

**UNIVERSITY COUNSELING AND TESTING CENTER  
Western Michigan University**

**FACULTY PARTICIPATION IN DEPARTMENTAL GOVERNANCE  
(Submitted for Review December 12, 2006)  
Revised April 27, 2007 and Resubmitted May 30, 2007**

**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 facilities 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.**

**Within the provisions of the WMU-AAUP Agreement, the following articles are intended to provide opportunity for faculty participation in appropriate departmental decisions in ways which encourage democratic, deliberate, coherent, prompt, and efficient conduct of Counseling and Testing Center business.**

**EXECUTIVE COUNCIL**

Section I.        Composition and Terms

There shall be a departmental Executive Council consisting of four (4) members, three of whom shall be tenure track or tenured Bargaining Unit faculty members. The faculty recommend that the departmental director serve ex-officio, non-voting, as the fourth member of the Executive Council. Unit faculty members shall serve a two-year term, with no more than two members' terms expiring at the same time.

The Executive Council shall elect a Bargaining Unit Faculty member as chairperson.

By majority vote of the departmental faculty, the functions of the Executive Council may be assumed and discharged by the Committee of the Whole. Such a vote shall be valid for a maximum of 12 months with the option of renewal at the end of any given period.

Section II.        Election

1.        The election of faculty members to the Executive Council shall be by secret ballot conducted during the week following the first departmental faculty meeting in March of each year.
2.        Faculty members who do not wish to stand for election to the Executive Council shall be allowed to remove their names from the ballot.
3.        If there are two vacancies, the two members receiving the most votes shall be elected to the Executive Council. If there is one vacancy, the member receiving the most votes will be elected to the Executive Council.
4.        In the event an Executive Council member is unable to fulfill her/his term of office, a special election will be held, according to items 2 and 3 above, to fill the unexpired term.

### Section III. Functions

The Executive Council shall be charged with the following:

1. Personnel and Programmatic Matters - Offer recommendations regarding all aspects of departmental business including, but not limited to, professional services, work schedules, salary, recruitment, degree requirements, departmental program development and discontinuance. Formal recommendations of the Executive Council shall be ratified by the departmental faculty before being forwarded to Western per appropriate guidelines.
2. Budget Allocations - Review departmental needs and recommend department budget allocations and expenditures.
3. Committees - Appoint committees to make recommendations on professional matters within the department. The Executive Council shall receive periodic reports of these committees. The committees which carry out contractually mandated departmental policies are: Personnel Committee, Promotion Committee, Sabbatical Committee, and Tenure Committee. All committees which carry out contractually mandated departmental policies shall have their members appointed by April 30 of the preceding academic year.

Appoint other committees necessary to assure faculty participation in departmental governance, i.e. Graduate Training, Director Search, Evaluation, Policy Review, In-Service.

4. Policies - Propose departmental policies for departmental consideration and approval.
5. Service Coordinators - Recommend the appointment of coordinators of Counseling and Testing Center services and receive reports of their activities.
6. Other - Perform such other functions as the department faculty may from time to time assign it.

### Section IV. Procedures

1. Open Sessions - Executive Council meetings shall be open to all departmental Bargaining Unit faculty.
2. Meetings - The Executive Council shall meet at least bi-weekly during Fall and Spring semesters and may be called into extra sessions by the Council Chairperson or Center Director. Regular sessions of the Council shall be in recess during Summer I and II sessions.
3. Quorum - A quorum shall consist of two elected members.
4. Agendas - The Executive Council shall publish, or have published, and distribute to all department members, interns, and graduate assistants agendas for all Executive Council meetings. Ordinarily, agendas should be posted and distributed three working days (Tuesday for Friday meetings) in advance of the meetings. Items may be placed on the agenda by the Director, any Executive Council member, or any member of the faculty.

5. Minutes - The Executive Council shall record, or have recorded, and promptly distribute Council minutes to all department members. Interns and graduate assistants may receive minutes as appropriate.
6. Issues - Any issue discussed by the Executive Council may be taken to the Counseling and Testing Center faculty in a regular departmental meeting either before or after the Council has voted on it in any of the following three ways:
  - a. by any two members of the Executive Council;
  - b. by written request of any four voting members of the department;
  - c. any issue not resolved by a majority vote of the Executive Council shall be taken to a departmental meeting.

## TENURE POLICY

This policy statement should be used with the current WMU-AAUP Agreement. Whenever an area is undefined in department policy, the appropriate Contract reference is to be applied.

- Section I.        Definition of Tenure (See Current Agreement)
- Section II.      Statement of Principle (See Current Agreement)
- Section III.     Qualifying Requirements (See Current Agreement)
- Section IV.     Criteria for Tenure Evaluations

1.        Professional Competence

Competence in counseling is a necessity for tenure. Evaluation of counseling competence will be based upon:

- a.        student evaluations;
- b.        colleague evaluations;
- c.        a self-evaluation statement when submitted;
- d.        evaluations by other persons familiar with the traditionally ranked faculty member's professional performance when requested by candidate;
- e.        continuing education and professional development;
- f.        professional certifications;
- g.        internal consultations at WMU.

2.        Professional Recognition

Professional recognition is a necessity for tenure. In evaluating a candidate's professional recognition the Departmental Tenure Committee (DTC) will rely on the annually updated Professional Activities Report (PAR) and any other relevant information made available by the traditionally ranked faculty member. Professional recognition consists of:

- a.        research and publication/evidence of scholarly inquiry;
- b.        presentation to professionally affiliated organizations;
- c.        external consultation;
- d.        awards for demonstrated ability;
- e.        holding office in national, regional and/or state professional associations;
- f.        providing consultation for external agencies and associations.

3. Professional Service

Professionally relevant service to the department, the University, and the community, which may include meaningful service to the WMU-AAUP Chapter, is necessary for favorable consideration for tenure. The annually updated Professional Activities Report (PAR) and any other information made available by the faculty member will be the source of information about professional service.

18.3.4. Professional Conduct. The standards of Professional Conduct as delineated in Article 21 of this Agreement may be considered in evaluating the three areas of performance.

The criteria for tenure listed above can be applied along one of three possible tracks. Procedurally a traditionally ranked faculty member would decide which track he or she wishes to pursue for any given evaluation period. This arrangement should facilitate matching the interests of the traditionally ranked faculty member and the needs of the students and the Center with the appropriate track. Tracks can be switched from one evaluation period to another but not during the evaluation period. The traditionally ranked faculty member will meet with the UCTC Tenure Committee where the criteria for the chosen track will be reviewed, questions answered and an agreement reached which will be put in writing from the UCTC Tenure Committee to the traditionally ranked faculty member regarding the chosen track or the switch from one track to another. This procedure will be affected in close cooperation with the UCTC Director and will apply to all tracks.

***The following list of criteria are examples of specific activities the candidate may engage in to demonstrate competence, recognition, and service. The candidate should be aware that successful evaluation of these activities will be based on the quality of the products. It is also expected that the candidate's portfolio will continue to demonstrate ongoing growth and development over the course of the tenure process.***

**Track 1 Professional Counseling and Testing Service/Applied Research**

The primary work of the UCTC is provision of professional counseling and testing services that meet the personal, academic, and career needs of students along with mental health prevention programs. (UCTC Vision and Mission Statement) This track is designed for the traditionally ranked faculty member who wishes to devote her/himself to applied research as their research focus for professional recognition.

It is recognized that extensive research often goes into the creation, development, and implementation of workshops, presentations, classes, groups, programs etc. As a service center the direct application of this research to benefit clients is highly valued. Therefore, traditionally ranked faculty choosing this track are to have achieved the following with an increase in quality and "expansion and maturation of professional recognition" (Contract, see Article 17.6) at the indicated review times to receive a positive review:

## 2 Year Review

### Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Four presentations, workshops or programs for the WMU Community.
4. Two local, state, regional, national, or international conference presentations.
5. Attendance at two professional development programs.
6. One consultation with faculty or staff at WMU

### Professional Recognition

1. One manuscript, toolkit, grant proposal, handbook, manual or assessment instrument in progress
2. One state, regional, national, or international conference presentation or one external professional consultation

### Professional Service

1. Service on two departmental, division, university, or other appropriate committees

## 4 Year Review in addition to activities from previous review

### Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Four presentations, workshops or programs for the WMU Community
4. Two create and develop a new program, course, or workshop that is ready for implementation
5. Two attendance at professional development programs
6. One consultation with faculty or staff at WMU

### Professional Recognition

1. Two either local, state, regional, national, or international conference presentations or one external professional consultation
2. One manuscript, toolkit, grant proposal, handbook or assessment instrument submitted for publication

### Professional Service

1. Service on two departmental committees (May be on-going from previous review)
2. Service on one division, university, or other appropriate committee (May be on-going from previous review)

6 Year Review in addition to activities from previous review

Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Four presentations, workshops or programs for the WMU Community
4. Two new programs, course, or workshop developed
5. Two attendance at professional development programs
6. Two consultations with faculty, staff or community

Professional Recognition

1. Two regional, state, national, or international conference presentations.
2. One article, toolkit, handbook, manuscript or assessment instrument accepted for publication or a funded grant

Professional Service

1. Service on two departmental committees. (May be on-going from previous review)
2. Service on one division, university or AAUP committee (May be on-going from previous review)

**Track 2 Professional Counseling and Testing Service/Applied Research Combined with Theoretical/Experimental Research**

The primary work of the UCTC is provision of professional counseling and testing services that meet the personal, academic, and career needs of students along with mental health prevention programs. This track is designed for the traditionally ranked faculty member who wishes to devote her/himself to a combination of applied and theoretical/experimental research providing a potentially very diverse professional experience in the area of professional recognition. Therefore, traditionally ranked faculty choosing this track are to have achieved the following with an increase in quality and “expansion and maturation of professional recognition” (Contract, see Article 17.6) at the indicated review times to receive a positive review:

2 Year Review

Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Two presentations, workshops or programs for the WMU Community.
4. One distance-learning or traditional class planned and taught
5. Two attendance at professional development programs

Professional Recognition

1. One manuscript, in refereed or non-refereed journal, or grant application in progress

2. Two either local, state, regional, national, or international conference presentations.

#### Professional Service

1. Service on two departmental, division, university, or other appropriate committees

4 Year Review in addition to activities from previous review

#### Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Two presentations, workshops or programs for the WMU Community
4. One distance-learning or traditional class planned and taught
5. One creation of manual, pamphlet or brochure
6. One development a new program or workshop that is ready for implementation and continue revisions and implementation of previously created programs, courses or workshops
7. Two attendance at professional development programs
8. One consultation with faculty, staff or community

#### Professional Recognition

1. One accepted publication in refereed or non-refereed journal or grant proposal
2. Two either local, state, regional, national, or international conference presentations

#### Professional Service

1. Service on two departmental, division, university, or other appropriate committees (May be on-going from previous review)

6 Year Review – in addition to activities from previous review

#### Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Two presentations, workshops or programs for the WMU Community
4. One distance-learning or traditional class created and taught
5. One creation of manual, pamphlet or brochure
6. One develop a new program or workshop that is ready for implementation and continue revisions and implementation of previously created programs, courses or workshops
7. Two attendance at professional development programs
8. One consultation with faculty, staff or community

#### Professional Recognition

1. Two either local, state, regional, national, or international conference presentations
2. One publication in refereed or non-refereed journal or receipt of grant

Professional Service

1. Service on two departmental committees (May be on-going from previous review)
2. Service on one division, university or AAUP committee (May be on-going from previous review)

**Track 3 Professional Counseling and Testing Service/ Theoretical/Experimental Research**

The primary work of the UCTC is provision of professional counseling and testing services that meet the personal, academic, and career needs of students along with mental health prevention programs. This track is designed for the traditionally ranked faculty member who wishes to devote her/himself to a more theoretical/experimental research experience. Therefore, traditionally ranked faculty choosing this track are to have achieved the following with an increase in quality and “expansion and maturation of professional recognition” (Contract, see Article 17.6) at the indicated review times to receive a positive review:

2 Year Review

Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. One attendance at professional development programs
4. One presentation, workshop or program for the WMU Community

Professional Recognition

1. Two manuscripts or grant proposals under development
2. Two either local, regional, state, national, or international conference presentations.

Professional Service

1. Service on two departmental, division, university or other appropriate committees

4 Year Review in addition to activities from previous review

Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision, etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Two attendance at professional development programs
4. One presentation, workshop or program for the WMU Community

Professional Recognition

1. Two either publications in refereed journals or accepted grant proposals
2. Two either local, regional, state, national, or international conference presentations

#### Professional Service

1. Service on two departmental, division, university or other appropriate committees (May be on-going from previous review)

6 Year Review in addition to activities from previous review

#### Professional Competence

1. Satisfactory client (student, workshop, teaching, supervision etc.) evaluations of services provided
2. Satisfactory colleague evaluations
3. Two attendance at professional development programs
4. One presentation, workshop or program for the WMU Community

#### Professional Recognition

1. Two publications in refereed journals
2. Two either local, regional, state, national, or international conference presentations

#### Professional Service

1. Service on two departmental committees. (May be on-going from previous review)
2. Service on division, university, or AAUP committees (May be on-going from previous review)

Section V. Tenure Review Process (See Current Agreement)

Section VI. The Departmental Tenure Committee

1. Responsibilities

The Departmental Tenure Committee (DTC) shall be responsible to: (1) advise traditionally ranked faculty regarding application for tenure, (2) receive and arrange for review the qualifying materials that provide support for tenure criteria, (3) conduct a traditionally ranked, tenured faculty vote to determine recommendation or denial of the candidate(s) application(s), (4) present its recommendations for tenure with supporting data to the UCTC Director, and (5) oversee departmental response if tenure decision is grieved.

1. Membership and Procedure

- a. The Counseling and Testing Center Executive Council shall appoint, by April 30, a minimum of three tenured, traditionally ranked faculty members to the DTC for a 12-month term. The DTC shall elect one of its members to serve as chairperson. The 1st meeting of the committee shall be convened upon the request of the Director according to the contractually mandated timetable.
- b. The Counseling and Testing Center Director shall notify in writing by the earliest date compatible with the current agreement, those traditionally ranked faculty members eligible for tenure review. The intent here is to

assure traditionally ranked faculty members the maximum amount of time to assemble a tenure file.

- c. Three committee members shall constitute a quorum. All motions voted upon within the DTC shall require a simple majority to carry.
- d. The DTC will be available to assist the candidate by providing advice and counsel as requested.
- e. The Evaluation Committee shall be responsible for providing the DTC with a numerical summary of the candidate's client evaluations. The DTC shall be responsible for the development, distribution, collection, and analysis of all colleague evaluation forms which shall be treated as confidential. Colleague evaluations shall be summarized and that summary becomes the official record. Client and colleague evaluations shall be treated as confidential. The individual colleague evaluations shall not be destroyed until after the current tenure process is completed. The DTC will communicate to the candidate(s) in writing the summaries of client and colleague evaluations.
- f. The DTC will communicate to the candidate(s) and traditionally ranked tenured departmental faculty members in writing summaries of client and colleague evaluations. These summaries will be available to traditionally ranked departmental tenured faculty prior to the balloting outlined in item i below.
- g. Traditionally ranked faculty members being reviewed for tenure shall have the right to consult with the DTC at any point in the review process. Requests for such consultations should be directed to the DTC chairperson.
- h. In order to facilitate colleague evaluations of candidates, the chairperson of the DTC shall see that the relevant tenure dossiers are made available to all traditionally ranked tenured members of the department. These dossiers shall form the basis for the evaluation and recommendation.
- i. The chairperson of the DTC will conduct a vote by written ballot of all traditionally ranked tenured departmental faculty who will vote to recommend or deny reappointment or tenure. The subsequent DTC recommendation will be based on the traditionally ranked departmental faculty's vote and transmitted in a timely fashion to the person evaluated. A recommendation concerning reappointment or tenure must be supported by two-thirds of the Counseling and Testing Center's traditionally ranked tenured faculty
- j. Appeals: A candidate may appeal either the recommendation, or the content of the recommendation, to the DTC by the date indicated in the current agreement. The DTC will consider the appeal and provide the candidate with a written response according to the timetable specified in the contract.
- k. The DTC will then forward its recommendation by the contract-mandated deadline to the Department Director members.

1. Evaluation summaries derived from the deliberations of the DTC shall be incorporated into the candidate's tenure file. The department Director will have access to the summaries and may consider them as part of his/her evaluation of the candidate.
  
2. Timetable
  - a. The DTC shall establish a departmental timetable for the tenure review process that is consistent with dates indicated in the bargaining agreement.
  - b. The DTC shall make sure the candidate(s) is/are informed of the procedures, process and timetable for the completion of tenure review.
  - c. The candidate shall have submitted to the DTC chairperson the client evaluation data by a date compatible with the departmental timetable.
  - d. The DTC shall place summaries of student evaluation data in the traditionally ranked faculty member's tenure dossier according to the departmental timetable. Colleague evaluations shall be analyzed, summarized and made available to tenured traditionally ranked departmental faculty prior to faculty balloting.
  - e. The traditionally ranked faculty member's completed Professional Activities Report and all other supportive documents including any statements of self-evaluation will be entered into his/her tenure dossier according to the deadline established by the departmental timetable.
  - f. The tenure dossiers shall be available for review by all traditionally ranked tenured faculty prior to the vote of recommendation which shall be completed by all traditionally ranked tenured faculty according to the departmental timetable.
  - g. Notice of reappointment or tenure recommendations shall be communicated by the DTC to the affected traditionally ranked faculty member according to the timetable specified in the current bargaining agreement.
  - h. The committee will transmit its recommendations to the Counseling and Testing Center Director by the contractually mandated deadline.

Section VII      Early Final Review (See Current Agreement)

Section VIII.    Notification of the Award of Tenure (See Current Agreement)

## PROMOTION POLICY

This policy statement should be used with the current Collective Bargaining Agreement statement on promotions

The following factors will be considered for promotion of colleagues.

Section I.        Ranks (See Current Agreement)

Section II.      Qualifying Criteria (See Current Agreement)

To be eligible for consideration for promotion, a Counseling and Testing Center traditionally ranked faculty member must meet minimum qualifying standards in:

1. Educational Attainments - A professor shall hold the conventional terminal degree in clinical psychology, counseling psychology, or counseling
2. Length of Service in Rank (See Current Agreement)
3. Exceptions to Qualifying Criteria (See Current Agreement)
4. Eligibility For Promotion (See Current Agreement)

Section III.     Judgmental Criteria (See Current Agreement)

18.3.6 For promotion to full professor, a faculty member must have:

- a. achieved outstanding professional recognition and a satisfactory record of professional competence; or
- b. achieved outstanding success in professional competence and gained substantial professional recognition; or
- c. gained substantial professional recognition, a satisfactory record of professional competence and rendered significant professional service

### 1. Professional Competence

Competence in Counseling is a necessity for promotion. Evaluation of counseling competence will be based upon:

- a. student/client evaluations
- b. colleague evaluations
- c. a self-evaluation statement when submitted
- d. letters of support from persons familiar with the professional performance of the candidate – if requested by the candidate
- e. reports of consultations to the WMU community
- f. Professional Certification/Licensure

### 2. Professional Recognition

Recognition is a necessity for promotion. It may be expressed in many forms. Evaluation of professional recognition will be obtained by reviewing the updated Professional Activities Report (PAR) and any other relevant information provided by the candidate. Recognition consists of:

- a. research and publications/evidence of scholarly inquiry
- b. presentations to professionally affiliated organizations

- c. external consultations
- d. awards for demonstrated ability
- e. grant acquisitions
- f. holding office or positions of authority in national and/or state professional associations

3. Professional Service

Professionally relevant service to the department, the University, and the community is necessary for a favorable consideration for promotion. Information on the updated Professional Activities Report and other information made available by the candidate will be considered.

18.3.4. Professional Conduct. The standards of Professional Conduct as delineated in Article 21 of this Agreement may be considered in evaluating the three areas of performance.

Section IV. The Departmental Promotion Committee (DPC): Responsibilities, Membership, and Timetable (See Current Agreement)

1. Responsibilities

The Departmental Promotion Committee (DPC) shall be responsible to: (1) advise traditionally ranked faculty regarding applications for promotion, (2) receive and evaluate qualifying applications for promotion criteria, (3) present its recommendations for promotion with supporting data to the UCTC Director and to the College Promotion Committee, and (4) oversee departmental response to Western when recommended promotions are denied.

The Evaluation Committee shall be responsible for providing to the DPC a numerical summary of the candidate's client evaluation forms. Individual client and colleague evaluations shall be treated as confidential. The summary becomes the official record. The DPC will communicate to the candidate(s) in writing the summary of colleague evaluations. Faculty Documents: At the close of the promotions process each year, the DPC shall return all supporting data provided by the candidate(s). Individual colleague evaluations shall not be destroyed until after the current promotion process is completed.

2. Membership and Procedure

- a. The Counseling and Testing Center Executive Council shall appoint, by April 30, a minimum of three traditionally ranked faculty members who have tenure in the department and have achieved the rank to which the candidate will be applying to the DPC for a 12-month term. The DPC shall elect one of its members to serve as chairperson. The committee shall be convened upon request of the Center Director according to the contractually mandated timetable.
- b. The traditionally ranked faculty recommends that the Counseling and Testing Center Director shall notify in writing by the earliest date compatible with the current agreement those traditionally ranked faculty members eligible for promotion review. The intent here is to

assure traditionally ranked faculty members the maximum amount of time to assemble a promotion file.

- c. Three committee members shall constitute a quorum. All motions voted upon within the DPC shall require a simple majority to carry.
- d. The DPC shall be responsible for the development, distribution, collection, and analysis of all colleague evaluation forms. Client and colleague evaluations shall be treated as confidential. After any appeals are resolved, the DPC shall destroy individual colleague evaluations.
- e. In order to facilitate colleague evaluations of candidates, the chairperson of the DPC shall make promotion dossiers available to all traditionally ranked tenured faculty members of the department who have achieved the rank being sought by the candidate. These dossiers, together with the client evaluation, shall form the basis for the colleague evaluation and recommendation.
- f. Faculty members being reviewed for promotion shall have the right to consult with the DPC at any point in the review process. Requests for such consultations should be directed to the DPC chairperson.
- g. The DPC will communicate to the candidate(s) and all traditionally ranked tenured departmental faculty members, who have achieved the rank being sought by the candidate, written summaries of client and colleague evaluations. These summaries will be available to the aforementioned faculty prior to the balloting outlined in item 1 below.
- h. The chairperson of the DPC will conduct a vote by written ballot of all traditionally ranked tenured departmental faculty, at or above the rank being sought by the candidate, who will vote to recommend or deny promotion. The subsequent DPC recommendation will be based on the vote of those faculty members mentioned above and transmitted in a timely fashion to the person evaluated.
- i. Appeals: A candidate may appeal either the recommendation or the content of the recommendation to the DPC by the date indicated in the current agreement. The DPC will consider the appeal and provide the candidate with a written response according to the timetable specified in the contract.
- j. The DPC will then forward its recommendations to the Department Director and the College Promotion Committee (CPC). A recommendation for promotion must be supported by a simple majority of the Counseling and Testing Center's traditionally ranked tenured faculty members who have achieved the rank being sought by the candidate.
- k. Evaluation summaries derived from the deliberations of the DPC shall be incorporated into the candidate's promotion file. The Department Director will have access to the written summaries and may consider them as part of his/her evaluation of the candidate.

3. Timetable

- a. The DPC shall establish a departmental timetable for the promotion review process that is consistent with dates indicated in the bargaining agreement.
- b. The DPC shall make sure the candidate(s) are informed of the promotion procedures, process, and timetable for the completion of the promotion review.
- c. The candidate shall have submitted to the DPC chairperson the client evaluation data by a date compatible with the departmental timetable.
- d. The DPC shall place summaries of student evaluation data of candidates in the traditionally ranked faculty member's promotion dossier according to the departmental timetable. Colleague evaluations shall be analyzed, and the summaries thereof shall be made available to those faculty members eligible to vote prior to faculty balloting.
- e. The traditionally ranked faculty member's completed Professional Activities Report and all other supportive documents including any statements of self-evaluation will be entered into his/her promotion dossier according to the deadline established by the departmental timetable.
- f. The promotion dossiers shall be available for review by all traditionally ranked tenured departmental faculty who have achieved the rank being sought prior to the vote of recommendation which shall be completed according to the departmental timetable.
- g. Notice of promotion recommendations shall be communicated by the DPC to the affected traditionally ranked faculty member according to the timetable specified in the current bargaining agreement.
- h. The committee will transmit its recommendations to the Counseling and Testing Center Director and the College Promotion Committee (CPC) by the contractually mandated deadline.

## **SABBATICAL LEAVE POLICY**

Section I.        Eligibility for sabbatical leave (See Current Agreement)

Section II.     Requirements for sabbatical leave (See Current Agreement)

Section III.    Selection Process

1.        Department and College Review

          There will be a Counseling and Testing Center Sabbatical Leave Committee, which shall establish and set forth the procedures and criteria by which the departmental recommendations for sabbatical leave shall be made. The primary responsibility for obtaining a sabbatical leave lies with the individual applicant. However, the Committee will serve in a facilitative role.

- a.        By April 30, the Executive Council shall appoint three members of the department who are not applying for a sabbatical leave to a Sabbatical Leave Committee. One of the members of the Sabbatical Leave Committee shall have been a past recipient of a sabbatical leave from the Counseling and Testing Center.
- b.        The Committee shall ascertain the University Sabbatical Leave Committee's operational guidelines and criteria.
- c.        All sabbatical requests must be filed with the Departmental Sabbatical Committee by the date established in the current WMU-AAUP Agreement.
- d.        In judging sabbatical leave proposals, the committee will be guided by the following criteria, as well as those listed in the contract.
  - (1)        The proposal's potential for enhancing the professional growth of the traditionally ranked faculty member;
  - (2)        The proposal's potential for strengthening the traditionally ranked faculty member's effectiveness as a counselor and scholar
- e.        The committee shall review the proposals and make prioritized recommendations to the department director in sufficient time for the Director to meet the October 1<sup>st</sup> deadline for getting his/her recommendation to the Dean.

## EVALUATION POLICY

### Section I. Faculty Evaluation

There will be an annual evaluation of all faculty regarding their direct service activities. The Evaluation Committee shall have oversight responsibility for the execution of this policy. Complete summaries of the client evaluations will be made available to the traditionally ranked faculty member. The Tenure or Promotion Committees, if appropriate, and Director will receive numerical summaries. Only written comments that are signed may be given to the Director. The traditionally ranked faculty member who may be applying for promotion or tenure shall be responsible for providing to the appropriate committee copies of any written comments from his/her student evaluations for consideration in the tenure or promotion process. The copies of these evaluations, which are a part of the Tenure or Promotion portfolios, shall not be returned to the faculty member until after final promotions are granted or until after Tenure is confirmed.

The Evaluation Committee shall be made up of not less than 2 and not more than 3 traditionally ranked tenured faculty.

Term Appointments Individuals providing service to the department on a Term Appointment shall be evaluated on or before April 1 of each year they are so engaged according to Section 16.6 of the Current Agreement.

### Section II. Departmental Evaluation of the Director

There may be a periodic evaluation of the Departmental Director by the faculty. The Evaluation Committee shall have oversight for the execution of the policy. A summary of the evaluations will be made available to the director and following his/her examination of the evaluation and any agreed-to changes it shall be forwarded to his/her immediate supervisor. The department may, instead or in addition to, make use of any Chapter evaluation of the Director (Chairperson.)

## **APPOINTMENT AND REAPPOINTMENT OF DEPARTMENT DIRECTOR**

An ad hoc Nominating Committee, composed of five members, at least 3 of whom are tenured Bargaining Unit faculty members from the Counseling and Testing Center, will be appointed by the Counseling and Testing Center Executive Council no later than the beginning of the fall semester of the year in which a Director vacancy occurs. The Nominating Committee will confer with the Vice President for Student Affairs to assess the needs of the department and determine the qualifications most necessary to provide effective leadership.

Procedures for recommending a Director of the Counseling and Testing Center shall include the following elements:

1. Complete vitae of all applicants shall be made available by the Committee for faculty inspection and shall include all application materials (application letter, current vita/resume, and letters of recommendation). The Committee shall provide each faculty member with a list of the applicants and a summary of their qualifications including reports of committee inquiries of colleagues in each applicant's current work setting.
2. University Policy on Department Chair Appointments is to be followed in searching for a new Director.
3. Qualifications for the Director should conform to the International Association of Counseling Services' Standards.
4. The Counseling and Testing Center Nominating Committee shall review the credentials of all applicants and recommend those who are to be designated as final candidates.
5. Final candidates will be invited for a campus interview with Counseling and Testing Center faculty and University administrators.
6. In order to be recommended by the Counseling and Testing Center Bargaining Unit faculty, a finalist candidate must receive a positive recommendation from no less than two-thirds of said faculty. The faculty recommends that in the event no finalist candidate obtains this level of support the search for Director be re-opened.

Recommendations to the Vice-President for Student Affairs for removal of the Director during the term of office for reasons other than absence or incapacity shall be initiated by a two-thirds vote of the department's Bargaining Unit faculty.

## **APPOINTMENT AND REAPPOINTMENT OF FACULTY**

There shall be a Counseling and Testing Center Personnel Committee which shall make recommendations to the department Director pertaining to the appointment or reappointment of all types of faculty appointments as defined by the current Agreement. In the case of temporary or extra-contractual appointments, the Personnel Committee shall work cooperatively with the Director to insure meaningful participation by departmental traditionally ranked faculty in the selection and/or reappointment of such individuals.

### Section I.        Membership

1.        The Executive Council shall appoint three (3) full time traditionally ranked faculty, at least 2 of whom must be tenured, to the Personnel Committee for a one-year term beginning September 15 of each year.
2.        Departmental Personnel Committee (DPrC) members serving academic year appointments shall notify the Executive Council if they are unable to serve during the summer I & II sessions. In such instances the Executive Council may attempt to locate suitable replacements to serve in their absence consistent with Section I. item 1, above.

### Section II.      Responsibilities

The Personnel Committee exists to insure that the traditionally ranked departmental faculty is meaningfully involved in defining departmental personnel needs, developing descriptions, reviewing applications, interviewing candidates, and offering recommendations regarding those individuals being considered for open positions. In discharging these responsibilities the Committee shall work cooperatively with the Director who is responsible for insuring that University policies and procedures are followed.

### Section III.     Procedures

The following procedures are suggested as a guide in promoting an atmosphere of cooperation and shared responsibility for the appointment, or reappointment of, traditionally ranked faculty members.

1.        The DPrC shall prepare a job description including the required credentials based on the needs and functions of the position(s) for submission to the director.
2.        The Director, in cooperation with the DPrC, shall insure the position is advertised in accordance with University policy.
3.        The DPrC shall conduct an initial screening of all applicants to determine those meeting the advertised qualifications for the position.
4.        The DPrC shall make dossiers of qualified applicants available to the traditionally ranked departmental faculty and provide for faculty review before additional DPrC screening occurs and the short list of candidates is developed.
5.        Upon approval of the short list by the Provost's Office and consideration of traditionally ranked faculty comments (from #4) the DPrC shall screen all

qualified applicants. Screening may be conducted through teleconference or personal interviews consistent with University policy. Additional information gathered from the screening process shall be entered in the applicant's dossier.

6. The DPrC shall submit a maximum of ten (10) applicants to the traditionally ranked faculty for final evaluation and a vote to assess the traditionally ranked faculty ranking of the candidates' professional qualifications for the position.
7. On the basis of this information the DPrC shall compile a list of the most desirable candidates and submit this list to the traditionally ranked faculty for ranking. This list shall have a maximum of five (5) candidates.
8. When more than one candidate is recommended for the same position, recommendations will be rank-ordered. In such cases, the DPrC shall compile the final ranked list of applicants to be recommended to the Director.
9. Under extraordinary circumstances, the DPrC may work with the DTC to recommend that tenure be awarded at the time of the initial appointment of a recommended candidate.
10. Any Joint Appointment shall be made in accordance with the Current Contractual Agreement.

## **WORKLOAD GUIDELINES**

### Section I. Regular Workload

The workload of the Counseling and Testing Center is guided by the Professional Accreditation Standards of the International Association of Counseling Services, Inc., (International Association of Counseling Services, Inc., 1990 Directory of Counseling Services) under which the department is accredited. In recognition of these IACS Standards, as well as the complex blend of service, research, and training responsibilities necessitated by a Research Extensive ranked institution, the faculty recommends that direct service responsibilities such as intake, individual/group counseling, supervision, client consultation, academic advising, teaching, and crisis intervention should comprise 50-65% of the Counseling and Testing Center faculty workload. The remainder may be allocated to:

1. engaging in professional research, writing, and other scholarly activities;
2. fulfilling ongoing departmental needs in terms of committee work and program development;
3. supporting the proper and efficient functioning of the University as a whole through committee and consultative services;
4. supporting, in a variety of ways, the proper and efficient functioning of the academic and professional societies as a whole in leadership roles, editorial work, conference organization, committee and board work, and other activities essential to the strength of professional societies, related to their academic disciplines.

In addressing the needs of the University community, the Counseling and Testing Center Executive Council may recommend to the Director arrangements for other professional work. The Executive Council shall review and recommend appropriate faculty coverage during those periods of the year when University classes are not in session.

### Section II. Professional Development Leave

Professional Development Leave is for traditionally ranked faculty to attend programs or engage in activities intended to improve their professional knowledge and/or skill. See Current Agreement for details.

### Section III. Scholarly Activity Leave

Scholarly Activity Leave is available to traditionally ranked faculty for the pursuit of research, writing, and other scholarly activities as recommended by the traditionally ranked faculty and forwarded to the Director for approval.

A traditionally ranked faculty member wishing to obtain a Scholarly Activity Leave must make a request to the traditionally ranked faculty at a faculty meeting. The request should include the purpose and scope of the scholarly activity and the leave time frames necessary for completing the project. This may include a block of time, e.g. 3 weeks or segments of time e.g. 2 days per week for six weeks etc. Leave time is allowable up to 20% of workload requirement over a year's time.

The traditionally ranked faculty shall give appropriate input to the proposal and make a recommendation to the Director for action. When Scholarly Activity Leave is approved there will be an acknowledgment of an appropriate workload reduction during the leave period.

#### **AMENDMENT PROCEDURE**

Subject to joint approval by Western and the WMU-AAUP, any section of any article of these policy statements may be amended by a majority vote of the traditionally ranked departmental faculty.