

DEPARTMENT POLICY STATEMENT REVIEW CHECKLIST

Department: _____

INTRODUCTION: The Department Policy Statement governs <u>the means by which faculty make recommendations to Western</u> on a variety of matters. As noted in Article 23 of the Western/WMU-AAUP Agreement, each department must have an approved department policy statement on file with both Academic Labor Relations (ALR) and the WMU-AAUP. Each department policy statement must be reviewed and approved by both ALR and WMU-AAUP. When you believe that your policy statement is complete, and you have received comments from your Chair/Director, please follow the approval process specified in Article 23.§4.1, and <u>electronically submit the document (in WORD)</u> to the WMU-AAUP Contract Administrator and Western’s Director of Academic Labor Relations.					
<u>PLEASE paginate your policy statement and include a table of contents.</u>		Academic Labor Relations	Initial/Date	WMU- AAUP	Initial/Date
APPROVED BY:					
MANDATORY POLICIES: The following items are required parts of the department policy statement (Article 23§2.1-2.2).					
First Paragraph (23§2.1)					
Appointment and reappointment (Article 14)					
Equitable summer teaching and EUP teaching distribution (see Articles 31 and 41)					
Evaluation of faculty (Article 16)					
Promotion process, particularly criteria and methods (see Article 18§2-4)					
Sabbatical leave (see Article 26§3.1)					
Tenure process, particularly criteria and methods (see Article 17§7-8.33)					
PERMISSIVE POLICIES: The following items are optional for the department policy statements (Article 23§2.3).					
Alternate academic-year appointments					
Appointment and removal of department chair/director					
Class schedules					
Class sizes					
Department budget allocations					
Department curricular offerings					
Department degree requirements					
Department program development and discontinuance					
Structure of the department (e.g., program units, committees)					
Voting eligibility and procedures					
Workload policy (Article 42)					

Signature and Date, Director of ALR

Signature and Date, AAUP Contract Administrator

CONTACTS: Academic Labor Relations, acb_info@wmich.edu
 WMU-AAUP, contract@wmuaaup.net and staff@wmuaaup.net

(Revised 08/16)