

## **Policy Statement**

Department of Business Information Systems  
Haworth College of Business  
Western Michigan University

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## **PREAMBLE**

During the three years since the last revision of Department Policy Statement, two discrete Programs, Computer Information Systems and Business Communication, have operated within one department under the administration of an Executive Chair. Following collegial deliberation, faculty voted in March 2003 to support an administrative structure reflected in this revised Policy Statement. Accordingly, new policies and procedures for department governance have been formulated.

These policies and procedures for departmental governance will operate in accordance with the current existing agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors, hereinafter referred to as the **Agreement**. Revision of this Policy Statement must conform to the procedures established in the Agreement.

It is the right, the responsibility, and the privilege of University faculty 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 faculty 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.

# **BIS Department Policy Statement**

## **1.0 Department Operations and Common Policies**

The Department of Business Information Systems consists of two Programs: Computer Information Systems and Business Communication. Both areas maintain separate curriculum and faculty review processes within the Department. The department policy statement is composed of two Program Policy Statements (as detailed hereinafter) to ensure autonomous operations of program activities, including meetings, curriculum design and implementation, sabbatical leave, faculty review for promotion and tenure, and faculty recruiting of all academic ranks. Each program policy statement will be set up separately as permissible by the Agreement.

### **1.1 Department Operations**

- 1.1.1 The Chair of the BIS Department, residing with Computer Information Systems, and a faculty Business Communication Program Director, appointed by the College Dean, will coordinate area activities. The Department Chair serves in the traditional University chair role for all CIS faculty in the Department.
- 1.1.2 The BCM Faculty Program Director, coordinating BCM Programs and faculty activities, reports to the Associate Dean of the Haworth College of Business, who will serve as WMU's administrative agent at the level of the chair.
- 1.1.3 As a board-appointed faculty member, the BCM Program Director may be elected by colleagues to serve as an area committee chair.
- 1.1.4 Membership: All individuals who hold academic rank in the Department are considered members of the Department. All board-appointed faculty have voting rights, with the exception of a faculty member who is serving as Department Chair and adjunct/part-time instructors.
- 1.1.5 Voting: A simple majority of those voting will be used to decide issues. Proxy votes will not be accepted. When a motion is made, it passes if approved by a majority. Committee chairpersons are eligible to vote.
- 1.1.6 Meetings: CIS and BCM faculty groups will meet independently in regular area meetings during the academic year. The BIS/CIS Chair and BCM Program Director will convene area meetings, distributing agendas at least three days in advance. Additional items may be proposed at the beginning of the meeting or introduced from the floor by any member. Program Areas may further delineate meeting guidelines.

## **1.2 College Committee Representation**

- 1.2.1 College Curriculum Committee: If permitted by College policy or the Dean, both CIS and BCM Programs will send faculty representatives to the College Curriculum Committee to ensure a fair representation of autonomous curriculum operations of each program.
- 1.2.2 College Promotion Committee: CIS and BCM Tenure/Promotion Review Committee chairs will serve alternating terms as College Promotion Committee representatives of the Department. Beginning with the approval date of this Policy Statement, the current CIS representative will continue to serve until his term expires. The length of each term is three years. The entire Department faculty must vote to approve CPC representation for each term; because untenured faculty do not participate in the election of CIS and BCM Tenure/Promotion Review Committee Chairs, they must have an opportunity to approve or disapprove College Promotion Review Committee representation. To that end, a vote will be conducted to approve or reject the CPC representative in the rotation. Either the BIS Department Chair or the BCM Program Director may facilitate the voting, with results handled by the BIS Department administrative staff. In the event that a representative is not approved, the program area in the rotation may nominate a candidate other than the Tenure and Promotion Review Committee Chair.
- 1.2.3 BBA Council: If permitted by College policy or the Dean, both CIS and BCM Programs will have their own independent faculty representatives to the BBA Council to participate in the development of and provide input to the undergraduate programs at Haworth College of Business.
- 1.2.4 Graduate Program Review Council (GPRC): If permitted by College policy or the Dean, both CIS and BCM Programs will have their own independent faculty representatives to the GPRC to participate in the development of and provide input to the graduate programs at Haworth College of Business.

## **1.3 University Faculty Senate and AAUP Representation**

The WMU-AAUP and Faculty Senate will facilitate balloting for the purpose of electing representatives to the Faculty Senate and WMU - AAUP Association Council. Faculty in both CIS and BCM Programs are eligible for election.

## **1.4 Amendments to the Department Policy Statement**

Faculty may initiate changes to this Statement according to the principles and procedures outlined in the Agreement. Changes in language may be suggested in Area meetings and circulated to all Department faculty, who may agree to revisions and forward them as appropriate.

## **2.0 Computer Information Systems (CIS) Program Policy Statement**

### **2.1 CIS Program Operations**

- 2.1.1 The CIS Program operates as an independent unit within the Department and is headed by the Department Chair. The CIS program activities, curriculum assignment, and faculty review processes will be coordinated by the Department Chair as specified in the Agreement.
- 2.1.2 Meetings:
  - 2.1.2.1 General: The CIS program faculty will hold regular meetings during the academic year; the dates to be determined and announced by the Department Chair at the beginning of each semester. A proposed agenda will be distributed by the Department Chair at least three days prior to each meeting. Additional items that have arisen in the interim may be proposed prior to or at the beginning of the meeting or introduced from the floor to the Chair.
  - 2.1.2.2 Special Meetings: The Department Chair or any CIS faculty may request a special meeting. If the request for a special meeting is approved by a majority of the CIS faculty or the Chair, a special meeting will be scheduled by the Department Chair for a date no later than two weeks after the request is received. Such meetings shall deal only with matters on the published agenda. Other than in emergency situations, as determined by the Department Chair, a five-day notice of the meeting will be required.
- 2.1.3 Minutes: Written minutes of all CIS Program meetings shall be prepared by a recording secretary and distributed to all CIS faculty once it is approved.
- 2.1.4 Recording Secretary: A recording secretary shall be designated at the beginning of each meeting. The Recording Secretary shall record, file, and circulate minutes to the faculty of each meeting.

### **2.2 The Faculty**

- 2.2.1 Definition: The faculty is a community of all individuals appointed to the CIS Program with primary interests in making contributions to the educational goals of the University, the department, and the CIS Program. The faculty includes members with positions classified as ranked faculty, visiting professors, faculty specialists, adjunct faculty, and part-time instructors.

2.2.2 Membership: All individuals who hold academic rank in the CIS Program are welcome to participate in the deliberation of the Faculty. All board-appointed faculty in the bargaining unit have voting rights, with the exception of adjunct faculty or part-time instructors.

2.2.3 Voting: A simple majority of voting will be used to decide issues. Proxy votes will not be accepted. When a motion is made, it passes if approved by a majority. Committee chairs are eligible to vote.

#### 2.2.4 Appointment and Reappointment

2.2.4.1 General: One of the Department Chair's most important responsibilities is to seek and to identify the resources needed to accomplish the objectives of the University. It is a shared responsibility between the CIS faculty and Department Chair to identify the staffing needs for the CIS program. The recognition of faculty needs and the recruitment, selection and preservation of a faculty engaged in high productivity of professional activities require cooperation and coordination between the Department Chair and the CIS faculty. The CIS Personnel Search Committee (see Section 2.3.4) shall confer with the Department Chair in determining the faculty needs, the number and the type of faculty to be recruited to staff the CIS Program.

##### 2.2.4.2 Recruitment Process:

###### a. Tenured or Tenure-track Appointment.

- 1) Once a faculty position has been approved and posted and applications submitted, the Department Chair shall forward the applications to the Personnel Search Committee (PSC – see Section 2.3.4).
- 2) The PSC shall review all applications on the basis of the qualified requirements for the position under consideration. These requirements will include: educational attainment, teaching experience, professional recognition and contributions, research, publishing service to academic institutions, college and student support, public service, and any unique and unusual considerations deemed appropriate. These applications will be presented to the CIS faculty and will be ranked on the basis of desirability.
- 3) Arrangement will be made by the Department Chair in consultation with the PSC for qualified, seriously considered applicants to be brought on campus for personal interviews.
- 4) All tenured and tenure-track faculty, the Department Chair, and the Dean, if possible, should be involved during the on-campus interview.

- 5) At the completion of each candidate's visit, a candidate evaluation form will be completed by each faculty member. These forms will be returned to and used by the PSC in preparing recommendations to the Chair. A candidate's evaluation forms shall be destroyed upon his/her employment in the Department.
- b. Non Tenure-track Appointment.
  - 1) It is recommended that all tenured and tenure-track faculty shall be notified of the individuals being considered for temporary positions, including term and part-time, receive copies of their vitae, and be consulted concerning the appointments.
  - 2) The Tenure/Promotion Review Committee (see Section 2.3.1) shall annually evaluate those individuals on temporary or term appointments. The results of these evaluations shall be forwarded to the Department Chair by the chair of the Tenure/Promotion Review Committee.
  - 3) Reappointments to term or temporary positions should be based on the needs of the department, the evaluations made by the Tenure/Promotion Review Committee, and the recommendations of faculty members.

### **2.3 CIS Program Committees and Operation Procedures**

Each of the following committees should be formed in the first CIS Program meeting held in each academic year.

#### **2.3.1 CIS Tenure and Promotion Review Committee**

This committee will have at least three tenured faculty members. A majority must consist of traditionally ranked tenured faculty. For promotion reviews, committee members must be at or above the rank being sought by promotion candidates. The committee shall also conduct annual performance reviews of faculty on term and adjunct appointments. The committee will elect its chair at the initial meeting in fall semester. Faculty being considered for promotion will not serve on the Committee during promotion reviews.

2.3.1.1 The CIS Tenure/Promotion Review Committee will review materials submitted by faculty candidates in accordance with the Agreement. The Committee is responsible for composing letters of recommendation and forwarding reviews to the candidates and to the Department Chair, in accordance with the Agreement.

2.3.1.2 The Department Chair will notify all faculty of impending reviews according to deadlines specified in the Agreement. Notified faculty will prepare materials for review and submit

them to the CIS Tenure/Promotion Review Committee chair, who will make the file available to committee members.

- 2.3.1.3 The Department Chair will notify all CIS faculty eligible for promotion and/or tenure according to the procedures and deadlines specified in the Agreement. Faculty who wish to be considered for promotion will prepare materials and submit them to the CIS Tenure/Promotion Review Committee chair, who will make the file(s) available to committee members.

### 2.3.2 Curriculum Committee

- 2.3.2.1 **Committee Structure:** The CIS Curriculum Committee will be elected from among all CIS faculty who are included in the bargaining unit. The size of the committee should be five CIS faculty.

2.3.2.2 **Committee Procedures:**

- a. General issues related to CIS Program courses regarding changes/additions/deletions and new majors/minors must be submitted to the chair of CIS Curriculum Committee.
- b. Should special curriculum issues arise, the CIS faculty included in the bargaining unit shall form subcommittees to handle such issues. The results of subcommittees should be submitted to the CIS Curriculum Committee for further discussion and final decision. The CIS Curriculum Committee and/or subcommittees will elect their own chair.
- c. The CIS Program Curriculum Committee will review existing curricula on a regular basis, evaluate course proposals regarding course changes/additions/deletions to the existing curricula, and assess proposals of new majors/minors submitted to the committee. The committee will forward its recommendations to the appropriate reviewing bodies specified in the University Curriculum Review Process. The chair of CIS Curriculum Committee will be the default representative of the CIS Program to such reviewing bodies.
- d. The CIS Curriculum Committee Meetings and results shall be open and distributed to all CIS faculty.

### 2.3.3 Sabbatical Committee

- 2.3.3.1 **Committee Structure:** The CIS Sabbatical Leave Committee will consist of three tenured or tenure-track faculty; one of the members must have received a sabbatical leave in the past. No member applying for sabbatical leave may serve on the committee during the year of consideration.

2.3.3.2 **Committee Procedures:**

- a. The committee shall elect its own chair.
- b. The committee must consider all submitted proposals in accordance with the procedure and time schedule outlined in the Agreement, allowing the Chair sufficient time to review.

- c. The committee shall consider each proposal for leave and vote to approve or disapprove.
- d. Approval shall result from a simple majority vote of the committee.
- e. In the case of two or more approved proposals, the committee must rank them.
- f. Individuals must be notified in writing of the sabbatical leave recommendation no later than six business days before the date that the recommendations must be given to the Department Chair.
- g. A faculty member can appeal a sabbatical recommendation by providing the Chair of the Sabbatical Leave Committee a written appeal within three business days of receiving the recommendation. The chair of the Sabbatical Leave Committee must call a meeting of the committee to consider the faculty member's appeal.
- h. The chair of the Sabbatical Leave Committee shall notify the Department Chair, in writing, of the committee's recommendations in a timely manner so that the Chair may meet an October 1 deadline for submission to the Dean.

#### 2.3.3.3 Sabbatical Application Process and Requirements

- a. A CIS faculty member who is applying for a sabbatical leave must submit a detailed proposal in accordance with the procedure and time schedule outlined in the Agreement. The proposal shall be submitted to the Sabbatical Leave Committee.
- b. The proposal shall include the following information:
  - 1) The date and duration of leave requested.
  - 2) A description of the project for which a sabbatical leave is requested, including the benefits to the individual, the CIS Program, and the University.
  - 3) Any salary, grant or other funds (in addition to the salary provided by the University) expected to be received by the faculty member during the term of leave.
  - 4) Any additional information required by the Agreement.

#### 2.3.4 Personnel Search Committee (PSC)

2.3.4.1 Committee Structure: For the purpose of recruitment and selection of new faculty, the CIS faculty shall form a Personnel Search Committee. The Personnel Search Committee is composed of three CIS faculty, both tenured and tenure-track faculty within the CIS program may participate. This optional committee will be determined at the first program meeting of the fall semester.

#### 2.3.4.2 Committee Procedures:

- a. The Committee shall elect its own chair.

- b. Once a faculty position has been approved, the Committee will develop performance criteria for candidates, and follow the Appointment procedures described in Section 2.2.4.

## **2.4 Teaching Workload and Assignment Policy**

### **2.4.1 Workload Policy:**

The workload for CIS faculty will be governed by the Agreement and will also reflect the prescribed standards of the Association to Advance Collegiate Schools of Business (AACSB). The purpose of this policy is to ensure the following:

- a. Full and effective use of the abilities of each faculty member.
- b. An appropriate allocation of time for teaching, research, and service activities to help meet the mission of the CIS Program.
- c. An equitable distribution of the workload in the CIS Program.

### **2.4.2 Teaching Assignments:**

- a. Faculty will have an opportunity to communicate teaching assignment preferences to the Department Chair.
- b. Assignments should be congruent with faculty members' disciplinary training, qualifications, and experience, using faculty recommendations as guidance.
- c. Number of preparations each semester, class requirements, class size, and class location should be given serious consideration.
- d. Responsibility for independent studies, internships, directed readings, professional field experiences, thesis or dissertation supervision, and administrative duties may be considered part of the faculty member's workload.
- e. The faculty recognizes that the Department Chair is responsible for the equitable distribution of faculty workload and must consider numerous factors including programmatic needs, student demands, faculty expertise, intellectual contributions, and seniority.

### **2.4.3 Summer I and Summer II Teaching Assignments:**

- a. The teaching assignments for Summer I and Summer II will be based on the CIS programmatic needs and the congruency between course and faculty qualifications.
- b. Tenured and tenure-track faculty will have preference in assignments. The priority of assignments should be determined by professional rank. In the event when faculty are ranked in priority equally, tenure status at WMU, years tenured at WMU, years in rank at WMU plus years of credit granted are to be used to further assign priority. If faculty remain tied in priority after applying these criteria, the priority ranking shall be rotated among the tied members each year.
- c. When a faculty member rejoins the teaching faculty from an administrative appointment at Western Michigan University he/she

will be assigned a priority as though no interruption of his/her service to the CIS Program had taken place. A faculty member who is on leave (as defined in the appropriate articles of the Agreement) during the Fall and/or Spring semester will be considered in the priority of assignment list.

- d. If the total number of course sections offered in Summer I and II is not sufficient to provide a full-time load (i.e., 22%) for all tenured and tenure-track faculty, then teaching assignments should be rotated so that all interested tenured and tenure-track faculty have one course per session and two if available courses permit, using the assignment priority as determined by criteria **b** and **c** addressed above.
- e. If the total number of course sections offered in Summer I and II is sufficient to provide a full-time load (i.e., 22%) for all tenured and tenure-track faculty, then term faculty shall be assigned for teaching in either Summer I or Summer 2 after all existing tenured and tenure-track faculty have been assured of a full-time load.
- f. Faculty with term appointments may be assigned Summer I and II courses once tenured and tenure-track faculty have been assigned. The priority of assignment for term faculty will be determined based on their number of years of service to the CIS Program.

### **3.0 Business Communication (BCM) Program Policy Statement**

#### **3.1 BCM Program Operations**

The Business Communication Program (BCM) operates as an independent unit within the Department and is managed by a Program Director, who reports to the College Associate Dean.

#### **3.2 BCM Faculty Committees**

##### **3.2.1 BCM Tenure and Promotion Review Committee**

This committee will consist of BCM tenured faculty members, with a minimum of three, and a majority of traditionally ranked tenured faculty. For promotion reviews, members serving on the committee must be at or above the rank of those candidates being reviewed for promotion. The committee shall also conduct annual performance reviews of faculty on term and adjunct appointments. The committee will elect its chair at the initial area meeting. Faculty being considered for promotion will not serve on the Committee during promotion reviews.

3.2.1.1 The BCM Tenure/Promotion Review Committee will review materials submitted by faculty candidates in accordance with the WMU/AAUP Agreement. The Committee is responsible for composing letters of recommendation and forwarding reviews to the candidates and to the Associate Dean, in accordance with the Agreement.

3.2.1.2 The Associate Dean will notify all faculty of impending reviews according to deadlines specified in the Agreement. Notified faculty will prepare materials for review and submit them to the BCM Tenure/Promotion Review Committee chair, who will make the file available to committee members.

3.2.1.3 The Associate Dean (BCM) will notify all faculty eligible for promotion according to the procedures and deadlines specified in the Agreement. Faculty who wish to be considered for promotion will prepare materials and submit them to the BCM Tenure/Promotion Review Committee chair, who will make the file(s) available to committee members.

3.2.2 The BCM Curriculum Committee will be elected from tenured and tenure-track faculty; BCM faculty may also choose to consider curriculum issues as a committee of the whole. Department faculty will decide the composition of their area curriculum committees at the first convened area meeting of the academic year and elect its chair.

3.2.2.1 The BCM Curriculum Committee will review curricula on a regular basis, evaluate course proposals, recommend minor and

major curriculum changes, and recommend changes in curriculum requirements. The Committee will forward recommendations to the appropriate reviewing bodies specified in the University Curriculum Review Process.

3.2.3 The BCM Sabbatical Leave Committee will consist of three tenured or tenure-track faculty; one of the members must have received a sabbatical leave in the past. Members will serve a three-year term; no member applying for sabbatical leave may serve during the year of consideration. The BCM Program Director will facilitate balloting during the first week of the fall semester.

3.2.3.1 The Sabbatical Leave Committee will follow the procedure and timetable outlined in the Agreement. The Committee will elect its own chair, who will forward the recommendation as specified in the Agreement.

3.2.4 BCM Search Committee: Should faculty choose to form a Search Committee for the purposes of recruitment and selection of new hires, both tenured and tenure-track faculty within the Area may participate. This optional committee will be determined at the first Area meetings of the fall semester; members will develop performance criteria for candidates, screen and evaluate applicants, and make recommendations to the Associate Dean, Program Director and College Dean.

### **3.3 The Faculty**

3.3.1 Appointments and Reappointments. Faculty or the BCM Search Committee may recommend the need for replacement or for additional faculty to the Program Director, who will inform the College Associate Dean or Dean. Faculty may develop criteria for candidates; the Program Director is responsible for timely advertisement of available positions and will handle the interview arrangements.

3.3.2 Selection Process: BCM faculty, Program Director and the BCM Search Committee will screen all applications for positions to ensure that candidates meet specified criteria. Either the BCM faculty and faculty Program Director or its Search Committee will rank candidates before sending the recommendations forward. Recommendations must be accompanied by a thoroughly developed rationale supporting the request to hire.

3.3.3 Appointment of adjunct and part-time instructors: Adjunct and part time instructors should be employed only with appropriate qualifications and when full-time faculty or positions are unavailable. Such instructors will

receive regular performance reviews as specified in the current Agreement; the reviews will be considered in re-appointment decisions.

### **3.4 Workload and Assignments**

Workload will be governed by the Agreement and will also reflect the prescribed standards of the Association to Advance Collegiate Schools of Business (AACSB).

- 3.4.1 BCM faculty will communicate their preferences to the Program Director, who will then make recommendations to the Associate Dean.
- 3.4.2 Assignments should be congruent with faculty members' disciplinary training and experience.
- 3.4.3 Number of preparations each semester, class requirements, class size, and class location should be given serious consideration.
- 3.4.4 Responsibility for independent studies, internships, directed readings, professional field experiences, thesis or dissertation supervision, and administrative duties may be considered part of the faculty member's workload.
- 3.4.5 Summer Session teaching assignments should reflect congruency between course and faculty qualifications. Tenured and tenure-track faculty will have preference in assignments; teaching opportunities should be rotated so that all interested tenured and tenure-track faculty have opportunities to teach.