make a mutually acceptable faculty mentor/advisor available to untenured faculty, should the untenured faculty member so desire.

- a. The Faculty Advisor should be a proactive guide, advocate and resource for the untenured colleague. In this role the Advisor shall not prepare written evaluations of the Advisee.
- b. The Advisor should seek to maintain regular contact with the Advisee.
- c. The Advisor should provide ongoing guidance to the Advisee about balancing among the areas of performance as specified in the current Agreement and Departmental Policy Statement.
- d. The Advisor should help the Advisee identify University resources relevant to his or her research, teaching and service duties.
- e. The Advisor should be prepared to be an advocate for the Advisee in that the Advisor can convey advice to the Personnel Committee on areas of concern by the Advisee, or vice versa

B. Tenure

Tenure marks the transition from probationary to non-probationary Faculty status based on past performance and the expectation of continued high standards of performance. Tenure reviews shall be conducted by the Personnel Committee.

1. Eligibility and Scheduling of Tenure Reviews

The timetable in the current Agreement shall govern procedures for tenure and scheduling of tenure reviews. Following the requirements of the current Agreement, a faculty member may request an early tenure review.

2. Recommendations on Tenure

The Personnel Committee will review materials of the candidate and prepare a summary recommendation for inclusion in the candidate's file. The Faculty Advisor shall be consulted in matters of concern, and shall provide advocacy towards the Advisee. For a positive recommendation, a majority of the actively voting members of the Personnel Committee must cast their votes in favor of tenure and continued appointment. Abstentions shall not be counted as contributors to the total number of actively voting members. Voting will be by secret ballot.

3. Reporting of Results

The recommendations of the Personnel Committee shall be reported as specified in the current Agreement. The deliberations shall remain confidential within the Committee. The Chair of the Committee shall notify the reviewed Faculty Member of its recommendation in writing, specifying strengths and weaknesses as specified in the current Agreement.

4. Joint Appointments

In the instance of a Candidate for Tenure who holds a Joint Faculty Appointment with another Unit, a Delegate selected from amongst the Faculty of the other Unit shall participate as a voting member of the Personnel Committee during all scheduled Meetings of the Personnel Committee where discussions are held of the Jointly Appointed Candidate for Tenure.

5. Evaluation Criteria

The Personnel Committee shall utilize the criteria stated in Section V.E below and those contained in the current Agreement.

6. Appeals

Appeals may be made as specified in Section VIII and in the current Agreement.

C. Promotion

1. General

Promotion reviews shall be conducted by the Promotion Committee.

2. Eligibility and Scheduling of Promotion Review

Following the requirements of the current Agreement shall govern procedures for promotion and scheduling of promotion reviews. A Faculty Member may request an early promotion review following the requirements of the current Agreement.

3. Review Procedures and Criteria

The Promotion Committee shall utilize the promotion criteria stated in Section V.E below and those contained in the current Agreement. Each Faculty Member reviewed may be asked to provide additional or clarifying information to the Promotion Committee. Each Faculty Member reviewed may make a brief clarifying or explanatory statement orally, in writing, or both, to the Promotion Committee.

4. Joint Appointments

In the instance of a Candidate for Promotion who holds a Joint Faculty Appointment with another Unit, a Delegate selected from amongst the Faculty of the other Unit shall participate as a voting member of the Promotion Committee during all scheduled Meetings of the Promotion Committee where discussions are held of the Jointly Appointed Candidate for Promotion.

5. Recommendations on Promotion

The Promotion Committee will review materials of the candidate and prepare a summary recommendation for inclusion in the candidate's file. For a positive recommendation, a majority of the actively voting members of the Personnel Committee must cast their votes in favor of promotion. Abstentions shall not be counted as contributors to the total number of actively voting members. Absentee ballots shall be permitted except for those faculty who are on leave or sabbatical. Voting will be by secret ballot.

6. Reporting of Results

The recommendations of the Promotion Committee shall be reported as specified in the current Agreement. The deliberations and the vote count shall remain confidential within the Committee. The Chair of the Committee shall notify the reviewed Faculty Member of its recommendation in writing, specifying strengths and weaknesses as specified in the current Agreement.

7. Appeals

Appeals may be made as specified in Section VIII and in the current Agreement.

D. Student Evaluations

1. Of Faculty

Student evaluations shall be conducted as described in the Agreement. These processes shall be in accordance with the Agreement in effect at that time. Student evaluations shall be administered by graduate teaching assistants appointed by the Department Chair, or by undergraduates designated by the Department Administrative Assistant, and shall not be available to any Faculty until statistical assessments have been completed. The disposition of written comments in the evaluations is at the discretion of the Faculty Member evaluated and is to be consistent with the current Agreement. The Department Chair shall not request to read the written comments.

2. Of Teaching Assistants

Student ratings of the instructors' course evaluations of Teaching Assistants and Doctoral Associates shall be conducted using the form stipulated by the Agreement. Evaluations shall be administered by the Professor supervising his/her TA or his/her designee . Evaluations shall be reviewed by the Graduate Advisor and distributed to the Faculty upon request.

E. Evaluation Criteria

1. General

Different mixes of academic, professional and service activities by individual faculty members may best serve the objectives of the Department. Faculty are expected to strike a balance among and including all three areas listed below.

2. Criteria that Shall be Considered

Criteria for evaluation of Faculty fall into three broad categories as defined in the current Agreement.

3. Professional Competence

- a. Teaching performance rating data may be assessed using the standardized student evaluations, peer review, supervision of undergraduate and graduate students, and additional methods of evaluation suggested by the Faculty.
- b. New course development, curricular development, or significant course improvement.
- c. Application for external education-related grants.
- d. Other (e.g. unique and unusual contributions), in accordance with the Agreement.

4. Professional Recognition

- a. Research, including maintaining a productive research program and involvement of undergraduate and/or graduate students.
- b. Publications in peer-reviewed journals or scholarly books.
- c. Presentations at national or regional meetings and invited seminars.
- d. Applications for external research grants.

- e. Other (e.g. unique and unusual contributions), in accordance with the Agreement.

5. Professional Service

- a. Service on professional committees (grant review, journal review, etc.).
- b. Department, College, or University committee service.
- c. Public service.
- d. Editorial positions for peer-reviewed journals or scholarly books.
- e. Holding office in national, regional and/or state professional associations.
- f. Interactions with the media or public presentations of a scholarly or informative nature.
- d. Other (e.g. unique and unusual contributions), in accordance with the Agreement.

6. Optional Confidential External Review Letters in Support of Tenure and Promotion

External letters of recommendation in support of promotion and tenure applications are not required and participation by a faculty member being reviewed and evaluated is voluntary. The lack of participation by a faculty member shall not prejudice the Personnel Committee or the Promotion Committee against the Faculty Member's credentials for professional competence, recognition and/or service. The intent of this confidential external review process is to: (1) afford the Faculty Member an opportunity to demonstrate objective external recognition of scholarly achievement and (2) provide the Personnel Committee with objective external evaluations of faculty achievement as part of the Committee's assessment of that Faculty Member. If an applicant for promotion or tenure wishes to use external letters of recommendation, the procedure and time table outlined in the current Agreement will be followed. The Personnel Committee, Promotion Committee, or Department Chair shall not independently solicit letters of recommendation in conflict to this Policy or that of the Agreement.

7. Criteria that Shall Not be Considered

In accord with University, State and Federal policies regarding unfair treatment and non-discrimination, the Personnel Committee and Promotion Committee shall not consider, evaluate a Faculty Member's credentials, or be prejudiced by the Faculty Member's race, ethnicity, sex, sexual orientation, religion, national origin, medical handicaps, marital status, creed, prior leave time due to family illness, childbirth or adoption, or exercise of academic and civil freedom.

VI. WORKLOAD AND ASSIGNMENTS

A. Workload

The workload of each Faculty Member shall be evaluated on an annual basis taking into account the quantitative criteria provided in Appendix 1. Each Faculty Member shall prepare a tally of workload for the previous academic year using the criteria in Appendix 1, and shall present this tally in writing to the Department Chair in confidence. Normally this self-assessment of Faculty workload will be completed no later than the date by which Professional Activities Report (PAR) forms are requested by the College. Quantitative assessments of Faculty individual workload shall be evaluated by the Department Chair, alongside optional Faculty requests for altered work load. Recommendations on requests by Faculty for altered work loads will be made to the Department Chair by the Workload Committee, as outlined in section III.E.

B. Facilitating the faculty in workload related to teaching

Graduate assistants or other classroom support shall be provided upon request to instructors who are teaching classes which are too large for them to be able to carry out all essential teaching activities by themselves. These assistants may be needed for:

1. Proctoring a test and tabulating test results
2. Handing out and collecting assessments
3. Helping students with clickers (student response systems) or other classroom technology
4. Helping to coordinate group-based activities among students
5. Taking attendance
6. Helping instructors with activities that comply with assessment requirements

C. Joint Appointments

It is expected that Faculty who are Jointly Appointed with another Unit will normally incur teaching and service workload assignments native to the other Unit, and these activities shall be taken into account by the Department Workload Committee when preparing assessments for the Department Chair. Work for another Unit shall be taken into account by the Department Chair when assigning teaching workloads as described in Section VI.C and when assessing service workloads of Faculty Members.

VII. ASSIGNMENT OF SUMMER COURSES

A. Procedure

Summer I and Summer II Term teaching appointments shall be made by the Chair according to the following guidelines:

1. Curricular Need and Faculty Expertise

The most important criterion for Summer teaching assignments shall be that which benefits the students enrolled in Summer I and Summer II courses. This means that, in assigning courses, the Chair shall consider the faculty members' experience and expertise when making assignments. A course shall not be assigned to a faculty member who does not have a demonstrated

ability to teach it. Recent experience in teaching a specific course during previous terms shall be considered except in the instance where no pertinent Faculty has prior teaching experience in a given course.

2. Requests to Teach by Faculty Members

Faculty who desire to teach in a Summer I or Summer II term shall so notify the Chair prior to the deadline. The Chair shall send a timely written reminder to Faculty regarding the deadlines for such appointments , as stated in the Agreement, with a tentative list of the courses to be taught.

3 Priority

When there are more requests by Faculty to teach in Summer I or Summer II terms than there are available courses, and when items 1. and 2. have been considered, priority to teach Summer I and Summer II courses will be given to the Faculty Members who satisfy the following conditions:

- a. They are full time, Tenure-Track, Bargaining-Unit Faculty.
- b. They have not already been assigned a course for one of the two Summer terms (i.e. although it will be possible for a faculty member to teach both Summer I and Summer II terms, priority for any course shall be given to those who do not already have an appointment for either term).

When two or more faculty who have taught a course want to teach it in the summer, the one(s) who taught it in past summers most recently will defer to the one who has gone the longest since the last summer (s)he/she taught it.

[Other conditions of lower importance than (a) and (b) above:]

- c. They have not had a Summer I or Summer II appointment in the previous year.
- d. They have not already been assigned a course for one of the two Summer terms (i.e. although it will be possible for a faculty member to teach both Summer I and Summer II terms, priority for any course shall be given to those who do not already have an appointment for either term).
- e. If there are still more requests than courses after consideration of the previous conditions, priority shall be given to the Faculty with the most recent full-time appointment.

4. Other Considerations

- a. Graduate students shall not be assigned or offered a Summer I or Summer II appointment requested by a Faculty Member.
- b. These guidelines shall apply only to courses offered by the Geosciences Department at WMU proper, and not to courses offered by the University through continuing education (and the like), nor shall they apply to summer field camp courses (and the like) taught for other Universities.

VIII. APPEALS

A Faculty Member may make a formal appeal of any Departmental Committees' recommendations (e.g. recommendation on promotion or tenure), as specified in the Agreement. Appeals must be made within the time frame set forth in the current Agreement. If no appeal is filed, or if the Faculty Member notifies the Chair of the appropriate committee in writing of his/her intent not to appeal, the recommendation shall be forwarded as specified in these Policies and Procedures and in the current Agreement. The following constitutes the appeals process for Departmental Committees' decisions.:

1. The appealing Faculty Member notifies the Chair of the appropriate committee in writing of an intent to appeal.
2. The Faculty Member making the appeal will meet with the appropriate committee to discuss the appeal and may offer additional or clarifying information.
3. In the absence of the Faculty Member, the appropriate committee shall reconsider the original recommendation. It may vote to reaffirm the original recommendation, to modify it, or to formulate a new recommendation, as appropriate under the circumstances.
4. The results of this reconsideration will be reported promptly to the appealing Faculty Member.
5. Only the final recommendation, after consideration of an appeal, shall be forwarded.

IX. THE DEPARTMENT CHAIR

A. Selection and Appointment

1. Development of Position Description

When a vacancy occurs or is anticipated in the Department Chair position, on advisement by the Dean, the Department Faculty shall seek volunteers for an *ad hoc* Chair Search Committee from among the Board-Appointed Faculty Members. The Chair Search Committee of at least three Faculty should represent all academic ranks, insofar as possible. The Chair Search Committee will be constituted to carry out search operations, prepare a job description, and seek Faculty approval for the description at a Department Faculty Meeting.

2. Search Procedure for New Appointment

- a. The *ad hoc* Chair Search Committee shall review applications and develop a short list of qualified candidates to interview. This short list will be presented by the Search Committee to the Faculty at a Departmental Meeting. The Faculty shall have the opportunity to review the credentials of all candidates. Approval of the short list shall be sought at a Departmental Meeting. Following Faculty approval, the recommended short list will be forwarded to the Dean.

- b. Criteria for evaluation of the candidates shall be established by the Committee, in consultation with the dean, but may include: professional and academic expertise, accomplishments, area of specialization, communication skills, interpersonal style, professional contacts, innovative and creative ideas, professional ethics, and collegiality.
- c. The Committee will be responsible for arranging and scheduling interviews with all candidates from the short list. An interview shall include an on-site visit, a public seminar presentation, and individual or small-group discussions with the Faculty.
- d. After the completion of interviews, the Faculty shall provide a rank ordered list of candidates at a Faculty Meeting. With a majority vote of the Faculty, a candidate shall be recommended to the Dean of the College of Arts and Sciences for appointment.

B. Evaluation of the Chair

1. Procedure

The Chair of Personnel Committee will oversee and any Board-Appointed Faculty of the Department will participate in the evaluation of the Chair on an annual basis, during years when such evaluations are not already conducted by the WMU AAUP. Additional documents such as letters from Departmental Faculty, students and/or persons outside the University, may also be considered as part of the evaluation.

2. Criteria for Evaluation

In order to make future applicants and incumbents aware of Faculty expectations, and to aid Faculty and others in their evaluation of those occupying the Department Chair's position, the following performance criteria may be utilized evaluating the Department Chair:

- a. Resolution of Departmental problems through participatory and consultative processes that respect the principles of Academic Self-Government.
- b. Support of Departmental objectives and policies in the areas of instruction, curriculum development, academic staffing, tenure and promotion, research, and other areas covered by these Policies.
- c. Maintenance of open channels of communication within the Department, the College, the University, the student body, and the community.
- d. Enhancement of conditions of cooperation and productivity.
- e. Enhancement of recognition by peers in the profession.
- f. Participation in department and committee meetings and activities.
- g. Supervision of non-academic staff.
- h. Calling and conduct of appropriate meetings.

- i. Performance of duties implicit in the position or specifically included in these Policies, in the University policies, assigned by the Dean of the College, or included in the current Agreement.
- j. Preparation of the Department budget in consultation with the Budget Committee, and allocation of Department funds in an equitable and appropriate manner.
- l. Adequacy of recruiting and selection of Faculty.
- m. Appointment of Department ad hoc Committees.
- n. Preparation of teaching schedules in appropriate consultation with Faculty.
- o. Assignments of instructional and administrative loads in an appropriate, consultative and professional manner.
- p. Supportive encouragement and due recognition of faculty research, teaching and service activities.
- q. Advocating faithfully for the interests, wishes and concerns of the Faculty to the higher administration.
- r. Appropriately and positively representing the Department and its Faculty in public and professional venues both on campus and off campus.
- s. Demonstrable respect for academic freedom.

3. Removal for Cause

Based on evaluations of the Department Chair, a motion may be submitted to the Department Personnel Committee by any one member for recommendation to remove the Department Chair. The motion must be approved by a 2/3 majority of the Board-Appointed Department Faculty. If the Faculty vote to recommend removal of the Department Chair, the recommendation along with supporting documentation shall be forwarded to the Dean of the College.

APPENDICES

I. QUANTITATIVE WORKLOAD INSTRUMENT

A. Workload Statement

According to the current AAUP Faculty Contract, full-time faculty are expected to carry a workload of 24 credit hour equivalents per year. To insure that each faculty participates in a balance of Professional Competence, Recognition and Service activities, the Geosciences Department imposes maximum credit hour equivalents in each of these categories, as well as in individual activities, as detailed below. Faculty may voluntarily choose to exceed these credit hour equivalent caps. However, workload in excess of the stated caps will not be counted toward the 24 credit hour equivalent full-time workload.

**Academic Semesters = fall and spring*

***Consulting Activities = faculty are encouraged to submit WMU small grant paperwork with contracted overhead to dept.*

B. Professional Competence (not to exceed 19 credits/yr):

Note: Totals should only include courses taught during fall and spring semesters.

Actual credits for each course taught as instructor or co-instructor of record.

Teaching new course for first time: multiply credits by 2

Teaching large enrollment course: additional 1 credit for enrollment of >50, 2 additional credits for >125

Teaching a laboratory section without TA support: 1 additional credit per 20 students (not to exceed 3 credits)

Teaching a course with a weekend (or spring break/holiday) overnight field trip: 0.5 additional credits per course

Graduate level courses (5000 and 6000): multiply credits by 1.5

Writing intensive courses: multiply credits by 1.5

C. Professional Service (not to exceed 12 credits/yr):

WMU Service:

Chairing a Departmental Committee: 0.5 credits per academic semester per committee (not to exceed 3 credits/year)

Participation on a University Committee: 0.25 credits per academic semester per committee (not to exceed 3 credits/year)

Faculty Senator or AAUP Representative: 0.5 credits per academic semester (not to exceed 2 credits per year)

Graduate Advisor: 1 credit per year for 0-15 students, 2 credits per year for 15-30 students, 3 credits per year for 31-45 students (not to exceed 3 credits per year)

Undergraduate Major Advisor: 1 credit per year for 0-15 students, 2 credits per year for 15-30 students, 3 credits per year for 31-45 students (not to exceed 3 credits per year)

Webmaster: 1 credit per semester

Seminar coordinator: 1 credit per academic semester

Assistant dept chair: 1 credit per academic semester
Dept outreach/recruiting/development activities: 0.25 credits/activity (not to exceed 2 credits per year)

Professional Service:

Elected or appointed position to major organization: 0.25 credits per academic semester (not to exceed 1.5 credits per year)
Steering committees for national/international organizations or conferences: 0.25 credits per academic semester (not to exceed 1.5 credits per year)
Conference technical session convener/chair: 0.5 credits per conference (not to exceed 1.5 credits per year)
General chair for national/regional meetings: 0.5 credits per conference (not to exceed 1.5 credits per year)
Editorial position for a national/international journal: 1 credit per academic semester (not to exceed 4 credits per year)
Editor-in-chief for a national/international journal: 3 credits per academic semester (not to exceed 6 credits per year)
Book or Special Publication editor: 3 credits per book (not to exceed 3 credits per year)
Reviews of proposals, manuscripts, etc.: 0.1 credits per review (not to exceed 2 credits per year)
Consulting activities: up to 1 credit per academic semester**
External promotion or tenure reviews (other universities): 0.1 credit per review (not to exceed 2 credits per year)
External reviews of departments or programs (other universities): 0.5 credit per review (not to exceed 1.5 credits per year)
Review panels: 1 credit per panel (not to exceed 3 credits per year)
Supervision of MCGREE: 2 credits

D. Professional Recognition (not to exceed 19 credits/yr):

Student Research Mentoring:

Primary advising of MS, MA or PhD student: 1 credit per full time student in each academic semester (not to exceed 6 credits per year)
Graduation of MS or PhD student: 1 extra credit per completed degree (not to exceed 3 credits per year)
Primary advising of undergraduate honors thesis, research assistant or special project: 0.5 credits per project or for each research assistant working 10+ hrs per week in each academic semester (not to exceed 4 credits per year)
Thesis or Dissertation Committee member (not primary advisor): 0.25 credits per student in each year (not to exceed 2 credits per year)

Scholarly Activities:

Invited Seminars: 0.5 credits per lecture (not to exceed 6 credits per year)
Peer reviewed journal articles, book chapters: 2 credits per publication (not to exceed 12 credits per year)
Conference abstracts/presentations (primary author/presenter): 0.5 credits per presentation (not to exceed 3 credits per year)
Conference abstracts/presentations (co-author): 0.25 credits per presentation

(not to exceed 3 credits per year)

Textbook authorship: 1 credit per academic semester while under contract (not to exceed 4 total credits per book)

Maintaining Research Facilities (laboratories, field equipment, etc.): 1 credit per semester

Supervision of the research activities of MCGREE: 5 credits

Proposals Submitted (External, Competitive, PI or co-PI): 1 credit per proposal (not to exceed 6 credits per year)

Proposals Funded (External, Competitive, PI or co-PI): 3 credits per proposal per year of funding, 1 credit for internal funding (not to exceed 12 credits per year)

II. ADJUNCT POLICY

A. General

The Department policy on adjunct professors is as follows.

1. Appointment of Adjunct Faculty

In order to be appointed to an adjunct rank, the prospective staff member shall meet the following requirements:

- a. He/she must be eligible for and be expected to enter a continuing or at least extended association with the University (beyond a single year appointment).
- b. He/she must possess the academic qualifications, or their equivalents, for the rank to which he/she is appointed.

2. Functions and Attributes of Adjunct Faculty

The following policies shall govern all adjunct appointments:

- a. Appointments shall be made for not more than three years with automatic termination unless renewed.
- b. Appointments may be continued even though the services of the adjunct staff member are not utilized in any given semester or session.
- c. Adjunct appointments are in no way subject to the tenure regulations of the University.
- d. The degree and nature of the participation in Departmental activities and functions shall be determined in each case by the Department.
- e. Persons supervising internships may be appointed to adjunct ranks.

3. Duties of Adjunct Faculty

The Department interprets the above mentioned policy to include three kinds of involvement within the Department:

- a. Teaching.
- b. Research (in the laboratory of and collaboration with a Board-Appointed Faculty Member).
- c. A combination of teaching and research (the latter as specified above).

4. Procedure for Appointment

- a. Applicants for adjunct professorships must present a current curriculum vita which will be reviewed by the Department Faculty.
- b. Adjunct applicants who are primarily involved in research with a Board-Appointed Faculty Member should be proposed and supported by that Faculty Member.
- c. Following the presentation of the curriculum vita, seminar, and support by a Faculty Member, the applicant shall be subject to a vote by the Board-Appointed Department Faculty at a regular Faculty Meeting. A positive recommendation will require a majority vote of those present at the Meeting.

III. THE ADVISORY COUNCIL

A. General

The Geoscience Advisory Council shall operate as a separate organization of alumni, students and interested parties who desire to support and advocate the interests of the Department, and shall develop its own set of guiding policies and practices, but shall in all respects serve at the will of the Department Faculty and Chair. In addition to other specific policies the Advisory Council may develop, the following policies shall apply to its functions and operations. In all cases the policies outlined herein shall supercede any and all policies of the Advisory Council itself.

1. Advisory Council Director

The Director of the Geoscience Advisory Council is the Department Chair (or an assignee), and as such is appointed by the University. The Director will act as the liaison between the Faculty and the Council.

2. Faculty Membership in the Advisory Council

All current and former Geoscience Department Faculty and Research staff are Ex Officio Members of the Council. Ex Officio Members may attend meetings of the Council, participate in discussions, present Faculty issues to the Council, and participate in Council Activities, but have no voting rights in Council meetings.

3. Nomination and Approval of Advisory Council Members

Nominations of new Advisory Council members must be approved by a majority vote of the Faculty. No nominee that fails approval of the Faculty may be elected to the Advisory Council.

4. Removal of Advisory Council Members

A Council member may be removed for cause by a two-thirds majority vote of the Council or by a two-thirds majority vote of the Department Faculty.

5. Operational Guidelines of the Advisory Council

For the adoption of Operational Guidelines, Rules, or Policies of the Advisory Council, an affirmative vote of two-thirds of the Active Members of the Council, whether present or not, shall be required. Any proposed Operational Guidelines, Rules, or Policies of the Advisory Council may be vetoed by a majority vote of the Faculty.

6. Advisory Council Recommendations

No recommendation, advice, or counsel of the Advisory Council shall be binding in any way upon the policies, practices, or activities of the Department, its Faculty, its Staff, or its Students.

IV. DEPARTMENTAL FIELD TRIPS

A. General

Departmental field trips are extra-campus trips of a pedagogical nature, normally but not necessarily associated with a Geosciences course. For policy purposes, a Departmental field trip is any trip supported in majority by Departmental funds, or which employs University or Department owned or rented vehicles, and which is led by a member of the Department Faculty. All pertinent WMU policies regarding vehicle use and student conduct shall apply to field trips just as they do to on-campus activity.

A faculty member who leads a field trip will provide a liability waiver, with advice from university council pertinent to that trip, to be signed and returned to the faculty member prior to departure. The waiver should cover any incidents regarding dangers related to field trip activities, health issues, student conduct, and possible removal from the trip.

1. Health Forms

A faculty member who leads a field trip must have a completed health form for all field trip participants (including teaching assistants, drivers, and instructors), regardless of the duration of the field trip. Health forms should be kept with the first aid kit. Each field trip participant has the option of submitting a health form in a sealed envelope with his/her name on the envelope, but, if a participant chooses to use an envelope, the instructor may ask the participant whether he/she has any potentially life-threatening health conditions that the instructor should know about. Health forms must be returned to the student or shredded at the end of the field trip or at the end of the field trip season.

2. First Aid Kit

A first aid kit must be taken on all field trips, regardless of the duration of the trip. A field trip leader must take the responsibility of learning at least basic first aid skills.

3. Field Trip Manifest and Emergency Contact Information

Before the field trip departs, the field trip leader will prepare a Department field trip manifest that includes emergency contact information for all attendees. This manifest shall be provided to the Department Administrative Assistant. This manifest must list all field trip participants.

4. Vehicle Use

Only drivers authorized by the Department are permitted to drive a University-owned or rented vehicle on a field trip, and drivers must abide by all appropriate traffic laws and regulations. The driver and all passengers must wear seat belts. The number of passengers in the vehicle must not exceed the number of seatbelts available. Students of legal driving age who wish to attend Department field trips using their own private vehicles take full responsibility for their actions and are fully liable and legally responsible for themselves and any passengers, in accord with all appropriate Federal, State and local laws, and must provide proof to the Department of full, active liability and collision insurance coverage for themselves and their vehicle prior to beginning a field trip.

5. Clean-Up

Following a field trip, all equipment must be cleaned and put away. Any broken or missing items must be reported to the Department technician. Tents and coolers must be dry before being put away. Tents must be put away with all pieces intact so that the next person who wants to use the tent can count on a complete tent.

V Voting procedure

1) Rank ordering of candidates for position

All board appointed, tenure-track or tenured Geosciences faculty and the chair may vote for candidates. Absent faculty may vote by proxy. Voting will be by closed, paper ballot. Each faculty may cast one vote for his/her top candidate in each voting round. If no candidate receives a majority vote (more than half of all voting members) in a single round of voting, then the candidate with the least votes will be ranked lowest and a new voting round will be held, not including the candidate receiving the lowest number of votes. This procedure will continue until a candidate receives a majority vote. Other remaining candidates in the final round will be rank-ordered according to the number of votes they receive in that round. The final, rank ordered list will be provided to the Dean.

2) Unsuitable candidates

After producing a rank-ordered candidate list using the procedure described above, any voting member (above) may present one or more of

the candidates as “unsuitable” for the position. After discussion, the faculty will vote (by closed paper ballot) to determine whether they believe that the candidate is unsuitable for the position. Any candidate receiving a majority of “unsuitable” votes will be removed from the rank-ordered list and will be provided on a separate “unsuitable” list to be provided to the Dean.

