

**DEPARTMENTAL POLICY STATEMENTS**

***PHYSICIAN ASSISTANT DEPARTMENT***  
***WESTERN MICHIGAN UNIVERSITY***



Approved December 10, 2003

Western Michigan University  
Physician Assistant Department

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## Article I - Department Policy Statements

- A. It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. The Policy Statement is one means by which the faculty of this department make recommendations to Western.
- B. These Department policy statements have been developed and approved by the bargaining unit faculty in accordance with Article 23 of the 2002 – 2005 WMU-AAUP Agreement.
- C. Amendments may be proposed by any standing committee of the Department, or any bargaining unit member of the department. Such proposals must be circulated to each bargaining unit member, who shall have five working days to review same. At the end of that time, the bargaining unit faculty must meet and vote on the proposal: a simple majority vote shall constitute ratification. Upon ratification, the amendment shall be submitted in accordance with procedures specified by the Agreement.
- D. Each member of the Department shall be issued a copy of these statements, and shall receive a copy of each amendment upon its approval.

## Article II - Standing Committees

- A. There shall be two standing committees within the department: Faculty Affairs and Academic Affairs. The chair of each committee shall be a bargaining unit faculty member who shall be elected by the faculty with the consent of the individual. Designation of the chair shall occur no later than the end of the academic year, with the term of office commencing at the start of the fiscal year. Any committee chair may serve no more than three consecutive fiscal years, except that a majority vote of the committee may waive this restriction.
- B. Structure of the committees:
1. Faculty Affairs: At least three department bargaining unit members. The department chair serves as an ex-officio member of the committee, except that s/he may not participate in those activities reserved by the Agreement for the purview of the faculty.
  2. Academic Affairs: At least three department bargaining unit members to include the academic coordinator. The department chair serves as an ex-officio member of the committee, except that s/he may not participate in those activities reserved by the Agreement for the purview of the faculty. When appropriate, one first year student and/or one second year student may be invited to participate in relevant discussions or activities.
  3. Committee membership: The department faculty, with the advice of the committee chair, shall elect all committee members to serve for a fiscal year. Due diligence shall be applied such that the committee workload is divided equitably among the unit members. Non-fiscal year members shall not be expected to participate in any activities during the semester they are not on appointment. A committee member who has served for three consecutive years on the same committee shall, upon his/her request, be excused from serving on that committee for a period of one fiscal year.
- C. Functions of the committees:
1. Faculty affairs
    - a. Make recommendations to the department chair regarding faculty recruitment and retention.

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- b. Review material, interview candidates, collect written evaluations, and make recommendations to the department chair on all matters of faculty appointment.
  - c. Review the performance of term faculty
  - d. Review requests for sabbatical leave as specified in the Agreement and make recommendations to the department chair
  - e. Review faculty performance toward tenure including the second, fourth, and sixth year reviews in accordance with the Agreement.
  - f. Review material and make recommendations to the department chair regarding promotion and tenure in accordance with the Agreement.
  - g. Make recommendations to the department chair regarding merit pay awards in those years in which the Agreement calls for faculty participation in merit pay.
2. Academic affairs
- a. Develop, monitor, evaluate, and make recommendations regarding the overall curriculum of the department, including development of new components/courses, program revision, funding and staffing requirements, course content, and outcome measures.
  - b. Review progress of individual students and make recommendations regarding their continuation in the program, progression to the clinical year, and graduation
  - c. Recommend to the chair methods and standards for evaluating and selecting students for admission to the department's program(s), and participate in the professional component of that process (e.g. scoring of subjective criteria, interviewing) but not the administrative component (e.g. calculation of GPA, collection of documents).
  - d. Respond to student life concerns
  - e. Develop policies and procedures for student awards

### Article III – Tenure and Promotion

A. Criteria for tenure and promotion evaluation are guided by the current Agreement, and include qualifying and judgement criteria. Tenured faculty members will make recommendations for tenure. Tenure track faculty who are not candidates for promotion in a given year, and who are at or above the rank sought by the candidate, will evaluate candidates for promotion. For both tenure and promotion, the department evaluation body must further consist of a majority of traditionally ranked faculty. Professional competence, professional recognition, and professional service are the three major areas of evaluation, except that faculty specialists are not evaluated in the area of professional recognition. As a small department, the possibility of having fewer than 3 unit members meeting these criteria exists. In that situation, the Agreement provisions provide for alternate procedures.

1. Professional competence – must include student rating form summaries, and may include
  - a. Peer and self evaluation(s)
  - b. Development of curriculum components
  - c. Production of instructional materials
  - d. Collaborative teaching and/or research projects
  - e. Direct clinical practice and/or supervision
  - f. Direction of independent study
  - g. Attainment of relevant licensure or certifications
  
2. Professional recognition
  - a. Publications (journals, books, chapters, book reviews, synopses, critiques)
  - b. Journal editor, contributing editor, editorial board, manuscript reviewer
  - c. Professional organization membership(s) and/or leadership activities
  - d. Research proposals developed, written, accepted, or funded
  - e. Guest or visiting lectures at other educational institutions
  - f. Awards and honors
  - g. Presentations at professional conferences/meetings
  
3. Professional service
  - a. Participation in department, college, university, community, national or international committees
  - b. Consultation to outside agencies, including expert witness or consultant services
  - c. Community development activities
  - d. Collaborative practice or practice management activities

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- e. Representing the department at state, regional or national meetings
- f. Participation in student affairs
- g. Awards and other special recognition

B. Tenure Review Procedure

1. The department will conform to the timetable for tenure review as specified in the Agreement.
2. The department chair will notify eligible faculty and the Faculty Affairs Committee chair according to the contractual timetable
3. The eligible faculty member shall be responsible to prepare and submit materials in accordance with the tenure criteria.
4. Committee voting will be by secret written ballot.
5. The committee chair will provide the eligible faculty member with written notification of the committee's recommendation with notice of the ability to appeal both positive and negative recommendations and the deadline for filing such appeals.
6. A written report of the recommendation will be sent to the department chair after the time period for appeals specified in the Agreement has expired. Any appeal will be submitted and addressed strictly in accordance with the procedure specified in the Agreement.

C. Annual reviews

1. The Faculty Affairs Committee will review faculty members who hold term appointments annually. Per the Agreement, evaluation of the recognition component will occur only upon the request of the term faculty member being evaluated.
2. Tenure track faculty shall be reviewed in the second, fourth, and sixth years unless the committee recommends additional reviews.
3. The Faculty Affairs Committee may make recommendations to the department chair regarding adjunct faculty appointments.

D. Promotion review procedures

1. The timetable for promotion review is contained in the Agreement. The department chair shall notify those faculty of their eligibility for promotion consideration according to that timetable.

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2. The eligible faculty member shall notify the Faculty Affairs Committee chair of his/her desire to be considered for promotion, and submit a file of current relevant materials, such as CVs, publications, papers, syllabi, evaluation data, and other items which the candidate wishes to be considered.
3. Committee voting will be by written secret ballot.
4. The committee chair will provide the eligible faculty member with written notification of the committee's recommendation with notice of ability to appeal either positive or negative recommendations and the deadline for filing such appeals.
5. A written report of the recommendation will be sent to the department chair, along with the supporting data, and to the College Promotion Committee, after the time period for appeals specified in the Agreement has expired.

E. Terminal degree

1. For all purposes in this department, including but not limited to evaluation for tenure and promotion, the following educational attainment criteria shall govern.
2. Faculty members who are primarily educated as a Physician Assistant shall be graduates of an accredited physician assistant training program. A masters is considered the terminal degree.
3. Faculty members who are primarily educated in another related field shall possess a relevant doctoral level degree, unless there is generally accepted consensus that the standards for that field specify the master degree as the terminal degree.



## Article IV – Merit Pay

NOTE: This article will be implemented only in those years in which the Agreement calls for faculty participation in merit pay.

A. Definitions, eligibility, timetables, and procedures regarding merit pay are contained in the Agreement.

B. The Merit Committee shall consist of the department bargaining unit faculty operating as a Committee-of-the-Whole, until such time as the size of the department shall increase. At such time, the committee will consist of three members selected by lot, who shall each serve a two-year non-renewable term. At all times, committee members will recuse themselves from any input into their own merit pay consideration. The Committee shall elect a chair from its membership.

C. Following established timelines, the department chair shall notify those faculty members eligible for merit pay consideration and the committee chair. The eligible faculty member shall submit to the committee an activity report, utilizing a format distributed by the committee, by the published deadline.

D. Each member of the committee shall individually rate each eligible faculty member on a 1-5 scale in each of the contractual areas: professional competence, professional service and (if required for appointment) professional recognition. These confidential rating sheets shall be turned into the department administrative assistant, who shall prepare a coded summary sheet (which does not identify the candidate name) that includes the sum of the individual ratings in each area as well as a total score. The administrative assistant shall provide this summary sheet to the committee chair. The committee shall then, considering only the coded summary sheet and the available merit pay pool, make specific recommendations to the department chair on amounts of merit pay to be awarded. The chair may then retrieve the identities pertaining to the coded summary sheets from the administrative assistant.

## Article V - Workload

- A. Traditionally ranked full-time faculty workload is 12 credit hours or equivalent during fall and spring semesters and 6 credit hours or the equivalent during the summer sessions, as provided by the Agreement. Alternatively, for fiscal year faculty, the summer sessions may be jointly considered as a 3<sup>rd</sup> semester with a workload of 12 credit hours or the equivalent. Recognizing that areas of faculty expertise may not be uniformly distributed across the curricular calendar, some flexibility in this is permitted with the concurrence of the faculty member concerned and the chair, such that a single semester workload assignment of up to 15 credit hours or equivalent may occur with a reciprocal adjustment in the subsequent period without triggering overload policies. Under no circumstances can this be constructed to exceed the contractual maxima of 36 credit hours or equivalent per fiscal year or 24 credit hours or equivalent per academic year.

Faculty Specialists' maximum full time workload shall be thirty (30) credit hours of regularly-scheduled courses or their equivalent in any one (1) academic or alternate-academic year and seven and one-half (7 ½) credit hours or the equivalent in the Summer Sessions.

Further, it is recommended that faculty not be assigned simultaneously to a teaching workload in both the "Standard/Traditional" curriculum and the Problem-Based Learning (PBL) Curriculum.

- B. The faculty recommends that workload assignments be established collaboratively by the department chair as provided by the Agreement. Assignments shall be made with consideration to both faculty expertise and equitable distribution. A faculty member who believes that his/her workload is outside the parameters of this document and/or the Agreement has the right to appeal as set forth in the Agreement.
- C. Workload assignments should be made well in advance of the term/semester covered, preferably by at least one semester or two academic sessions
- D. Recommended workload equivalents for most common activities of the department and faculty are set forth below. These equivalents should also serve as a guide for such activities that may arise which are not specifically mentioned. When possible, the proportion of teaching versus non-teaching work load should be assigned equitably among all faculty.

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E. Opportunities to teach in Summer sessions and Extended University Programs (EUP) should be assigned according to the policies described in Article 41 of the Agreement. On-campus Summer I and Summer II courses for academic year faculty will be offered to the faculty on a rotational basis within the preference categories in order to assure equity.

PHYSICIAN ASSISTANT DEPARTMENT WORKLOAD EQUIVALENCY RECOMMENDATIONS  
(See also Article 42§12 of the Agreement))

<u>Activity</u>	<u>Faculty Workload Equivalent</u>
Classroom teaching (primary)	1 credit hour per 1 course credit hour, except as noted
Second laboratory course instructor	1 credit hour per semester
Guest lecturer in courses for which not instructor of record	1 credit hour per 14 clock hours
Graduate courses (numbered $\geq 500$ )	1.3 to 1.5 hours per credit hour
Enrollment greater than 45	1.3 to 1.5 hours per credit hour
First time preparation or major revision	Up to 2 times the credit hours for course
Advising (as defined by Agreement) $> 20$ students	1 credit hour per 10 students or portion over 20 students
University and college committees	1 or more credit hours (Chair: 2 or more)
Field Placement Clinical Supervision	1 credit hour per 45 contact hours per semester
Direct Clinical Service – 4 hours per week or more	2 credit hours if placement possible 1 credit hour if placement not possible
Administrative duties	1-15 hours per semester
Other research, scholarly, and creative activities as specified elsewhere in the Department policies	1-15 hours

## Article VI – Budget

- A. The department chair should present to the faculty a summary of expenditures from the previous fiscal year at the beginning of each academic year.
  
- B. Prior to entering into the process of annual budget development, the department chair should solicit the input of the Faculty Affairs Committee and give serious consideration to all its recommendations.
  
- C. The Faculty Affairs Committee may and should provide meaningful input to the chair regarding reasonable budgetary needs to accomplish the department's missions.

## Article VII – Class schedule and size

The faculty, via the appropriate committee, shall have the right and responsibility to make recommendations to the department chair regarding appropriate sizes and schedule of classes. The chair is encouraged to give significant weight to these recommendations, and to provide the committee with specific rationales whenever such recommendations are not followed.

### Article VIII – Appointment and Removal of Department Chair

- A. Upon a vacancy in the position of department chair, all bargaining unit members of the department shall convene a Committee-of-the-Whole for the purposes of making recommendations to the Dean regarding search and selection criteria, procedures, evaluation of candidates, and selection of the new chair.
  
- B. Any member of the department faculty may request consideration of a recommendation for removal of the department chair. The request must be in writing, with the written endorsement of at least one other member of the bargaining unit faculty. Upon such a request, the faculty will convene as a Committee-of-the-Whole to consider the request. After appropriate discussion, which may include outside input but may not include outside disclosure, a vote shall be taken by secret written ballot. Upon an affirmative vote of two-thirds of the entire Committee-of-the-Whole, the Committee shall forward its formal recommendation to the Dean, along with a full rationale and supporting documentation.

### Article IX – Sabbatical Leave

- A. Eligibility, timelines, and procedures for sabbatical leave are specified in the Agreement. Upon receiving notice(s) of eligibility, the department chair shall notify the eligible faculty member(s) and the chair of the Faculty Affairs Committee.
  
- B. The eligible faculty member is responsible for submitting his/her request for sabbatical leave within the contractual timelines.
  
- C. The Faculty Affairs Committee is responsible for reviewing such requests and making recommendations to the department chair within the contractual timelines.

### Article X – Other department governance

- A. By virtue of its command of the Physician Assistant discipline, the faculty maintains their rights as a body of dedicated professionals to fully participate in department governance to the extent provided by the Agreement, and overtly recognizing the rights of the University to exercise management authority.
  
- B. Other areas in which the faculty may elect to participate are, but not limited to: alternate academic year appointments, degree requirements and curricular offerings, and program development/discontinuance.
  
- C. Such participation shall be via the standing committees, and on extraordinary occasions, as a Committee-of-the-Whole. Any bargaining unit member may request a meeting of the Committee-of-the-Whole for the purposes of this article: any such meeting shall occur not later than five business days (as defined by the Agreement) from the request.



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**Approvals Page**

Approved unanimously by the Department bargaining unit faculty	July 21, 1998
Revisions approved unanimously by the Dept bargaining unit faculty	August 6, 1998
Approved, AAUP (Ltr, Gary Mathews, Agreement Administrator)	November 4, 1998
Approved, WMU (Ltr, Chester Rogers, Director, Collective Bargaining)	February 12, 1999
Amendments approved by the Department bargaining unit faculty	March 15, 2001
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