

**DEPARTMENT POLICY STATEMENT**

**Department of Political Science**

**Western Michigan University**

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**DEPARTMENT POLICY STATEMENT**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**WESTERN MICHIGAN UNIVERSITY**

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## **INTRODUCTION**

The Faculty Handbook of the Department of Political Science includes policies adopted by Department of Political Science faculty. It is the Department Policy Statement required by the current Western/WMU-AAUP Agreement, and addresses matters pertaining to faculty participation in department governance.

### **ARTICLE 23. - FACULTY PARTICIPATION IN DEPARTMENT GOVERNANCE**

Section 1: STATEMENT OF PRINCIPLE. It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western. Article 23.2.1

Section 2: MODIFICATION. Department Faculty have the right to review the Department Policy Statement periodically and to modify it by majority vote of faculty on continuing appointment. Once each academic year, the department chair may request a faculty review of some or all sections of the department policy Statement. Article 23.5

## I. DEPARTMENT ORGANIZATION AND ADMINISTRATION

### A. EXECUTIVE COMMITTEE

1. The Executive Committee advises, consults with, and informs the Department Chair and the faculty on significant matters of concern to the department and its members. It receives proposals from faculty members and may charge other committees with development of specific recommendations.
2. The Executive Committee participates in the following areas of department governance:
  - a. Initiation and implementation of department policies and procedures concerning department committee structure;
  - b. Selection of members of non-elected department committees;
  - c. Faculty appointments of all types; professional leaves of absence and sabbatical leaves;
  - d. Academic program development and discontinuance;
  - e. Development of guidelines concerning allocation and utilization of Fund 11 (General Fund) supplies and services monies;
  - f. Procedures and recommendations for appointment, evaluation and removal of the department chair;
  - g. Review of department policies and procedures to maintain conformity with current University policy and the Western/WMU-AAUP Agreement;
  - h. Annual review of courses department assigns to term and part-time faculty. The committee reports to the department chair, who forwards the recommendations to the dean. Annual review of professional competence and service of term faculty.
  - i. Recommendations concerning workload equivalencies for administrative and other non-instructional assignments in faculty workload.
  - j. Development of guidelines concerning allocation and utilization of revenue sources other than Fund 11 (e.g., indirect cost recovery, endowment and EUP).
3. Composition: The Executive Committee comprises four elected members of the department.

4. Chair of the Executive Committee: The Chair of the Executive Committee manages the ongoing business of the Executive Committee and, as such, represents and is responsible to the department as a whole. The faculty also may authorize the position to conduct other business as it may direct, consistent with department and University policy. The department chair may choose to delegate authority to the position, on a temporary basis, analogous to that of acting department chair. The Chair of the Executive Committee must be a tenured faculty member whose tenure home department is Political Science.
5. Election Procedures: Election to the Executive Committee is by eligible faculty voting by written ballot under supervision of the Chair of the Executive Committee.
6. Eligibility for Election and Voting: All Political Science Department faculty, including faculty specialists, whose primary appointment is in Political Science and who are in the AAUP Bargaining unit (i.e., not the department chair) are eligible to vote for members of the department Executive Committee. Tenure-track and tenured faculty and tenure-track and tenured faculty specialists are eligible to serve on the Executive Committee, except for those on leave or on sabbatical. No faculty member will serve for more than two consecutive terms on the Executive Committee.
7. Balloting Procedure: The procedure for electing the Executive Committee members and the Executive Committee chair will consist of two votes to occur in April of the spring semester.

First, colleagues will elect one Associate or Assistant Professor and one Full Professor to serve. A ballot listing all faculty eligible to serve on the Executive Committee will be distributed to faculty, and each faculty member will mark his or her ballot to indicate his or her single choice for each position. Ballots are unweighted (one vote counts as one vote), and ballots marked with more than the required choices will be deemed invalid. The faculty member with the highest number of votes in each category will serve and the Full Professor with the highest number of votes will serve as chair of the Executive Committee.

Second, colleagues will select two additional members of the Executive Committee. A ballot with the names of those eligible to serve will be distributed to faculty and each faculty member will mark his or her ballot to indicate his or her single choice for the remaining member. Ballots are unweighted (one vote counts as one vote), and ballots marked with more than the required single choice will be deemed invalid. The two faculty members with the highest vote totals will be selected, regardless of rank.

Tenured and tenure-track faculty may remove themselves from standing for election to the Executive Committee no more often than once in any three-year period of the academic calendar. Political Science faculty on approved leave may remove their names from the list of eligible faculty for election on the ballot and this does not count toward the once in any three-year period for removing your name from the ballot in future the Executive Committee elections.

A list of the Political Science faculty members standing for election for the Executive

Committee will be kept on file in the Political Science Department to assist with providing a list of eligible faculty to be placed on the ballot for the Executive Committee elections in the ensuing academic years,

8. Terms, Special Elections and Provisions.
  - a. Terms are for one calendar year beginning on the last day of the Spring term. Committee members, and the committee chair, are eligible for re-election.
  - b. The committee determines procedures for filling unanticipated vacancies in its membership.
9. Subcommittees and Ad Hoc Committees: From time to time the Executive Committee appoints subcommittees and *ad hoc* committees with specific charges and terms.
10. Sabbatical Leave. In addition to the responsibilities outlined in A.2, the Executive Committee will evaluate applications for sabbatical leave. Criteria for evaluating and ranking sabbatical applications are specified in Section II P 1-3 of this policy statement.

## **B. TENURE COMMITTEE**

1. The Tenure Committee is comprised of all faculty tenured in the Political Science Department. This includes faculty specialists. The Tenure Committee chair communicates with tenure candidates and appropriate university administrators according to the provisions of the Western/WMU-AAUP Agreement, Article 17. The chair of the Executive Committee is also chair of the Department Tenure Committee.
2. According to the Western/WMU-AAUP Agreement, the department chair convenes the Tenure Committee each fall, and briefs the committee on its agenda. The department chair then turns over deliberations to the chair of the Tenure Committee who chairs the Tenure Committee. The Tenure Committee chair will publish deadlines consistent with the Western/WMU-AAUP Agreement for candidates to submit materials for consideration.
3. Tenure Committee meetings must have a quorum of at least two-thirds of the tenured faculty ["tenured faculty" excludes faculty on approved leave of absence]. Decisions are by majority of those voting, taken at meetings whose dates have been publicized in advance. Faculty (including those on approved leave) unable to attend such meetings may vote by absentee ballot if their cause is approved by the Tenure Committee.
4. For final tenure decisions the vote is either to "grant tenure" or "deny tenure." For continuing probationary reviews, two votes will be taken. The first choice is "positive review" or "negative review." If the vote is for a positive review, the second vote is taken between "positive review" (no conditions) or "positive review with conditions." If the vote

is for a negative review, the second vote is taken between “negative review with conditions” and “negative review end probation.”

5. The Tenure Committee chair will draft letters announcing the Tenure Committee's decision in each case. The letter must be approved by two-thirds of the Tenure Committee members before being forwarded to the candidate and (if the candidate does not appeal) to the department chair.
6. The Tenure Committee must evaluate each candidate in the areas of Professional Competence, Professional Recognition and Professional Service for traditionally ranked faculty and Professional Competence and Professional Service for faculty specialists.

### **C. DEPARTMENT PROMOTION COMMITTEE**

1. In cases where tenure and promotion are considered simultaneously, the Department Tenure Committee serves as the Department Promotion Committee (DPC).
2. In cases where promotion is considered separately from a tenure decision, the department faculty at or above the rank sought by promotion candidates constitutes the Department Promotion Committee (DPC), which acts in accord with the Western/WMU-AAUP Agreement. The chair of the Executive Committee also serves as Chair of the Department Promotion Committee.
3. The Department Promotion Committee must evaluate each candidate in the areas of Professional Competence, Professional Recognition and Professional Service for traditionally ranked faculty and Professional Competence and Professional Service for faculty specialists. For those seeking promotion to full professor, the Promotion Committee must evaluate each candidate in the areas of Professional Competence, Professional Recognition and Professional Service using the contractually defined criteria of outstanding, substantial, significant, satisfactory, or unsatisfactory. The decision to promote or deny promotion is determined by the evaluations in each criteria outlined in the Western/WMU-AAUP Agreement.

### **D. GRADUATE STUDIES COMMITTEE**

1. The Graduate Studies Committee develops and evaluates policies concerning course offerings and program requirements for graduate programs offered by the department. It also coordinates department involvement in graduate interdisciplinary programs and program revisions developed by the Graduate College.
2. The committee includes at least three members appointed each September by the department chair in consultation with the Executive Committee. Terms are renewable. The Director of Graduate Studies, who is appointed by the department chair in consultation with the Executive Committee, is a voting member and chairs the committee.



3. Curriculum and course proposals developed by, or referred to, the committee are reported to the chair for review and referral to the faculty at regularly scheduled department meetings.

#### **E. GRADUATE FUNDING AND REVIEW COMMITTEE**

1. The Graduate Funding and Review Committee is comprised of the members of the Graduate Studies Committee and the PhD Admissions Committee, and further includes the Director of the Masters of International Development Administration program. The committee is chaired by the Director of Graduate Studies.
2. The committee is convened at least once annually, but can be convened more often if necessary.
3. Responsibilities of the committee include the annual review of PhD students and the awarding of assistantships and associateships. The committee also chooses the recipients of all department graduate scholarships and awards – the latter including the Graduate Research and Graduate Teaching Effectiveness Awards – and the attendees at summer methods programs.

#### **F. UNDERGRADUATE STUDIES COMMITTEE**

1. The Undergraduate Studies Committee develops and evaluates policies concerning course offerings and program requirements for undergraduate programs offered by the department. It also coordinates department involvement in interdisciplinary programs and program revisions developed by the College and the University.
2. The committee comprises at least three members appointed each September by the department chair in consultation with the Executive Committee.
3. Curriculum and course proposals developed by, or referred to, the committee are reported to the department chair for review and referral to the faculty at a regularly scheduled department meeting.

#### **G. HONORS COMMITTEE**

1. The Honors Committee recommends recipients of student recognition awards and undergraduate scholarships offered by the department, including the Department Presidential Scholar.
2. The committee comprises at least three members appointed each September by the department chair in consultation with the Executive Committee. The committee shall solicit recommendations from faculty in each of the department's undergraduate concentrations and fields when these are not represented on the committee.

3. The Honors Committee Chair prepares the program for the annual Honors Luncheon and assists in the dissemination of awards and recognition of undergraduates at the event.

#### **H. ASSESSMENT COMMITTEE**

1. The Assessment Committee oversees the assessment of undergraduate and graduate student learning outcomes.
2. The department chair, in consultation with the Executive Committee, selects the chair of the Assessment Committee. The chair of the Undergraduate Committee and the chair of the Graduate Committee are the remaining members, *ex officio*.
3. The chair of the Assessment Committee will serve, when invited or necessary, on the College Assessment Committee and the University Assessment Steering Committee.

#### **I. INSTITUTE OF GOVERNMENT AND POLITICS**

The Institute of Government and Politics (IGP) is an outreach arm of the Department of Political Science. IGP's mission is to introduce WMU students and faculty, and the greater Kalamazoo community, to scholars of politics and political leaders and experts from outside the university. The IGP hosts events that feature experts on American politics and government, international and comparative politics, international development and political theory, as well as state and local elected and appointed officials, diplomatic and consular officials, and federal policymakers. The IGP teams with student groups throughout the university to arrange these campus visits.

#### **J. DEPARTMENT CHAIR**

1. Selection: As the end of the department chair's term approaches, the Executive Committee will consult with Dean to determine whether to invite faculty to apply for the position of Department Chair or to initiate an application process to recruit external candidates. The Executive Committee will also solicit input from department staff and department graduate students concerning their needs and their views of desirable knowledge, skills and abilities in a chair. Based on applications, nominations and input received, the Executive Committee will develop recommendations for consideration by the faculty and the University. The faculty will choose their recommended candidate for chair by majority vote, cast in secret ballots. The chair of the Executive Committee is liaison with the dean during the process. This procedure will be followed whether there are multiple candidates for department chair or one candidate.

2. Term: It is recommended that the initial term of the department chair shall be four years; successive terms shall be three years. There is no limit on the number of terms.
3. Evaluation: The chair is evaluated in every other year, starting with the fall term following the first full year of service. The Executive Committee will determine the format and scope of the review.
4. Removal: Faculty may initiate consideration of removal through written request to the Executive Committee signed by at least one-quarter of the continuing faculty in the department. Following such a request, the Executive Committee convenes the faculty and conducts a vote by written ballot. If two-thirds or more of the continuing faculty support the initiative, the chair of the Executive Committee recommends removal to the Dean.

## **K.DIRECTOR OF GRADUATE STUDIES**

1. Selection. The Director of Graduate Studies serves at the discretion of the department chair. The recommended term is three years.
2. Workload modification. It is recommended that the Director of Graduate Studies is eligible for 9 hours of course release during the academic year with the expectation that he/she may offer one course during either the summer I or summer II term (at the AAUP summer teaching rate) and be available to students for advising and assistance during both summer terms.
3. Duties. The director of Graduate Studies will maintain the Graduate Handbook, advise new and continuing students, assist with the development of the graduate schedule, schedule comprehensive exams, suggest modifications to the graduate programs, chair the graduate committee, and represent the department at Graduate College and other training activities and programs that impact the department. The director will correspond with potential applicants, ensure that applications are processed, and that office staff are maintaining applicant files and notifying appropriate campus offices of admissions decisions. The director is the principal advisor for graduate students in the M.A. and Ph.D. programs – this includes preparation of programs of study, annual evaluations, and other administrative work associated with degree completion and graduation. S/he will be the head of the graduate committee in the department and convene the meetings of the Graduate Funding and Review Committee that determine ga/da-funding allocations and reviews each Ph.D. student annually. The director also handle orientation for new graduate students and for funded graduate students and make assignments, in consultation with the Executive Committee, of funded graduates students for work with faculty as teaching and research assistants. The director will work with the department chair to identify and nominate students for internal and external award and training opportunities – including the Graduate Student Teaching and Research Awards and summer methods training opportunities.

## **L. DIRECTOR, INSTITUTE OF GOVERNMENT AND POLITICS**

1. Selection. The director of the Institute for Government and Politics serves at the discretion of the department chair. The recommended term is three years.
2. Workload modification. It is recommended that the director of IGP is eligible for 6 hours of course release during the academic year.
3. Duties. The director will invite, schedule, and host members of the community, scholars and practitioners – including the annual Sam Clark and George Klein lectures.

## **M. DIRECTOR, CAPITAL INTERN PROGRAM**

1. Selection. The director of Capital Intern Program serves at the discretion of the department chair. The term is indefinite.
2. Workload modification. It is recommended that the director of the Capital Intern Program is eligible for 6 hours of course release during the academic year. The director will offer PSCI 3910 as part of his/her regular load during the spring term each academic year.
3. Duties. Each fall, the director will identify, interview and assist with the placement of a class of Lansing interns. Each spring the director will act as instructor of record for the internship seminar (PSCI 3910) and coordinate transportation arrangements to Lansing. Responsibilities also include regular contact with and recruitment of intern program mentors in Lansing.

## **N. DIRECTOR, MASTERS OF INTERNATIONAL DEVELOPMENT ADMINISTRATION**

1. Selection. The director of the Masters of International Development Program (MIDA) serves at the discretion of the department chair. The term is indefinite.
2. Workload modification. It is recommended that the director of the MIDA Program is eligible for 6 hours of course release during the academic year.
3. Duties. The director will correspond with potential applicants, ensure that applications are processed, and that office staff are maintaining applicant files and notifying appropriate campus offices of admissions decisions. The D\director will be the principal advisor for graduate students in the M.I.D.A. programs – this includes preparation of programs of study, annual evaluations, and other administrative work associated with degree completion and graduation. The director will also handle orientation for new MIDA students. The director will work with the department chair to identify and nominate student for internal and external award and training opportunities – including the Graduate Student Teaching and Research Awards.

## **O. POLITICAL SCIENCE DEPARTMENT LIBRARY REPRESENTATIVE**

A faculty member from the Political Science Department will serve as the library representative to keep colleagues informed about University Library policies and Political Science holdings. The department's library representative will solicit suggestions and proposals for collections and policies in Political Science for the Library. The department chair, in consultation with the Executive Committee, will appoint at least one faculty member for this position in September.

## **P. FACULTY MEETINGS**

1. **Schedule:** Faculty meetings shall occur monthly during an established block of time throughout the fall and spring semesters. The established day and time shall correspond to a block in the course matrix schedule, but shall not exceed one hour. Faculty will not be permitted to schedule courses during this established block of time reserved for faculty meetings.

The selection of the fixed block of time is made by the department chair in consultation with the Executive Committee, and approved by majority vote of the faculty. Any faculty member may bring a proposal to set or change the fixed block of time to the Executive Committee or the department chair for review and referral to the faculty.

The department chair in consultation with the Executive Committee may, at their discretion, cancel any regularly scheduled faculty meeting or call an additional faculty meeting with proper and timely notice to the faculty.

2. **Agenda and Conduct:** The department chair, in consultation with the Executive Committee, establishes and publishes in advance agendas for regular faculty meetings. The chair of the department conducts faculty meetings.
3. **Voting by Proxy:** Board appointed faculty with Political Science as the tenure home department may vote by written, directed proxy for Department of Political Science action items for which they are eligible to vote. A directed proxy must be delivered before the meeting begins. Only in the case of hiring decisions will directed proxies delivered prior to the hiring meeting not be allowed.
4. **Bargaining Unit Faculty Meetings:** Unit faculty meetings may be called according to the Western/WMU-AAUP Agreement.

## **Q. SAFETY**

1. **Reporting threats witnessed or received:** The faculty endorse the current Employee Handbook policy on this issue which states in part: “[Faculty] are responsible to notify the Department of Public Safety or the Assistant Vice President for Human Resources of any threats they have witnessed or received...when the threat is job-

related, or might be carried out on University property or is connected to University employment.” (Please see the current Employee Handbook for the full policy.) The faculty also recommend that such threats be reported to the department chair and/or the Executive Committee.

2. Information sharing:
  - a. When the department chair is notified by Public Safety, the Building Coordinator for Friedmann Hall or any other university official that a “Do not trespass” order has been issued against an individual who has threatened a faculty member, s/he shall notify all full- and part-time faculty as well as all staff and graduate students via e-mail. If allowable, a copy of the order including a photograph of the individual against whom it was issued shall be posted in the faculty mailroom as well as in the common room.
  - b. When the department chair is notified by Public Safety, the Building Coordinator for Friedmann Hall or anyone else that an individual has threatened a faculty member, s/he shall consult with Public Safety and the Building Coordinator as soon as possible about how, when and with whom this information should be shared.

## **II. THE FACULTY**

### **A. CONTINUING FACULTY**

1. Continuing faculty hold tenured or tenure-track appointments in the department. Continuing faculty may vote in faculty decisions on appointments, tenure, promotion and curriculum.
2. A jointly appointed faculty member with tenure home department in Political Science will be considered as a continuing faculty member in Political Science. Tenure, promotion, and merit decisions regarding jointly appointed faculty are made in accord with the Western/WMU-AAUP Agreement.
3. New hires.
  - a. Recommendations regarding specializations and fields for new continuing faculty appointments should be made by the Political Science faculty in consultation with the department chair and the Executive Committee.
  - b. Recommendations of specific candidates for continuing appointment are made to the dean on the basis of a vote of the faculty. The department chair communicates the faculty’s recommendation to the dean and may present his or her own report to the dean in conjunction with the faculty recommendation.

## **B. TERM APPOINTMENTS**

Recommendations of candidates for board appointed term faculty are made to the dean by the department chair in consultation with faculty. In cases where it is not possible to consult with the faculty as a whole, the department chair shall consult with the Executive Committee.

## **C. JOINTLY APPOINTED FACULTY (TENURE HOME DEPARTMENT OR PROGRAM OTHER THAN POLITICAL SCIENCE)**

1. WMU faculty in departments or programs other than Political Science, who have professional expertise in political science, may, with agreement of all parties concerned, hold joint appointments in their respective departments or programs and in Political Science. Recommendations for such appointments are made to the dean on the basis of a vote by the Political Science faculty. The department chair may make his or her own recommendation to the dean in conjunction with the faculty recommendation.
2. Jointly appointed faculty, whose tenure home departments are not Political Science, are encouraged to participate in faculty meetings and department activities. Such faculty may vote on matters not involving personnel issues.
3. Tenure, promotion, and merit decisions regarding jointly appointed faculty are made in accord with the Western/WMU-AAUP Agreement.

## **D. ADJUNCT AND AFFILIATE APPOINTMENTS**

1. Recommendations of candidates for adjunct and affiliate faculty are made by the department chair to the dean in consultation with faculty. In cases where it is not possible to consult with the faculty as a whole, the department chair shall consult with The Executive Committee.
2. Adjunct faculty are appointed by the Board of Trustees for a specified term and with a rank based on the same criteria applied to continuing faculty. These are uncompensated appointments. Adjunct faculty are eligible for renewal subject to satisfactory performance reviews.
3. Affiliate faculty are administrative, professional, or technical employees of the University who are appointed for one-year renewable terms to uncompensated assignments related to instruction. Rank is based on the same criteria applied to continuing faculty.

## **E. OTHER APPOINTMENTS**

1. The department chair makes part-time (i.e., non-board) appointments after discussion with the Executive Committee and notifies the faculty.

2. Instructional assignments of graduate teaching assistants and doctoral associates are made by the department chair in consultation with the Graduate Director and faculty.

## **F. GRADUATE FACULTY**

Recommendations for appointments to the Graduate Faculty are made by the department chair and in accordance with Graduate College policy. The Graduate College designates faculty as Full Members of or Associate Members of the Graduate Faculty. Members of the Graduate Faculty in Political Science must possess an earned doctorate.

## **G. TENURE**

1. Tenure policy and evaluation procedures are discussed in Articles 16 and 17 of the Western/WMU-AAUP Agreement.
2. The tenure criteria for traditionally ranked faculty in the Political Science Department consist of:
  - a. A sustained record of scholarly activities which contribute substantially to the scholarship of the candidate's field of specialization (see II.I, below). A scholarly monograph and/or a corpus of published or exhibited work in other forms is a norm. The record of scholarship shall be regarded as evidence of the candidate's ongoing agenda and future research potential. A statement of future plans shall be part of the record in the tenure review.
  - b. A sustained record of successful teaching, which contributes substantially to General Education; training of undergraduate majors; and/or training and mentoring of graduate students. Some faculty, especially those with joint appointments, may teach substantially for units other than the Political Science Department, and this shall be recognized in tenure considerations.
  - c. A record of participation in and commitment to department affairs through committee service and other types of services that support the curricular, research, and outreach agendas of the department and the university. Some faculty, especially those with joint appointments, may render substantial service to units other than the Political Science Department, and this shall be recognized in tenure considerations. Service in faculty governance and service to the academic and non-academic communities beyond Western Michigan University shall be considered, including governmental and political activity. Service, while a major consideration for tenure, cannot be substituted for competence in the areas of professional recognition and teaching.
3. Criteria for tenure for Faculty Specialists consist of a sustained record of successful teaching, as defined in G 2b. and a record of participation in and commitment to department and university service as defined in G.2c. Professional Recognition (research, publication



and other scholarly activities), while not required, will be taken into consideration if the Faculty Specialist so requests.

4. Judgmental criteria shall be applied in accordance with Article 17 of the Western/WMU-AAUP Agreement.
5. The candidate is responsible for preparing his/her tenure file for review by the Tenure Committee. The candidate is encouraged to review the tenure clauses of the Agreement and work with the Tenure Committee Chair in preparing the tenure file. The Tenure Committee may request additional information from other sources and may add appropriate information from the candidate's department file in accord with Article 11 of the Agreement.
5. At least four external letters of recommendation shall be solicited for traditionally ranked faculty in accord with the provisions of Article 17 and Appendix E of the Western/WMU-AAUP Agreement.
6. Classroom visits, conferences, and reports shall occur in accord with the provisions of the Western/WMU-AAUP Agreement.
7. The candidate may appeal the Tenure Committee recommendation or its language within the period stipulated by the Agreement. Candidates are encouraged to meet with the Tenure Committee chair prior to filing an appeal. Upon notice of intent to appeal, the candidate and the Tenure Committee chair will settle on a date for the appeal consistent with the Agreement deadlines. The Tenure Committee chair will then reconvene the Tenure Committee, which must decide whether the appeal is justified and take appropriate action.
8. Candidates appealing tenure review recommendations by the dean or the provost may ask the Tenure Committee for support. The Tenure Committee is not obliged to give such support but must consider the request and give the candidate timely notice of its decision. Should the request be made after the last day of spring semester the Tenure Committee chair shall consult with available Tenure Committee members, and section 6 (quorum and ballot rules) will not apply.

## **H. PROMOTION**

1. Promotion policy and procedure is discussed in Article 18 of the Western/WMU-AAUP Agreement, and all department considerations shall be in accord with this article.
2. The department chair makes the promotion file available to members of the DPC and convenes the DPC by the dates specified in the Western/WMU-AAUP Agreement, 18. The DPC chair either drafts a letter of recommendation or appoints a committee, which drafts such a letter. The DPC accepts, amends, or changes the draft, which then becomes the DPC promotion recommendation. More than one meeting may be held if necessary. This process shall take place in accord with the Western/WMU-AAUP Agreement.

3. The criteria for promotion from associate to full professor in the Political Science Department consist of:
  - a. A sustained record of scholarly activities beyond those on which promotion to associate professor were based. These activities shall contribute substantially to the scholarship of the candidate's field of specialization. A scholarly monograph and/or a corpus of published or exhibited work or other significant scholarly activities as listed in II.I is a norm. The record of scholarship shall be regarded as evidence of the candidate's ongoing agenda.
  - b. A sustained record of successful teaching, which contributes substantially to General Education; training and mentoring of undergraduate students; and training and mentoring of graduate students. Some faculty, especially those with joint appointments, may teach substantially for units other than the Political Science Department, and this shall be recognized in promotion considerations.
  - c. A record of participation in and commitment to department affairs through committee service and other types of services that support the curricular, research, and outreach agendas of the department and the university. Some faculty, especially those with joint appointments, may render substantial service to units other than the Political Science Department, and this shall be recognized in promotion considerations. Service to the academic community beyond Western Michigan University is important. Service in faculty governance and service to the non-academic communities beyond Western, including governmental and political activity, shall be positively considered.
4. Judgmental criteria shall be applied in accordance with 18 of the Western/WMU-AAUP Agreement.
5. At least four external letters of recommendation shall be solicited in accord with the provisions of Article 18 and Appendix E of the Western/WMU-AAUP Agreement.

## **I. PROFESSIONAL RECOGNITION**

Political Science faculty engage in professional activities such as consulting, fieldwork or public service that may result in unconventional but reputable forms of publication or presentation. The following list represents the faculty's clarification of professional recognition as outlined in the Agreement. In framing recommendations to the department chair for tenure reviews, promotion, and assigned time for research, the following components of professional recognition are considered scholarly activities:

- a. Refereed publication or exhibition in professional venues.
- b. Papers and presentations for professionally appropriate audiences.

- c. Current work of a professional nature under publisher's contract or on assignment for a publishing company.
- d. Work done as a result of professional awards, grants and fellowships.
- e. Lectures given outside normal course responsibilities at other institutions or professionally appropriate meetings.
- f. Service as editor or editorial assistant for a professional journal; service as a manuscript reader for professional journals or publishing houses; judging of manuscripts/ presentations in professional competitions.
- g. Service as chair, moderator, or commentator of sessions at professionally appropriate meetings.
- h. Consulting activities to other scholars, publishing houses, academic institutions, or government agencies.
- i. Research leading to substantial curriculum development and enrichment.
- j. Significant grant application activity.
- k. Service as an officer in a professional organization or relevant public commission.
- l. Organization of professionally appropriate conferences and panels.
- m. Service on non-WMU funding agency or scholarship committees

## **J. WORKLOAD ASSIGNMENT**

Each year, the department chair in consultation with the Executive Committee, sets an overall department workload goal. The department workload goal shall seek to meet the programmatic needs of the department and college while also maintaining department excellence. The department chair determines the workload of individual faculty, taking into account Executive Committee recommendations and advice, scheduling demands, and other workload and performance considerations. And then makes that workload available to all faculty.

## **K. WORKLOAD, CLASS SIZES AND SCHEDULING OF CLASSES**

- 1. Workload is defined in Article 42 of the Western/WMU-AAUP Agreement. In general, Political Science faculty members are active in graduate and undergraduate teaching, as well as research and scholarly activities as defined in Part II, section I above. The

Department of Political Science seeks to promote a balance between assignment to classroom instruction and other instructional and scholarly activities. In particular, each faculty member is given an annual workload assignment equivalent to 12 credit hours per semester or 24 credit hours per academic year. Fifteen credit hours of this assignment are customarily assigned to classroom instruction corresponding to two or three 3 to 4 credit hour courses per semester; the remainder is accounted for through other activities including the following: research and scholarly activity; non-classroom teaching and service to the department, college, university, union or professional and academic organizations (see K3 and K4 below, as well as 42.1.1- 1.6 and 42.9.1 of the Western/WMU-AAUP Agreement). As specified by Article 42.4, faculty members may be assigned fewer than or more than 12 hours of work in one semester, provided this reduction or increase is made up for in the other semester.

2. Class Sizes and Preparations: The faculty of the Department of Political Science make the following standing recommendations regarding class size and allocation of teaching assistants to the department chair. The instructional load of each faculty member includes courses of various sizes, levels of complexity, and pedagogical approaches.
  - a. Courses included in the General Education distribution program normally have a capacity of 40 and frequently are offered in multiples of this capacity up to 300. Enrollments up to approximately 40 students per course are accounted for in instructional load. Enrollments of 60-75 are recommended to be addressed by either a load reduction or by assignment of graduate assistants. Enrollments of between 75-300 are recommended to be addressed by load reduction and by assignment of graduate assistants. In large courses, it is recommended that one graduate assistant be assigned per 75 students. When resources permit, graduate assistants may be assigned to courses with enrollments below 75; faculty members teaching courses with higher enrollments or with heavy workloads in the other areas discussed below should be given priority for such assistance.
  - b. Courses at the 4000-level, and non-General Education courses at the 3000-level, normally have a capacity of 30. It is recommended that enrollment in a given course in this category not exceed 40 at any time. Writing intensive courses at the 4000-level should have a capacity of no more than 25 students; this capacity may be lowered at the request of faculty.
  - c. Courses at the 5000-level normally have a capacity of 15-30 depending upon whether the anticipated audience is predominantly graduate or undergraduate.
  - d. It is recommended that courses at the 6000-level have a capacity of 15.
  - e. Courses at the 7000-level normally enroll individual graduate students with appropriate workload adjustment.

- f. Most faculty typically have instructional loads mixing General Education courses with advanced undergraduate and graduate courses during an academic year, within limitations imposed by research and non-instructional assignments.
  - g. Faculty may request a reduction in teaching or service responsibilities when their classroom instructional loads clearly exceed any of the guidelines above (a-f).
3. Non-classroom teaching: The faculty of the Department of Political Science engage in the following non-classroom types of teaching mentioned in Article 42.1.1: work on Honors College and Master's theses, doctoral dissertations, comprehensive exams, internships, advising and mentoring, independent studies, new course preparations and professional training workshops. Concerning workload in this area, the faculty recommend to the chair:
- a. That faculty who anticipate an unusually heavy workload in this area (such as chairing or participating in multiple active Honors, M.A. theses or Ph.D. dissertations simultaneously in the coming academic year or who are engaged in developing new courses, supervising numerous independent studies, heavy advising responsibilities (as defined by Article 42.9.1), etc.) may request a reduction in service responsibilities in one semester.
  - b. That faculty with significant non-classroom teaching responsibilities in the areas listed above in a given academic year be given higher priority for teaching assistants both in their large classes and classes of 40 or fewer students.
  - c. That faculty who incur an unanticipated heavy workload in this area may request a reduction in service responsibilities in a subsequent semester.
4. Service on Department, College, University and Union Committees as well as on Committees of Academic and Professional Societies: The faculty of the Department of Political Science serve the department, college, university on a wide range of committees. They also serve the WMU chapter of the AAUP. All of these activities are part of the workload of the faculty, as described in Article 42.1.3-42.1.6. Concerning workload in this area, the faculty recommend to the chair:
- a. That faculty chairing or serving on at least two committees with anticipated heavy workloads in the coming academic year may apply for a reduction in other service responsibilities for one semester.

- b. That faculty with significant service responsibilities in the areas listed above in a given academic year be given higher priority for teaching assistants both in their large classes and classes of 40 or fewer students.
  - c. That faculty who incur an unanticipated heavy workload in this area may request a reduction in service responsibilities in a subsequent semester.
  - d. That the chairs of all active department committees submit a brief report regarding their workload to the department chair and the Executive Committee at the end of each spring semester. This report shall include both a statement of the committee's workload over the past academic year along with an estimate of its workload for the coming year.
5. Academic Year Workload Assignment. Workload assignments made by the department chair are reviewed each fall by the Executive Committee and department chair in advance of scheduling classroom teaching assignments for the following academic year. A faculty member who perceives that his/her workload exceeds the recommended parameters set forth in Article 42 of the Agreement or in this policy statement shall have the right to appeal to the department chair. It is recommended that the chair consult with Executive Committee, prior to the formal appeals process set forth in Article 42.10 of the Agreement.

#### **L. SUMMER I AND SUMMER II TEACHING ASSIGNMENTS**

1. Each fall semester prior to October 15 the department chair surveys the faculty to determine which members prefer a summer I or summer II assignment; faculty who wish to teach Summer I or Summer II classes must notify the chair prior to November 1 of the preceding year. Faculty who prefer not to teach in these sessions may not be assigned. Tenured and tenure-track faculty have priority over faculty holding other types of appointments. Within the curricular guidelines for summer I and summer II given in Part III, Section H, priority among faculty for assignment to scheduled courses is determined by a point system, wherein each member is assigned one point per traditional classroom course taught in the three previous Summer I or Summer II sessions. Points shall be allotted only for those courses for which faculty receive summer salary. In cases where more faculty are available than course assignments, preference shall be given first to junior faculty and then to those with the fewest accumulated points. Additionally, no faculty member shall be scheduled to teach two courses per session until every qualified faculty member wishing to teach has been scheduled to teach one course. Consistent with the Western/WMU-AAUP Agreement, faculty may exercise preference once each fiscal year.
2. All workload equivalencies and deferred instructional load policies used in the fall and spring semesters are in effect for summer I and summer II sessions. It is recommended that actual load adjustments deriving from these policies be applied to instructional load in a future fall or spring semester. These adjustments are determined by the department chair.

## **M. EXTENDED UNIVERSITY PROGRAM ASSIGNMENTS**

1. The department chair coordinates the department's activities in the various programs and offices of the Extended University Programs (EUP). The chair surveys faculty with regard to EUP teaching assignments and consults with the Executive Committee to arrange an equitable distribution of teaching opportunities. Outside of regular workload assignments, faculty have preference for up to one EUP course per semester, if available, at the EUP rate. See Article 41 § 1.2.1.3.
2. Open learning courses, which do not necessarily conform to academic terms, are included as EUP courses to the extent that each course is counted once for each 15 students who complete it.
3. Bargaining unit faculty have priority for assignments to course offerings in the regional centers and online courses. If bargaining unit faculty are unavailable to meet program needs, emeriti, adjunct, or part-time faculty may be assigned.
4. To the extent feasible, the academic expectations and faculty assignment criteria in EUP regional or online courses are identical to those used on the Kalamazoo main campus.

## **N. OFFICES AND OFFICE HOURS**

1. Office assignments are made by the department chair.
2. Faculty normally are expected to post regularly scheduled office hours that fall between 8:00 AM and 9:30 pm, Monday to Friday

## **O. PROFESSIONAL TRAVEL**

1. Travel for the purpose of participating in the programs of professional associations and symposia is of the highest priority. Supporting professional travel requires blending general funds, allocated to the department for this purpose, with funds available from other sources. Certain college and university regulations also must be met.
2. Each fall the department chair ascertains faculty plans for professional travel. Inasmuch as professional associations plan programs far in advance, faculty are expected to be fairly specific in their responses. Additional requests made late in the fiscal year may depend upon availability of funds.
3. To be eligible for reimbursement of professional travel expenses, the following forms must be completed:
  - a. Travel Authorization Request Form: Travel Authorization Request Form: must be completed and approved by the department chair and the dean prior to travel. University travelers are required to complete a travel authorization

form before departure and receive approval from the department chair, whether reimbursed or not.

- b. Travel Expense Voucher: Form must be completed within 10 days of completion of travel to process reimbursement. All expenses submitted for reimbursement must be documented. Meal allowances and automobile mileage rates are determined by the university. A copy of the presented paper or--for commentators, panel chairs, officers--a written synopsis of proceedings, together with a copy of the program indicating the faculty member's role, must be submitted with the completed voucher.
- c. Faculty Research Travel Fund Form: must be submitted with the travel expense voucher for any professional travel for which the faculty member is requesting institutional support.

## **P. SABBATICAL LEAVE**

1. Sabbatical leave policy and procedures is discussed in Article 26 of the Western/WMU-AAUP Agreement.
2. The Executive Committee reviews applications for sabbatical leave and forwards them in ranked order to the department chair. The committee's recommendations are based on the criteria in Article 26.3 and the following criteria we specify as a department. The criteria listed below are all considered, with none being weighted more heavily than any other.
  - a. The intrinsic merit of the proposal as an experience in study, scholarship and professional development;
  - b. Anticipated presence or likelihood of partial support from external funding;
  - c. Likelihood of a successful sabbatical. The department defines success as: 1) The presence in the proposal of a description of anticipated results in the form of refereed publication; and 2) the likelihood—based upon the applicant's professional record—that such results will be forthcoming;
  - d. The Executive Committee reviews applications first on the basis of merit as defined by Article 26.3.1.1 and the additional criteria in this section, indicating "strong support," "support," or "forwarded without recommendation" for each application.
  - e. In cases where two or more applications are considered to be of equal rank (i.e. ranked the same according to the ordinal ranking in 2.d.), the committee will prioritize: 1) candidates who have never had sabbatical; 2) cases where a long period of time has passed since the last sabbatical.
3. Convening a special committee to review sabbatical applications: In years where 2 or more Executive Committee members are planning to apply for sabbatical, the chair must convene a separate committee to review applications. The chair must clarify the need for a special committee at the end of the spring semester.



4. Each January, the department chair shall notify all faculty who will be eligible to apply for sabbatical in the coming fall semester.

## **Q. STUDENT RELATIONS AND STUDENT ORGANIZATIONS**

1. The department has long had the reputation of being concerned with the academic and personal welfare and circumstances of its students, and each faculty member is expected to contribute to maintaining that reputation. The department is committed to making communication between faculty and students as open as possible.
2. In faculty-student interaction, both parties are expected to be aware of established policies and processes in the University. These include statements concerning student academic ethics and rights, conduct and responsibility, sexual harassment, and racial and ethnic relations as published in the Graduate Catalog and Undergraduate Catalog, or other university documents. Faculty should be aware that, under current policy, they must not initiate or negotiate charges of plagiarism, cheating, or other breaches of the student code of conduct directly with the student. Questions regarding faculty rights and responsibilities in these areas should be directed to the department chair.
3. Most of the students in the department have attained legal majority. The Family Educational Rights and Privacy Act of 1974 limits access to academic and personal records except in an academic advising capacity. The act prohibits disclosure of academic information by a faculty member to parents or spouses without prior written consent of the students.
4. Faculty members are expected to state clear grading and attendance policies at the beginning of each semester, as well as discuss the approach and content of each course in general terms. Classes meet for the whole of the scheduled time period. Some form of examination or evaluation is made in each course, prior to the final day to withdraw, to allow students to assess their performance.
5. Students are invited to select one undergraduate and one graduate student to represent them at meetings of the Graduate Studies Committee and Undergraduate Studies Committee, and to participate in those meetings which do not involve direct peer evaluation.
6. Political Science Graduate Student Association (PSGSA). Changes to department policy, schedules or curricula that impact graduate students will be developed in consultation with a representative of the PSGSA.
7. WMU hosts a chapter of the national Political Science Honors Society, Pi Sigma Alpha. Students meeting the admissions criteria will be invited to join in January of each academic year and recognized at the annual honors luncheon.

## **R. SCHEDULING OF CLASSES**

Course assignments for the University's various campuses and academic terms are the responsibility of the department chair, who consults the Executive Committee during schedule development. Program requirements, and anticipated student needs to meet them expeditiously, are the major factors in scheduling. Prior to submitting the department schedule, the department chair ascertains faculty preferences with regard to courses and class schedule and takes into account guidelines, listed in Article 42, section 15, for avoiding excessively long teaching days, teaching early morning classes after a previous night class, and teaching too many new or different courses at a time. The chair then circulates a tentative schedule, and negotiates special circumstances in accord with article 42 of the Agreement.

## **S. ADMINISTRATION OF STUDENT RATINGS OF FACULTY**

Student ratings shall be conducted in each class taught by a bargaining unit faculty member in at least one semester of each academic year using the evaluation instrument approved by Western and WMU-AAUP (Article 16.4). Additional ratings, using the department form or the instructor's own form, may be given at the instructor's discretion.

## **T. PROFESSIONAL ACTIVITIES REPORTS AND STATEMENT OF OUTSIDE EMPLOYMENT**

1. Each faculty member, each October 15, submits a Professional Activities Report (PAR) covering the previous period July 1 through June 30. The Professional Activities Report should be more inclusive and descriptive than the standard *vitae*, as it guides the department chair and Executive Committee in making a variety of decisions about workload assignments and curriculum development. The department chair should receive the PAR.

2. The Professional Activities Report may be accompanied when relevant by a statement of outside employment; such as instructional, consulting, and other professionally-related compensated activity completed during the academic year (fall and spring terms). This statement does not relieve faculty members of the requirement for advance notification by Oct. 1 of outside employment as outlined in the Western/WMU-AAUP Agreement Article 29. Additional Employment.

## **U. GRADUATE TEACHING ASSISTANTS AND DOCTORAL ASSOCIATES**

1. Appointments of graduate teaching assistants are made by the department chair based on recommendations from the Graduate Funding and Review Committee and in accordance with the relevant portions of the Workload Policy (II K2). All funds available for assistance, from whatever source, are pooled each year for a single competition for assistance awards.

2. Both faculty and assistants are invited to indicate their assignment preferences. Efforts are made to accommodate these preferences as well as to achieve congruence of faculty interests, assistant assignments, and fields of study and expertise, provided that department scheduling and other considerations permit.
3. Assignment of assistants and associates to instructional duties varies according to experience and training. Assistants in their first year of graduate study normally give administrative and grading support to faculty teaching large lecture sections without arrangements for formal discussion groups. Assistants assigned to large lecture sections that have regularly scheduled discussion groups are expected to have some teaching experience or to have completed course work in college-level teaching, or both. Under no circumstances should graduate students evaluate the academic work of other graduate students.
4. Instructional assignments for graduate teaching assistants, and doctoral associates who have not achieved candidacy for the Ph.D., are limited to 1000/2000-level courses, or to 3000-level courses in the General Education distribution system. Doctoral associates who have completed preliminary examinations for Ph.D. candidacy may teach all courses through the 4000-level. These assignments are made by the department chair in consultation with the appropriate faculty.
5. Although efforts are made to accommodate individual circumstances, the primary employment responsibility of graduate teaching assistants is to the department. Assistants are expected to inform the department of any other employment activity.
6. All graduate assistants and doctoral associates post regularly scheduled office hours, and should consult with faculty to whom they are assigned to determine how to maximize their availability when faculty require their services.
7. Assistants and associates are subject to ongoing performance review, including faculty visitation to discussion sections and written evaluations by supervising faculty. Assistants and associates are subject to mid-year termination for due cause.

### **III. INSTRUCTION**

#### **A. OFFICIAL DESCRIPTIONS OF PROGRAM REQUIREMENTS AND COURSES**

1. Development of Graduate and Undergraduate Catalog program and course descriptions is the responsibility of the department chair in consultation with the Graduate Studies Committee, the Undergraduate Studies Committee, and the faculty as a whole. Program and course descriptions are subject to the university's curriculum review process.
2. Faculty draft their own course titles and descriptions subject to review for consistency and brevity during the curriculum review process. Titles and descriptions should be as

succinct as possible. Course titles, in particular, should be developed to convey as much information as possible on student transcripts as to the content of courses.

3. The department publishes a graduate handbook that elaborates requirements and procedures in various academic programs, and offers supplementary guidance to students in academic and professional matters. Both faculty and students are expected to be familiar with the contents of this handbook and regard them as official policy.

## **B. COURSE OFFERINGS**

1. Any faculty member may propose new courses for listing in the department's course offerings. Proposals should be in writing to the Graduate Studies Committee or Undergraduate Studies Committee, which presents its recommendations to the Executive Committee and the faculty. In reviewing course proposals, the appropriate committee considers the academic training, professional experience, and availability of appropriate faculty, congruence of proposed new courses with department curriculum priorities and emphases, and anticipated student demand.
2. Faculty considering new course proposals should keep in mind the length of time required to complete the college and university curriculum review process.

## **C. TOPICAL OR EXPERIMENTAL COURSES**

1. Most departments, including the Department of Political Science, list several topical courses which may be subtitled and repeated by students under different subtitles. Except in the General Education distribution system--where such courses are not permitted--these courses facilitate the program development process. Offering is by consultation with the department chair, and offerings are reviewed by the department chair and the Executive Committee during the schedule development process.
2. The subtitle for a topical course appears as the course title on student transcripts. These subtitles therefore must be developed with considerable care.
3. Decisions to list topical course subtitles as standing courses in the Graduate Catalog and/or Undergraduate Catalog must follow the process described in Section III.B.

## **D. COURSE CLASSIFICATION AND NUMBERING SYSTEM**

1. Courses listed in catalogs are classified as follows:
  - a. Basic courses: 1000/2000-level
  - b. Advanced courses: 3000/4000-level
  - c. Graduate/Advanced Undergraduate courses: 5000-level

- d. Graduate courses: 6000/7000-level
2. Advanced courses, for purposes of program coherence and planning, also have a specific numbering scheme:

2000-2100 Introductory American Politics  
2400-2500 Introductory Comparative Politics  
3000-3250 American Politics  
3400-3500 Comparative Politics and Foreign Policy  
3600-3660 Political Theory  
3670-4940 Courses, in any area, targeted to majors

### **E. CONDUCT OF ADVANCED COURSES**

1. 3000-level courses listed in the General Education distribution are advanced courses; some deliver discipline-specific content and training. Particularly in 4000-level courses, written research assignments and examinations emphasizing writing skills predominate.

### **F. 5000-LEVEL COURSES**

1. In the Department of Political Science performance criteria and expectations in 5000-level courses are those developed for graduate students; undergraduates enrolled in these courses are evaluated accordingly.
2. Offerings at the 5000-level are largely limited to narrowly focused topics courses, applied skills courses, small workshops and proseminars.
3. From time to time the department may offer 5000-level courses co-listed with 4000-level seminars offered by the Lee Honors College. Some exceptions to enrollment and other criteria normally in effect for 5000-level courses may occur in these arrangements, but only with the approval of the faculty members involved.

### **G. GRADUATE ENROLLMENT IN 4000-LEVEL COURSES**

In accordance with Graduate College policy, any 4000-level course offered by the department, except for 4990, may be applied toward a Master of Arts degree up to the limit of six semester hours. Courses at the 4000-level may not apply toward requirements for the Doctor of Philosophy degree. These regulations also apply to course work taken outside the department.

### **H. SUMMER I AND SUMMER II COURSE OFFERINGS**

1. Summer I and summer II course schedules should first reflect the department's commitment to both graduate and undergraduate curricula, and secondly to the college and university general education programs. The schedules should also be designed to

maximize credit hours consistent with these criteria. Individualized instruction (thesis and dissertation, readings, etc.) may be offered at the discretion of faculty.

2. Within the above guidelines, schedules of courses for summer I and summer II sessions are prepared each fall by the department chair in consultation with the Executive Committee. Faculty are assigned to summer I and summer II courses in accord with Part II, Section L and in accord with the Western/WMU-AAUP Agreement.

#### **I. EXTENDED UNIVERSITY PROGRAM COURSES**

1. Courses offered in EUP programs have the same requirements and standards as their counterparts on the Kalamazoo campus. New courses proposed for EUP offering are subject to the curriculum review processes described in III.B.
2. Graduate courses generally are not offered in EUP programs except at the Grand Rapids Regional Center, and then only if adequate library, computer and other resources are present to support them.

#### **IV. MAINTENANCE AND AMENDMENT**

1. If any portion of this document should be declared invalid by the University or be superseded by University policy, the remainder of the document is not affected. The chair of the Executive Committee is responsible for maintaining congruence with University policy and informs the faculty whenever amendment is necessary. The Executive Committee chair also is responsible for forwarding to the appropriate administrative offices amendments initiated by the faculty.
2. This document may be amended by faculty vote, either by a two-thirds majority of continuing faculty present at a faculty meeting, or by a similar majority voting by mail ballot. A simple majority present at a faculty meeting may determine to utilize a mail ballot for an amendment question.