

Department of Geography
Western Michigan University

DEPARTMENT POLICY STATEMENTS

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INTRODUCTION

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 administration. This policy statement is one means by which the faculty of the Geography department may offer recommendations to Western Michigan University

I. DEFINITIONS

A Chairperson has the administrative responsibility for the Department and is its presiding officer as well as official University representative.

A department meeting is a meeting to which all instructional faculty members, including Board-appointed full-time faculty members; part time non-unit faculty and adjunct faculty members are invited to participate. Only Board-appointed full-time faculty members may vote. The department Chairperson schedules department meetings.

A unit faculty meeting is a meeting of those Board-appointed full-time faculty members in geography who are members of the WMU-AAUP or who have been granted conscientious objector status by the WMU-AAUP.

The quorum for conducting business at department and unit faculty meetings shall be fifty percent of the Board-appointed full-time faculty members on teaching assignment during the Fall and Spring Semesters in the Department of Geography.

The Undergraduate Adviser is appointed by the department Chairperson for an unspecified term—but that typically has been three years. Workload assignment is the ultimate responsibility of the department Chairperson and Dean in consultation with the faculty member.

The Graduate Adviser is appointed by the department Chairperson for an unspecified term—but that typically has been three years. Workload assignment is the ultimate responsibility of the Department Chairperson and Dean in consultation with the faculty member.

Board-appointed, full-time faculty members may vote on unit faculty issues unless otherwise stated in this policy statement. A term appointed full-time faculty member may also vote unless otherwise stated in this policy statement.

II. SELECTION, TERMINATION, AND EVALUATION OF THE DEPARTMENT CHAIRPERSON

A. General

The department recommendation to the Dean for Chairperson will be made following a vote by the "board-appointed full-time faculty members" of the Geography Department. The procedures for the recommendation of candidates for Chairperson, as outlined below, will be carried out by the Recommendation Committee.

B. Procedures for Selecting a Chairperson

In the event the Chairperson terminates his/her tenure in that office a new Chairperson will be recommended at the request of the Dean. The procedures are outlined below.

- a) The Recommendation Committee consisting of two board-appointed full-time faculty members will be elected by the board-appointed full-time faculty members of the Geography Department.
- b) The Recommendation Committee shall be charged with the following responsibilities:
 - 1) Arranging and attending a meeting with the Dean to determine appropriate recommendation procedures;
 - 2) Determining which WMU Geography faculty members and outside candidates would be willing to serve as Chairperson;
 - 3) Acquiring vitae and all other application materials from interested individuals; and
 - 4) Managing the procedures that will determine the persons to be recommended.
- c) The Recommendation Committee shall monitor the following voting procedures in order to arrive at a list of candidates not to exceed the number requested by the Dean.
 - 1) All board-appointed full-time faculty members of the Geography Department are eligible to vote.
 - 2) An election ballot containing the names of candidates will be prepared.
 - 3) Each voter may vote for one nominee.
 - 4) In the event of a tie, a runoff election will be conducted by the Recommendation Committee.

C. Evaluation of the Department Chairperson

1. Purpose.

- a) To fulfill requirements as prescribed by the Western/WMU-AAUP Contract.
- b) To provide all board-appointed full-time faculty members an opportunity to evaluate the Chairperson's performance.
- c) To provide the Chairperson with a critique of his/her performance.

2. Evaluation Procedures.

- a) Scope of evaluation. The Chairperson shall be evaluated on the overall management of department affairs.
- b) Frequency of evaluation. Evaluations shall be conducted after the first year of appointment and every third year thereafter.
- c) Evaluation Procedures and Reporting Committee. The evaluation shall be conducted by an ad hoc Chairperson Evaluation Procedures and Reporting Committee (hereinafter referred to as CEPRC). This Committee shall consist of two board-appointed full-time faculty members elected by the board-appointed full-time faculty members in the Department of Geography.
- d) Instrument of Evaluation. The evaluation instrument is given in Appendix I. Modifications to the evaluation instrument may be suggested by the CEPRC or board-appointed full-time faculty members.
- e) Distribution and Collection of Evaluation Forms. During consultation between CEPRC and the Dean, dates for the distribution and collection of evaluation forms will be set. Evaluation forms are to be returned directly to the Dean of the College of Arts and Sciences. Evaluators are encouraged to sign the forms.
- f) Evaluation Review.
 - 1) The department CEPRC shall meet with the Dean in order to review the results of the evaluation. The CEPRC shall report the results of this session to the board-appointed full-time faculty members of the Department.
 - 2) Upon receiving the report of the CEPRC, board-appointed full-time faculty members may, by majority vote, request that a meeting be held with the Dean to consider the results of the Chairperson Evaluation and the Dean's actions in light of these results.
 - 3) The department CEPRC shall provide a written report of the evaluation results to the department Chairperson.

D. Recommendation for Termination of Chairperson: A board-appointed full-time faculty member may initiate a petition for the removal of the Chairperson. If the petition is signed by two-thirds of the board-appointed full-time faculty members in the Department of Geography, the petition will be submitted to the Dean of Arts and Sciences.

III. DEPARTMENT COMMITTEES

All Department Committees shall consist of full-time tenure-track board-appointed faculty members.

The quorum for conducting business at all department committees will be 50% and decisions on all matters will be by majority vote.

A. Executive Committee

1. Composition.

The Executive Committee shall consist of the department Chairperson and three board-appointed full-time tenure-track faculty members. The three board-appointed full-time tenure track faculty members are elected at-large from board-appointed full-time faculty members in the Department. Each elected member will serve a three-year term, with the terms staggered so that one member rotates off the committee each year. Elections of members shall be held at the final department meeting of each Spring Semester, with the term of office to begin with the subsequent Fall Semester. In case the incumbent representative is to be absent from campus during the Spring Session, the newly elected representative may assume duties commencing with the Spring Session of the year elected. Members elected on the Executive Committee may not also be elected to serve on the Harrison or Scherer Endowment Committees.

2. Duties of the Chairperson.

The Chairperson of the Department will act as Chairperson of the Executive Committee, but is a non-voting member.

3. Functions.

The Executive Committee functions in an advisory capacity to the department Chairperson. It is responsible for setting elections consistent with department policy statements and overseeing election procedures. The Executive Committee also makes recommendations to the department Chair regarding graduate assistant appointments. The Executive Committee receives and affirms recommendations and reports from other Department of Geography Committees prior to recommending them to the department Chairperson. In this way the Executive Committee provides oversight of department governance, endowment funds, or special purpose committees as may exist. The current department endowment fund committee guidelines and criteria continue to function in the way they have been structured since inception, consistent with Western Michigan University policy and procedure and consistent with donor intention.

4. Procedures.

The Executive Committee deliberates upon all issues the Chairperson places before that body as well as matters of concern from the faculty.

B. Curriculum Committee

1. Composition.

The Curriculum Committee shall consist of one elected board-appointed full-time faculty member, the Undergraduate and Graduate Advisers, and in a non-voting capacity, the department Chairperson. The board-appointed full-time faculty member is elected at-large from board-appointed full-time faculty members in the Department at the first department meeting of a Fall Semester, serving a two-year term.

2. Chairperson Selection.

The members of the Curriculum Committee shall select one of their members as Chairperson at the first meeting in the Fall Semester. The Committee Chairperson will schedule no fewer than two meetings of the Curriculum Committee each semester.

3. Duties.

The Curriculum Committee shall be responsible for:

- a) Carrying out charges received from the department Chairperson and/or the Executive Committee which pertain to Geography curricula and academic programs.
- b) Receiving and discussing reports by the Undergraduate and Graduate Adviser.
- c) Assisting the Undergraduate and Graduate Advisers in curriculum affairs which require consultation.
- d) Receiving, reviewing, and approving curriculum changes proposed by faculty.
- e) The Curriculum Committee may initiate discussion of department programs or curricula, and also may forward to the Executive Committee suggestions and recommendations, as well as reviews of department curricular activities. Approval of all issues is by majority vote.

4. Procedure for Curriculum Changes

- a. All curriculum changes shall be made on the “Request to College Curriculum Committee for Curricular Improvements” form, with all appropriate sections/questions completely filled out, after initial consultation with the Department Chairperson.
- b. The proposed form shall be sent to the Chair of the Curriculum Committee who will send it to the members of the committee.
- c. Minor changes such as a course name change should be approved by the Curriculum Committee and the entire faculty should be informed of the change before the change goes to the College Curriculum Committee.

d. Major changes such as a new program, a new course, a change in content or credit hours should be approved by the Curriculum Committee and then go to the entire faculty for approval. These proposals should be e-mailed to the entire faculty at least one week prior to the meeting in which it will be discussed. Once the full faculty has given approval, the major change can then be forwarded to the College Curriculum Committee.

C. Faculty Pre-Tenure and Tenure Review Committee/Evaluation of Faculty

1. Composition.

The Faculty Pre-Tenure and Tenure Review/Evaluation of Faculty Committee shall consist of all tenured board-appointed full-time faculty members in the Department of Geography. The Committee shall elect its own Chairperson. The Faculty Pre-Tenure and Tenure Review/Evaluation of Faculty Committee shall be convened by the Department chairperson by the dates stipulated in the Western/WMU-AAUP contract.

2. Duties.

The qualifications and performance of each non-tenured board-appointed full-time faculty member shall be reviewed by the department Tenure and Review Committee as stipulated by the Western/WMU-AAUP contract. The final review shall be for the determination of both tenure and promotion to Associate Professor in accordance with the Western/WMU-AAUP contract.

3. Evaluation Criteria.

In the evaluation of Board-appointed full-time faculty members on continuing appointment for probationary and final tenure reviews, professional competence, professional recognition, and professional service are all elements to be considered in accordance with the Western/WMU-AAUP contract. The table below indicates the relative importance of criteria to be used in the review process within the Department of Geography.

4. Pre-Tenure and Tenure Review Process/Evaluation of Faculty

- a) At the first meeting the Chairperson shall inform the committee of all unit board-appointed full-time faculty members for whom reviews are to be required.
- b) A thorough review shall be made of all supporting data submitted by the candidate and shall be completed and submitted to the Chairperson on or by the date stipulated in the current contract. Motions regarding review recommendations are to be made from the floor. All voting regarding the review by committee members shall be by secret ballot, with approval by two-thirds of the votes cast required to approve the motion.
- c) The results of each review shall be provided to the faculty member being reviewed in accordance with the Western/WMU-AAUP Contract.

Relative Importance of the Criteria to be used in the Review Procedure

Review Criteria	2 nd Year Review	4th Year Review	Final Review
I. Professional Competence	1*	1	1
II. Professional Recognition			
A. Publications	2	1	1
B. Research Presentations	2	2	2
C. Grants	3	2	1
D. Other	3	2	2
III. Professional Service			
A. University Service	3	2	2
B. Community Service	3	2	2

1 – First Priority

2 – Second Priority

3 – Third Priority

* See Appendix II

- d) The format and materials required within the Tenure and Promotion files is set forth in Appendix II. Of course, this format is only a recommendation and faculty may adopt these guidelines to their situation as long as all pertinent categories are included.
- e) Appeals: If a candidate wishes to appeal any aspect of the department review process, a request by the candidate for a meeting may be forwarded in writing to the committee as stated in the Western/WMU-AAUP Contract. The appeal to the department committee must result in a final recommendation within the time period stipulated in the Western/WMU-AAUP contract.

D. Department Promotion Committee (DPC)

1. Composition

The Department Promotion Committee (DPC) evaluating candidates for promotion to the rank of Associate and Full Professor shall consist of at least four tenured unit faculty elected annually by the board-appointed full-time faculty members as a whole, one of whom shall serve as Chairperson, in accordance with the Western/WMU-AAUP contract. Members of the committee must be at or above the rank of the candidates being considered. If there are not an adequate number of tenured faculty members at those ranks in the department, then the committee will be constituted in accordance with the Western/WMU-AAUP contract to comply with the requirements for a full committee.

2. Duties

The DPC shall administer the policy and procedures for promotion established by the Western/WMU-AAUP Contract.

3. Qualifying Criteria

The qualifying criteria set forth in the Western/WMU-AAUP contract are followed by the Department of Geography.

4. Judgmental Criteria

The judgmental criteria set forth in the Western/WMU-AAUP Contract are followed by the Department of Geography.

5. Promotion Review Procedures

- a) Faculty members notified by the department chairperson that they are eligible for promotion shall either have their promotion files prepared and submitted to the DPC by the date stipulated in the Western/WMU-AAUP contract, or shall notify the chairperson that they do not wish to be considered for promotion.
- b) At the first DPC meeting:
 - 1) the DPC shall establish its timetable in accordance with the timetable in the Western/WMU-AAUP Contract,
 - 2) the department chairperson shall inform the DPC of all unit board-appointed full-time faculty members for whom promotion reviews are required,
 - 3) the DPC shall select a chairperson and the procedures by which it will function in order to meet the timeline and requirements of the review as specified in the Western/WMU-AAUP contract.
- c) The format and materials required within the Tenure and Promotion files are contained in Appendix II. Of course, this format is only a recommendation and faculty may adopt these guidelines to their situation as long as all pertinent categories are included.
- d) Each DPC member shall evaluate each candidate's credentials in light of the evaluation criteria set forth in the Western/WMU-AAUP contract (professional competence, professional recognition, professional service), and then vote by secret ballot to recommend or not recommend each candidate. As of the 2008-2011 Western/WMU-AAUP contract, the ordinal classification that can be used within these three areas ranks from high to low: outstanding, substantial, significant, satisfactory (Article 18.§6) .
- e) The DPC chairperson shall provide written notification to each affected faculty member of the DPC's recommendation, in accordance with the procedures and timetable in the Western/WMU-AAUP Contract. A copy of the written notification shall be sent to the College Promotion Committee.

f) Appeals of the DPC's decisions may be made in accordance with the Western/WMU-AAUP Contract.

g) The DPC shall write a letter to the College Promotion Committee about each faculty member being recommended for promotion. This letter should clearly set forth the reasons for the recommendation.

E. Sabbatical Leave Committee

1. Composition.

Those board-appointed full-time faculty members serving on the department Executive Committee and not applying for sabbatical leave shall serve as the Sabbatical Leave Committee. When more than one member of the Executive Committee is applying for sabbatical leave, equal numbers of replacement member(s) will be elected at-large from board-appointed full-time faculty members of the department.

2. Duties.

The department Sabbatical Leave Committee shall evaluate and rank all sabbatical proposals according to their intrinsic merits and benefits: (a) in its own right; (b) for the individual, and (c) for the University.

3. Review Procedures.

Sabbatical applications and proposals must be submitted to the department Sabbatical Leave Committee in accordance with the Western/WMU-AAUP contract. Recommendation on sabbatical proposals, including rankings if more than one proposal has been approved, shall be forwarded to the department Chairperson.

F. Part-Time and Term Faculty Evaluation Committee

1. Composition

The part-time and term faculty evaluation committee shall consist of all board-appointed full-time tenured faculty. The committee shall be convened by the Department Chairperson according to the time stated in the Western/WMU-AAUP agreement (see Article 16.§6).

2. Duties

a. The committee shall evaluate part-time and term faculty in the Department of Geography

b. The committee shall use the criteria specified in the Western/WMU-AAUP contract, unless the part-time or term faculty requests additional criteria.

3. Procedure

The committee shall follow the procedures laid out in the Western/WMU-AAUP contract. These include two classroom observations, one during the first semester of appointment and the other during the second semester of appointment.

IV. GENERAL DEPARTMENT POLICIES AND PROCEDURES

A. Merit Bonus

a. Eligibility. Geography faculty who are members of the bargaining unit and in their second or subsequent consecutive year of service, and otherwise consistent with any Western/WMU-AAUP contract, are eligible for merit pay consideration. They are hereafter referred to simply as eligible faculty.

b. Merit Criteria. In evaluating faculty for merit pay, the guidelines outlined in the Western/WMU-AAUP contract should be followed. Thus, merit pay may be awarded for meritorious performance in any combination of Professional Recognition, Professional Competence, and/or Professional Service.

c. Department Review Committee. When and if “merit pay” is reinstated in the Western/WMU-AAUP contract, the Geography Merit Review Committee (hereafter called Committee) will implement the department merit procedures and criteria. The Committee consists of three bargaining unit faculty elected by that body by secret ballot. Three persons will be elected: one for three-years, one for two years, and one for one year. The election of one person for a three-year term will take place at the first faculty meeting of the academic year, with the election being conducted by the carry-over Committee members. Each year's Committee will select its chairperson during its first meeting.

d. Procedures.

1. Timetable. The Committee shall act according to any timetable set in the Western/WMU-AAUP contract. Eligible faculty opting for merit pay consideration and eligible faculty choosing to withdraw from merit pay consideration must so inform the committee in writing, by the notification date set forth by the Western/WMU-AAUP contract. Eligible faculty opting for merit pay consideration must have their merit pay file ready for consideration by the dates stipulated by the Western/WMU-AAUP contract.

Faculty must complete their evaluations of merit files in accordance to the timetable set out in the Western/WMU-AAUP contract. The Committee will notify faculty in writing of the merit pay recommendation by the date specified by the Western/WMU-AAUP contract. If a faculty member decides to appeal his/her merit pay recommendation, that appeal must be filed in writing by the appeal date noted in the Western/WMU-AAUP contract.

2. Merit Evaluation and Award Process.

a) All eligible faculty opting for consideration for merit increment pay must participate in

the balloting process.

- b) All full time bargaining unit members may participate in the evaluation and balloting for merit awards.
- c) Eligible faculty opting for merit pay consideration must submit a Curriculum Vita divided into three categories:
 - 1) Professional Competence
 - 2) Professional Recognition
 - 3) Professional Service

See Appendix II for recommended VITA format.

- d) Eligible faculty must submit a one-page cover letter indicating primary considerations for merit pay consideration.
- e) Eligible faculty may submit all the supporting documents they wish to have reviewed (such as teaching evaluations and reprints).
- f) The evaluation period under consideration must be in accordance with the Western/WMU-AAUP contract.
- g) The total dollar amount available for merit pay in the Department will be divided by the minimum merit award as determined by the administration and/or WMU-AAUP. The total number will be rounded to the nearest whole or half number
- h) Faculty participating in the review process shall, after evaluation of the Curriculum Vita and all supporting materials, distribute the merit units among eligible faculty according to the following:
 - 1) faculty may not award units to themselves.
 - 2) all units must be awarded.
 - 3) eligible faculty deserving merit pay must be given a minimum of 1.0 unit; additional units may be awarded in 0.5 or 1.0 increments; faculty not awarded merit pay receive 0 units.

Ballot tallying and merit recommendations

- A. Guidelines for anonymity of individual ballots (Appendix III) will be determined by the Executive Committee. Individual ballots will be tallied by the Executive Committee and a summary sheet prepared (see appended ballot).
- B. A median number of merit units will be calculated for each faculty.
- C. Faculty receiving a median of one or more merit units shall be awarded merit pay with the main criteria established by the current Western/WMU-AAUP contract. The dollar amount shall be the proportion of total dollars available, where the median merit unit is the

proportion of total median units remaining after elimination of faculty not qualifying for merit pay.

Committee Recommendations.

After reviewing results of the ballot vote, the Executive Committee will notify each faculty opting for merit pay consideration of the merit pay recommendations for all faculty.

The Executive Committee will send the final recommendations, along with Vitas, letters and tally sheet from the merit pay review procedure in writing to the Dean of the College of Arts and Sciences, in accordance with contractual timelines.

Appeals.

A faculty member may only appeal his/her own merit pay recommendation. Appeals must be forwarded in writing by the faculty member to the Executive Committee. The Executive Committee's responsibility is to decide if the appeal is procedural (to be considered by the Committee) or substantive (to be considered by the faculty convened as a committee of the whole).

Conflict of Interest.

Any Committee member who appeals their merit pay recommendation must abstain from both Committee and faculty decisions on their appeal.

B. Faculty Workload

Board-appointed full-time faculty member workloads are recommended based on an equated weekly teaching load of 12 contact hours and are recommended as guidelines to the department Chairperson in the assignment of duties to board-appointed full-time faculty members. The determination of workload for board-appointed full-time faculty members will include any assignment to undergraduate teaching, graduate teaching, undergraduate advising, graduate advising, graduate student supervision, support instruction, research, public and professional service, department service, college service, and community service. The 2008-2011 Western/WMU-AAUP contract (Article 42.§4) states that the

maximum full-time faculty workload shall be twenty-four (24) credit hours of regularly-scheduled courses in any one (1) academic or alternate-academic year, or six (6) credit hours in the Summer I or Summer II sessions. It shall be possible, by mutual agreement, to balance out fewer than twelve (12) credit hours (or equivalent work assignment) in one semester with more than twelve (12) credit hours (or equivalent work assignment) in another semester.

B.1 Workload Guidelines

Objectives: The Department of Geography, in pursuit of excellence in instruction and programs, adopts the following Workload Policy in order to distribute the responsibilities of the department

in a fair and equitable way, while taking into account the diverse tasks required of the department faculty. In adopting these guidelines, the Department seeks to accomplish the following objectives:

1. Conformity with the current *Agreement* between Western Michigan University and the Western Michigan University Chapter, Association of American University Professors (Western/WMU-AAUP).
2. Full and effective services from all faculty.
3. Balance among teaching, research, service, and governance responsibilities.
4. Fair and transparent distribution of workload

B.1. a Faculty Roles.

The diverse roles of faculty members are divided into the following major categories:

1. Instructional activities;
2. Instructional support activities;
3. Research;
4. Advising and counseling;
5. Service to the Department, the College and the University;
6. Professional service beyond the University, and
7. Other special contributions.

B.1.b Workload Assignment Credit in Teaching Equivalency Units (henceforth TEUs)

1. Instructional Activities:

	<u>TEUs</u>
1.1: Normal classroom teaching (1 TEU per credit hour including laboratory credits under the faculty member's direction)	as listed
1.2 Laboratory instruction when not covered by a teaching assistant	1
1.3 Each course preparation in excess of two in any semester	1
1.4 Assignment of off-campus duties as part of normal teaching load	0.5-3

2. Instructional Support Activities

2.1 Graduate assistant supervision and laboratory organization	1
2.2 Laboratory supervision (such as Department Computer Lab)	1

3. Research

3.1 Personal research and other scholarly activities	1-9
3.2. Student research supervision	
3.2.1 Supervision of Master student theses and research projects	(1 TEU per student sem.)
3.2.2 M.A. Thesis Committee Member	(0.5 TEU per student. sem)
3.2.3 Supervision of Ph.D. Dissertation	(1.5 TEU per student sem)
3.2.4 Ph.D. Dissertation Committee member	(1.0 TEU per student sem)
3.2.5 Mentoring of students doing independent courses, honor's thesis etc. (0.5 per 3 credit hours)	

3.2.4 Reader on theses and dissertations (0.5 TEU per student, not per term)

4. Advising and Counseling:

4.1 Undergraduate Academic Advisor 3
4.2 Graduate Student Academic Advisor 3
4.3 Individual Academic Advising required by the University (0.5 if more than 20 students).

5. Service to the Department, the College, and the University

5.1 Organization and direction of Colloquium Series 1
5.2 Associate Chair 1-3
5.3 Department Committees (0.5) up to 2
5.4 Other department service (such as maintaining web page) 1
5.5 Major University Committees 0.5 – 3
5.6 Faculty Senate (Senate Equivalents will be used)
 President
 Vice President, Secretary, Treasurer, Executive Board Member
 Department Representative

6. Professional Service Beyond the University

6.1 National professional organization officer 0.5-3
6.2 Professionally-related service on community or state boards 0.5-3
6.3 Other professional service 0.5-3

7. Other

By agreement with the Chair and with the approval of the Executive Committee, other TEUs may be approved to meet specific situations not anticipated by this policy, at the rate of TUE per 3 “clock hours” per week or 45 “clock hours” per semester. (An example is an intensive, but temporary, recruitment in area High Schools)

C. Scheduling and Teaching Assignments

The Chairperson is encouraged to consult with individual faculty members in the preparation of all teaching schedules and teaching assignments within the Department. Teaching assignments shall be made on the basis of department and student needs with consideration being given to each board-appointed full-time faculty member's area of specialization and competency. Where possible the Chairperson is encouraged to arrange a schedule with no more than two different class preparations per Fall and Spring semesters, Summer I, and Summer II.

University policy on scheduling format will be adhered to in the scheduling process. The Executive Committee shall discuss and recommend on scheduling issues brought before that Committee by the department Chairperson. The Chairperson has final approval of all teaching schedules.

Summer I and II Teaching Assignments.

a. The department Chairperson shall determine the Summer I and Summer II teaching schedules and recommend faculty appointments to the Dean, College of Arts and Sciences.

The procedures in Appendix V are recommended to be used in the assignment of board-appointed full-time faculty members for Summer I and Summer II teaching appointments.

D. Travel Policy

The allocation of travel funds from general fund (11) monies is at the discretion of the department Chairperson. The awarding of travel funds within the Department of Geography is subject to the travel policies of the College of Arts and Sciences and the University. For travel funds provided by the University beyond the department (College of Arts and Sciences, Graduate College, University Travel Funds, IEFDF) the guidelines for these individual funds should be followed.

E. Faculty Evaluation by Students

The teaching evaluations used by all faculty and instructors in the Department of Geography must be those incorporating the questions required by the university, the college, and the department, as well as those questions selected by each faculty member. In the event faculty are unsure of the evaluation forms to be used, they should clarify this in advance with the Department Chair. All evaluation requirements established by the Western/WMU-AAUP contract should be followed.

V. AMENDING DEPARTMENT POLICY STATEMENTS

All amendments to Policy Statements of the Department of Geography may be initiated by the Executive Committee or through petitions signed by four board-appointed full-time faculty members. After discussion by the Executive Committee any such proposed amendment will be forwarded to the board-appointed full-time faculty members with a recommendation. A favorable two-thirds majority of board-appointed full-time faculty members will be required in order to recommend to Western/WMU-AAUP that the Policy Statements of the Department be amended.

APPENDIX I CHAIRPERSON EVALUATION

The evaluation of Department Chairs and Directors in the College of Arts & Sciences will occur in four phases: a Pre-assessment Phase; a Chair's Self Assessment Phase; a Faculty/Staff Assessment Phase, and a Dean's Assessment Phase. This process will occur in the Fall semester of each academic year for chairs due to be evaluated. These will be described individually.

Pre-Assessment Phase:

The purpose of the pre-assessment phase is to establish a set of criteria and measures upon which the individual chair will be evaluated after each three year appointment. Shortly after a new chair is appointed or after reappointment in a department undergoing significant changes, the chair will develop a statement of goals for his/her term of service in the department. At the same time, the faculty in that department will provide this to the Dean. At a minimum, this will consist of agreeing upon a department-specific evaluation questionnaire (based upon the attached draft questionnaire) which will indicate the importance of each criterion to be used and contain any department specific criteria to be used at the end of three years. After consideration of the chair's statement and the department's suggested criteria, the Dean in consultation with the (re-)appointed chair will agree upon the criteria to be used and this document will be shared with all faculty in the department.

Self-Assessment Phase:

During the Fall of the evaluation year, the department chair will prepare two documents as part of the self-assessment phase. The first document will consist of a written statement describing: 1) what the department's goals are and how they may have changed from the original pre-assessment statement; 2) what the chair's goals are for the department and how they may have changed from the original pre-assessment statement; 3) how the chair's work since the last comprehensive review (or since the original appointment) has supported the achievement of both sets of stated goals. This statement should be descriptive rather than evaluative. It should also include a statement concerning the challenges which face the department in the next 3-5 years. This statement should include: 1) a statement of the role of the department in Gen Ed. requirements; and 2) a statement concerning the role the chair and the department faculty see in the overall undergraduate and graduate education program of the College. The latter statement should include a discussion of enrollment goals and concerns. This statement will be distributed to the department faculty.

The second document (prepared for the use of the Dean but may be distributed to department faculty) will describe: 1) actions taken by the chair to facilitate, enhance or mentor faculty in the achievement of productivity goals since the last review (or appointment); 2) actions the chair has undertaken to recruit, mentor and retain students at all levels; 3) actions undertaken by the chair to promote alumni relations; and 4) the chair's most valuable contributions since the last review (appointment) to the : a) the department, b) college, c) the university, d) the discipline. This statement will also address the most valuable contribution that the job of chair has made to the chair (e.g. what has been learned; how has the chair grown professionally and /or as a leader; what motivates the chair to continue in the job?)

In addition to the preparation of these documents, each chair will submit the names of two persons outside their department who can comment on the chair's achievements and performance. These individuals may be on campus or at other institutions.

Faculty/Staff Assessment Phase:

Using the agreed-upon criteria and questionnaire, the faculty will be polled to obtain their evaluation of the chair. The documents will be submitted to the Dean's office directly or an individual in the department may be designated to compile the documents and forward them to the Dean. The results of the questionnaire will be compiled and the following information will be provided to the Dean and chair: 1) a score sheet indicating the range, mean and frequency distribution of all responses, the total number responding to each item; and 2) typed (anonymous) comments from each faculty member submitting an open question response (comments will be kept together but will not be linked in any way to an individual or scored sheet). The original questionnaires and

comment sheets will be filed in the Dean's office. The designee will prepare a summary of these two reports and provide them to all faculty in the department.

Administrative/professional staff will also be given a survey to complete and they will return this survey directly to the Dean's office. The Dean will review these results, as appropriate, with the department chair.

The Dean may also meet with individual or all faculty/staff, at the request of either the Dean or the faculty/staff.

Dean's Assessment:

Following the submission of the Self-Assessment documents and the Faculty Assessment Documents, the Dean will prepare a written evaluation of the chair. In a meeting, the Dean and the chair will discuss the results of each evaluation and consider issues of re-appointment, department goals, and the professional goals of the chair. A final decision regarding re-appointment and a brief summary of the Dean's evaluation will be forwarded to the chair and then the department faculty.

Attached to this policy are the following forms:

1. Faculty Feedback Form, which includes rating scales on the importance of the various criteria and the performance of the chair. This form is to be used if no pre-assessment was conducted.
2. Faculty pre-assessment form. The pre-assessment should be conducted during the first year of an appointment or reappointment. During this time, the department may choose to add items to the scale.
3. Faculty Feedback Form, which contains the performance scales only.
4. Summary Items, which are open-ended questions to be answered along with the performance scales.
5. Administrative/Professional Feedback Form, same as #1, except this form is for administrative, clerical, and professional staff in the department.
6. Administrative/Professional Feedback Form, which contains only the performance scales.
7. Administrative/Professional Pre-Assessment Form, containing only the importance scales.
8. Administrative/Professional Summary Form.

**Faculty Feedback Form
Department Chair Evaluation
College of Arts and Sciences**

Department: _____

Name (Optional): _____

Rank (Optional): _____

Chairperson Evaluation

Instructions: For the following items, indicate 1) how important each responsibility or performance item should be for your chairperson on a 1 (least important) to 5 (most important) scale. Then rate the performance of your chairperson on a 1 (poor) to 5 (outstanding) scale. If you are unable to rate an area of performance because you have not had the opportunity to observe relevant performance, please circle **NO** (not observed).

Importance (1=least important; 5=most important)	Characteristics of Performance	Performance (1=poor; 5=outstanding, NO= no opportunity)
1 2 3 4 5	1. Helps the department create a shared vision of its future.	1 2 3 4 5 NO
1 2 3 4 5	2. Provides leadership to meet the objectives of the department.	1 2 3 4 5 NO
1 2 3 4 5	3. Encourages and facilitates faculty productivity.	1 2 3 4 5 NO
1 2 3 4 5	4. Promotes high academic standards for the department.	1 2 3 4 5 NO
1 2 3 4 5	5. Creates a supportive communication climate.	1 2 3 4 5 NO
1 2 3 4 5	6. Provides leadership in promoting curriculum development.	1 2 3 4 5 NO
1 2 3 4 5	7. Encourages and facilitates effective teaching	1 2 3 4 5 NO
1 2 3 4 5	8. Arranges appropriate faculty workload.	1 2 3 4 5 NO
1 2 3 4 5	9. Encourages and facilitates excellence in research, scholarship, and other professional accomplishment.	1 2 3 4 5 NO
1 2 3 4 5	10. Facilitates obtaining grants and contracts from external sources.	1 2 3 4 5 NO
1 2 3 4 5	11. Encourages and facilitates faculty service within and beyond the University.	1 2 3 4 5 NO
1 2 3 4 5	12. Accepts and utilizes faculty feedback and suggestions.	1 2 3 4 5 NO
1 2 3 4 5	13. Allocates department resources effectively.	1 2 3 4 5 NO
1 2 3 4 5	14. Completes administrative tasks in a timely and efficient manner.	1 2 3 4 5 NO
1 2 3 4 5	15. Develops and maintains positive relationships with alumni.	1 2 3 4 5 NO
1 2 3 4 5	16. Exhibits fairness in dealing with faculty members.	1 2 3 4 5 NO
1 2 3 4 5	17. Facilitates appropriate mentoring of faculty.	1 2 3 4 5 NO
1 2 3 4 5	18. Facilitates recruitment of new faculty.	1 2 3 4 5 NO
1 2 3 4 5	19. Interacts effectively with students to promote the department's interests.	1 2 3 4 5 NO
1 2 3 4 5	20. Manages conflict effectively.	1 2 3 4 5 NO
1 2 3 4 5	21. Provides faculty with useful evaluation and feedback.	1 2 3 4 5 NO
1 2 3 4 5	22. Represents the department's interests effectively.	1 2 3 4 5 NO
1 2 3 4 5	23. Optional: Departments may add additional items.	1 2 3 4 5 NO

**Faculty Pre-Assessment Form
Department Chair Evaluation
College of Arts and Sciences**

Department: _____

Name (Optional): _____

Rank (Optional): _____

Instructions: For the following items, indicate how important each responsibility or performance item should be for your chairperson on a 1 (least important) to 5 (most important) scale

Importance (1=least important; 5=most important)	Characteristics or performance
1 2 3 4 5	1. Helps the department create a shared vision of its future.
1 2 3 4 5	2. Provides leadership to meet the objectives of the department.
1 2 3 4 5	3. Encourages and facilitates faculty productivity.
1 2 3 4 5	4. Promotes high academic standards for the department.
1 2 3 4 5	5. Creates a supportive communication climate.
1 2 3 4 5	6. Provides leadership in promoting curriculum development.
1 2 3 4 5	7. Encourages and facilitates effective teaching
1 2 3 4 5	8. Arranges appropriate faculty workload.
1 2 3 4 5	9. Encourages and facilitates excellence in research, scholarship, and other professional accomplishment.
1 2 3 4 5	10. Facilitates obtaining grants and contracts from external sources.
1 2 3 4 5	11. Encourages and facilitates faculty service within and beyond the University.
1 2 3 4 5	12. Accepts and utilizes faculty feedback and suggestions.
1 2 3 4 5	13. Allocates department resources effectively.
1 2 3 4 5	14. Completes administrative tasks in a timely and efficient manner.
1 2 3 4 5	15. Develops and maintains positive relationships with alumni.
1 2 3 4 5	16. Exhibits fairness in dealing with faculty members.
1 2 3 4 5	17. Facilitates appropriate mentoring of faculty.
1 2 3 4 5	18. Facilitates recruitment of new faculty.
1 2 3 4 5	19. Interacts effectively with students to promote the department's interests.
1 2 3 4 5	20. Manages conflict effectively.
1 2 3 4 5	21. Provides faculty with useful evaluation and feedback.
1 2 3 4 5	22. Represents the department's interests effectively.
1 2 3 4 5	23. Optional: Departments may add additional items.

**Faculty Feedback Form
Department Chair Evaluation
College of Arts and Sciences**

Department: _____

Name (Optional): _____

Rank (Optional): _____

Chairperson Evaluation

Instructions: For the following items, please rate the performance of your chairperson on a 1 (poor) to 5 (outstanding) scale. If you are unable to rate an area of performance because you have not had the opportunity to observe relevant performance, please circle **NO** (not observed).

Characteristics or performance	Performance (1=poor; 5=outstanding, NO= no opportunity)
1. Helps the department create a shared vision of its future.	1 2 3 4 5 NO
2. Provides leadership to meet the objectives of the department.	1 2 3 4 5 NO
3. Encourages and facilitates faculty productivity.	1 2 3 4 5 NO
4. Promotes high academic standards for the department.	1 2 3 4 5 NO
5. Creates a supportive communication climate.	1 2 3 4 5 NO
6. Provides leadership in promoting curriculum development.	1 2 3 4 5 NO
7. Encourages and facilitates effective teaching	1 2 3 4 5 NO
8. Arranges appropriate faculty workload.	1 2 3 4 5 NO
9. Encourages and facilitates excellence in research, scholarship, and other professional accomplishment.	1 2 3 4 5 NO
10. Facilitates obtaining grants and contracts from external sources.	1 2 3 4 5 NO
11. Encourages and facilitates faculty service within and beyond the University.	1 2 3 4 5 NO
12. Accepts and utilizes faculty feedback and suggestions.	1 2 3 4 5 NO
13. Allocates department resources effectively.	1 2 3 4 5 NO
14. Completes administrative tasks in a timely and efficient manner.	1 2 3 4 5 NO
15. Develops and maintains positive relationships with alumni.	1 2 3 4 5 NO
16. Exhibits fairness in dealing with faculty members.	1 2 3 4 5 NO
17. Facilitates appropriate mentoring of faculty.	1 2 3 4 5 NO
18. Facilitates recruitment of new faculty.	1 2 3 4 5 NO
19. Interacts effectively with students to promote the department's interests.	1 2 3 4 5 NO
20. Manages conflict effectively.	1 2 3 4 5 NO
21. Provides faculty with useful evaluation and feedback.	1 2 3 4 5 NO
22. Represents the department's interests effectively.	1 2 3 4 5 NO
23. Optional: Departments may add additional items.	1 2 3 4 5 NO

Summary Items

1. In recent years, the department has been
 - a. getting better
 - b. remaining stable
 - c. getting weaker

2. In your view, what are the greatest strengths of the chairperson?

3. In your view, what are the greatest weaknesses of the chairperson?

4. Overall, how would you rate the chairperson's performance?
Excellent
Good
Adequate
Weak
Very Poor

5. Which of the following actions would better serve the department's future?
 - a. Continuing the current chair for another term
 - b. making a change in department leadership

**Administrative/Professional Feedback Form
for Department Chair Evaluation
College of Arts and Sciences**

Department: _____

Name (Optional): _____

Rank (Optional): _____

Chairperson Evaluation

Instructions: For the following items, indicate 1) how important each responsibility or performance item should be for your chairperson on a 1 (least important) to 5 (most important) scale. Then rate the performance of your chairperson on a 1 (poor) to 5 (outstanding) scale. If you are unable to rate an area of performance because you have not had the opportunity to observe relevant performance, please circle **NO** (not observed).

Importance (1=least important; 5=most important)	Characteristics or performance	Performance (1=poor; 5=outstanding, NO=no opportunity)
1 2 3 4 5	24. Provides leadership to meet the objectives of the department.	1 2 3 4 5 NO
1 2 3 4 5	25. Encourages and facilitates administrative and professional productivity.	1 2 3 4 5 NO
1 2 3 4 5	26. Promotes high standards for the department.	1 2 3 4 5 NO
1 2 3 4 5	27. Creates a supportive communication climate.	1 2 3 4 5 NO
1 2 3 4 5	28. Provides leadership in innovation and change.	1 2 3 4 5 NO
1 2 3 4 5	29. Arranges appropriate assignment of duties	1 2 3 4 5 NO
1 2 3 4 5	30. Accepts, encourages and utilizes feedback and suggestions.	1 2 3 4 5 NO
1 2 3 4 5	31. Allocates department resources effectively.	1 2 3 4 5 NO
1 2 3 4 5	32. Completes administrative tasks in a timely and efficient manner.	1 2 3 4 5 NO
1 2 3 4 5	33. Exhibits fairness in dealing with staff members.	1 2 3 4 5 NO
1 2 3 4 5	34. Interacts effectively with students to promote the department's interests.	1 2 3 4 5 NO
1 2 3 4 5	35. Manages conflict effectively.	1 2 3 4 5 NO
1 2 3 4 5	36. Provides staff with useful evaluation and feedback.	1 2 3 4 5 NO
1 2 3 4 5	14. Effectively manages the performance appraisal process.	1 2 3 4 5 NO
1 2 3 4 5	15. Optional: Departments may add additional items.	1 2 3 4 5 NO

**Administrative/Professional Feedback Form
for Department Chair Evaluation
College of Arts and Sciences**

Department: _____

Name (Optional): _____

Rank (Optional): _____

Chairperson Evaluation

Instructions: For the following items, please rate the performance of your chairperson on a 1 (poor) to 5 (outstanding) scale. If you are unable to rate an area of performance because you have not had the opportunity to observe relevant performance, please circle **NO** (not observed).

Characteristics or performance	Performance (1=poor; 5=outstanding, NO= no opportunity)
1. Provides leadership to meet the objectives of the department.	1 2 3 4 5 NO
2. Encourages and facilitates administrative and professional productivity.	1 2 3 4 5 NO
3. Promotes high standards for the department.	1 2 3 4 5 NO
4. Creates a supportive communication climate.	1 2 3 4 5 NO
5. Provides leadership in innovation and change.	1 2 3 4 5 NO
6. Arranges appropriate assignment of duties	1 2 3 4 5 NO
7. Accepts, encourages and utilizes feedback and suggestions.	1 2 3 4 5 NO
8. Allocates department resources effectively.	1 2 3 4 5 NO
9. Completes administrative tasks in a timely and efficient manner.	1 2 3 4 5 NO
10. Exhibits fairness in dealing with staff members.	1 2 3 4 5 NO
11. Interacts effectively with students to promote the department's interests.	1 2 3 4 5 NO
12. Manages conflict effectively.	1 2 3 4 5 NO
13. Provides staff with useful evaluation and feedback.	1 2 3 4 5 NO
14. Effectively manages the performance appraisal process.	1 2 3 4 5 NO
15. Optional: Departments may add additional items.	1 2 3 4 5 NO

**Administrative/Professional Pre-Assessment Form
for Department Chair Evaluation
College of Arts and Sciences**

Department: _____

Name (Optional): _____

Rank (Optional): _____

Chairperson Evaluation

Instructions: For the following items, indicate how important each responsibility or performance item should be for your chairperson on a 1 (least important) to 5 (most important) scale.

Importance (1=least important; 5=most important)	Characteristics or performance
1 2 3 4 5	1. Provides leadership to meet the objectives of the department.
1 2 3 4 5	2. Encourages and facilitates administrative and professional productivity.
1 2 3 4 5	3. Promotes high standards for the department.
1 2 3 4 5	4. Creates a supportive communication climate.
1 2 3 4 5	5. Provides leadership in innovation and change.
1 2 3 4 5	6. Arranges appropriate assignment of duties
1 2 3 4 5	7. Accepts, encourages and utilizes feedback and suggestions.
1 2 3 4 5	8. Allocates department resources effectively.
1 2 3 4 5	9. Completes administrative tasks in a timely and efficient manner.
1 2 3 4 5	10. Exhibits fairness in dealing with staff members.
1 2 3 4 5	11. Interacts effectively with students to promote the department's interests.
1 2 3 4 5	12. Manages conflict effectively.
1 2 3 4 5	13. Provides staff with useful evaluation and feedback.
1 2 3 4 5	14. Effectively manages the performance appraisal process.
1 2 3 4 5	15. Optional: Departments may add additional items.

Summary Items

6. In recent years, the department has been
 - d. getting better
 - e. remaining stable
 - f. getting weaker

7. In your view, what are the greatest strengths of the chairperson?

8. In your view, what are the greatest weaknesses of the chairperson?

9. Overall, how would you rate the chairperson's performance?
Excellent
Good
Adequate
Weak
Very Poor
10. Which of the following actions would better serve the department's future?
c. Continuing the current chair for another term
d. making a change in department leadership

APPENDIX II
TENURE REVIEW AND PROMOTION CRITERIA

Department Recommended Format for All Reviews: This is merely a recommendation to help faculty develop their materials. Of course, individual faculty may make adjustments as they wish.

PERSONAL NARRATIVE

CURRICULUM VITA

I. PROFESSIONAL RECOGNITION

~ PUBLICATIONS

- Peer-reviewed Journal Articles
- Peer-reviewed Proceedings Publications
- Publications Accepted / Pending Publication
- Other Publications

~ PRESENTATIONS

- Abstracts of Conference Presentations
- Publications Accepted for 2007-08

~ GRANTS

- Funded Grants
- Submitted Grants, Not Funded

II. PROFESSIONAL COMPETENCE

~ CERTIFICATIONS acquired through professional organizations

~ STUDENT EVALUATIONS

- Evaluation Summaries
- Student Comment Forms
- External and Internal Student Achievement
- Student Appreciation

~ COURSE MATERIALS

- Course Syllabus & Schedule
- Sample Assignments

III. PROFESSIONAL SERVICE

~ SERVICE TO THE DISCIPLINE

- Reviews: Book Chapters, Journal Articles
- International Organizations
- National organizations
- Regional organizations

~ SERVICE TO THE DEPARTMENT

- Committee work
- Speaker Series/Other similar activities

~SERVICE TO THE UNIVERSITY

~ SERVICE TO THE COMMUNITY

PROFESSIONAL ACTIVITY RECORDS (PARS)

MATERIALS FROM PREVIOUS REVIEWS

TENURE PROCESS CHECKLIST OF CHAIRS, DIRECTORS AND DEANS

All materials submitted by faculty must be made available to the Department Tenure Committee (DTC) and reviewed by the DTC and the Chair/Director. At the department level, after the review by the Chair/Director, material for each candidate must be organized as an abbreviated file.

AT the COLLEGE LEVEL: "Preparation of promotion and tenure files to be forwarded to the Dean's Office (memo posted on the Academic Affairs' website.) Please be sure this list is followed precisely and include copies of all DTC/DPC, Chair/Director, and Dean letters from previous promotion/tenure reviews." In addition, the Dean requests that you include a copy of your department's policy statement on tenure and promotion, as well as a copy of the ICES Department Summary Reports for each semester referred to in the promotion/tenure file.

NEW FALL 2008—New From the OFFICE of PROVOST: All materials submitted by faculty must be made available to the Department Promotion/Tenure Committee (DPC/DTC), and reviewed by the DPC/DTC and the Chair/Director. At the department level, after the review by the Chair/Director, materials for each candidate must be organized as an abbreviated file. The abbreviated file must be in a plain manila file folder labeled with the person's name, college and department..." The material in the folder must appear in the sequence appearing on the checklist found as point 1. All other supporting materials should be maintained by the Chair/Director until the review process has been finalized. Please remember that only an abbreviated file on each candidate comes forward to the Office of the Provost. File folders should be forwarded to the Provost's attention, labeled as follows:

SMITH, JOHN
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF ENGLISH
FINAL TENURE REVIEW

TENURE__POINT 1: Summary—taken from <http://www.wmich.edu/provost/portal/index.html>
Please note that the URL and related documents may change on an annual basis.

TENURE PROCESS CHECKLIST FOR CHAIRS, DIRECTORS AND DEANS

All materials submitted by faculty must be made available to the Department Tenure Committee (DTC), and reviewed by the DTC and the Chair/Director. At the department level, after the review by the Chair/Director, material for each candidate must be organized as an abbreviated file. **The abbreviated file must be in a file folder labeled with the person's name, college, department, and type of review (2nd, 4th, 6th). The material in the folder must appear in the sequence listed in point 1 below.**

1. File folder

- Cover sheet (next page, filled out, with all conditions clearly articulated)
 - Checklist (this form)
 - Letter from the Dean for current review
 - Letter from the Chair/Director for current review
 - Letter from the Department Tenure Committee for current review
 - Copies of all DTC, Chair/Director, and Dean letters from previous tenure reviews
 - Focused personal statement (if available)
 - Up-to-date curriculum vitae,
 - Documentation:
 - a. Summary of student ratings
 - b. Copy of student rating form
 - c. Other material (e.g., student comments, materials addressing conditions from previous reviews, letters of recognition/awards, notification of grants/contracts)
-

Regarding letters written in the review process, please note the following:

2. Letter from the Department Tenure Committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns
3. Letter from the Chair/Director must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns

Some Deans may request the complete file. If so, send the abbreviated file, as organized in point 1, with the rest of the material. The abbreviated file is what will be send forward to the Office of the Provost, once the Dean's letter has been included.

4. Letter from the Dean must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns

As always, the Department keeps all material until the recommendations have been acted upon by the Board of Trustees.

PROMOTION POINT 1: Summary—taken from <http://www.wmich.edu/provost/portal/index.html>

PROMOTION PROCESS CHECKLIST FOR CHAIRS, DIRECTORS AND DEANS

All materials submitted by faculty must be made available to the Department Promotion Committee (DPC), and reviewed by the DTC and the Chair/Director. At the department level, after the review by the Chair/Director, material for each candidate must be organized as an abbreviated file. **The abbreviated file must be in a file folder labeled with the person's name, college, and department. The material in the folder must appear in the sequence listed in point 1 below.**

1. File folder
 - Cover sheet (next page, filled out, with all conditions clearly articulated)
 - Checklist (this form)
 - Letter from the Dean for current review
 - Letter from the College Promotion Committee for current review
 - Letter from the Chair/Director for current review
 - Letter from the Department Tenure Committee for current review
 - Copies of all DTC, Chair/Director, and Dean letters from previous promotion reviews
 - Focused personal statement (if available)
 - Up-to-date curriculum vitae
 - Documentation:
 - a. Summary of student ratings
 - b. Copy of student rating form
 - c. Other material (e.g., student comments, materials addressing conditions from previous reviews, letters of recognition/awards, notification of grants/contracts)

Regarding letters written in the review process, please note the following:

2. Letter from the Department Promotion Committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns
3. Letter from the Chair/Director must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns
4. Letter from the College Promotion Committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns

Some Deans may request the complete file. If so, send the abbreviated file, as organized in point 1, with the rest of the material. The abbreviated file is what will be send forward to the Office of the Provost, once the Dean's letter has been included.

5. Letter from the Dean must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - a. Professional competence
 - b. Professional recognition [may not be applicable to faculty specialists]
 - c. Professional service
 - d. Other appropriate concerns

As always, the Department keeps all material until the recommendations have been acted upon by the Board of Trustees.

PROMOTION AND/OR TENURE REVIEW SUMMARY SHEET

Candidate's Name _____

College/Area _____

Department _____

Highest Degree Held	
Present Rank	
Proposed Rank	
WMU Appointment Date	
Years of Approved Credit for Prior Service	
Last Promotion	
Years in Rank at WMU	
Exception to Qualifying Criteria Requested? Yes or No	

RECOMMENDATIONS (Please check appropriate column, sign and date):

	Grant Promotion	Deny Promotion	Signature	Date
Department Committee				
College Committee				
Chair/Director				
Dean				
Provost				

(Updated 08/07)

APPENDIX III
MERIT PAY BALLOT

Instructions:

- ✘ The number of merit pay units to be allocated is to be agreed upon by faculty each time.
- ✘ You must allocate all of the units.
- ✘ You may not allocate units to yourself.
- ✘ The minimum number of units to be awarded to faculty you deem worthy of merit pay is one (1.). Additional units or half units may be awarded to an individual, but not less than 0.5.
- ✘ If you feel a faculty member should not be awarded merit pay place a 0 in the far right column.
- ✘ Check only one category which is the basis of your award.
- ✘ Place your ballot in the plain envelope. Seal it. Then place the plain envelope inside the envelope with your name on the outside and return it to the committee by _____

Faculty Member	Competence Recognition Service	Competence Recognition	Competence Service	Recognition Service	Competence	Recognition	Merit Units Award

APPENDIX IV: VITA CHECKLIST FOR MERIT PAY

We can only revise this checklist AFTER we agree on the full-text version

Professional Competence

- × Teaching
- × Number of preparations New preps/basic revisions
- × Supervising independent work: research papers, independent studies, etc.
- × Number of students
- × T/As
- × Program development
- × Course level

Professional Recognition

- × Publications
- × Lectures
- × Papers read
- × Other presentations
- × Proposal writing
- × Proposal refereeing
- × Paper refereeing
- × Grants received
- × Program organizer
- × Organize and chair a session
- × Attend a workshop
- × Organize and present a workshop
- × Develop computer program
- × Professional committee
- × Professional office
- × Professional editing
- × Graphic creations

Professional Service

- × Department committees
- × University committees
- × University programs
- × Faculty Senate
- × AAUP committees/offices
- × Local agencies
- × Talks and informal classes
- × State boards and committees
- × Interviews

Projects

Appendix V
SUMMER I AND SUMMER II TEACHING APPOINTMENTS

Appointments for Summer I and Summer II teaching are determined according to the following procedures.

A* Priority. Priority for teaching appointments will be given to board-appointed, full-time faculty with at least two academic years of full-time appointment in the Department of Geography.

B. Course Scheduling. The scheduling of courses for Summer I and Summer II will be in accordance with University and Department policy and based on student and programmatic needs.

C. Faculty Ranking. Each year the Chair will rank full-time board-appointed faculty for Summer I and Summer II teaching appointments. The ranking shall be based on the accumulated credit hours taught by a faculty member over the prior three years of Summer I and Summer II sessions. The order of the ranking for teaching appointments shall be from lowest (highest priority) to highest (lowest priority) in terms of the accumulated credit hours or equivalence over the previous three years of Summer I and Summer II sessions. Faculty members returning from sabbatical will have two credit hours per sabbatical semester subtracted from their total. In case of a ranking tie, Summer I and Summer II credit hours from previous years will be used to decide the ranking between or among affected faculty. Faculty returning to academic year appointments from administrative or other fiscal year appointments shall have six credit hours added to their totals for each year of the previous three years in which they had a full-time fiscal year appointment. Partial fiscal year appointments shall be pro-rated (e.g. if on fiscal year for Summer I but not Summer II, one would accumulate three credit hours).

D. Appointment. Faculty members willing to teach during Summer I and Summer II session must submit a request to teach on or before the date established by the Department Chair, but no later than the dates set in the Western/WMU-AAUP Agreement. Based on these requests as well as programmatic and student needs, the Chair will formulate a course schedule for Summer I and Summer II sessions. Appointments will be offered to faculty, if qualified, on the basis of the rankings determined in section C of this appendix. If a faculty member refuses an offered appointment, the offer shall be extended to the next highest qualified faculty member who was not originally offered an appointment and so on down the ranking list until all positions are filled or the list is exhausted. Appointment offers may then be extended to full-time board-appointed qualified faculty with less than two years service, part-time teaching staff, and outside parties in that order. Deviations from the ranking list in offering appointments may be made to meet programmatic or student needs but must involve consultation with the Executive Committee and written justification by the Chair.

E. Other Appointment Stipulations.

1. No faculty member shall be scheduled to teach two classes in Summer I and Summer II unless all full-time, board-appointed qualified faculty with at least two years service who so desire are scheduled for one class.
2. If one of two classes scheduled for a faculty member is cancelled, the remaining course shall constitute that individual's appointment.
3. If both of two classes scheduled for a faculty member are cancelled, the individual shall have the option, if qualified, of teaching a single course scheduled to be offered by a lower ranked faculty member.
4. Although it is not preferred, scheduled courses may be shared by two or more faculty. The sharing must conform to the intent of these guidelines to fairly allocate Summer I and Summer II teaching opportunities as well as be approved by the Chair.