

# **DEPARTMENT POLICY STATEMENT**

**Department of History**

**Western Michigan University**

# DEPARTMENT POLICY STATEMENT

## DEPARTMENT OF HISTORY WESTERN MICHIGAN UNIVERSITY

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## INTRODUCTION

The Faculty Handbook of the Department of History includes policies adopted by Department of History faculty. It is the Departmental Policy Statement required by the current WMU-AAUP Agreement, and addresses matters pertaining to faculty participation in departmental governance. The handbook also includes a description of and policies for the Burnham-Macmillan Endowment Fund.

### ARTICLE 23. - FACULTY PARTICIPATION IN DEPARTMENTAL 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 Departmental Policy Statement periodically and to modify it by majority vote of faculty on continuing appointment. Once each academic year, the department chairperson 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 (ExCom)

Approved: Dept 3/01; revised 3/31/04

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. All other standing and ad hoc committees, except for the Tenure Committee and committees elected by the Faculty, report to the Executive Committee. ExCom develops an agenda for faculty meetings in consultation with the Chair, scheduling consideration of recommendations by committees and other departmental business in as timely a manner as possible
2. The Executive Committee participates in the following areas of departmental governance:
  - a. Initiation and implementation of departmental policies and procedures concerning departmental committee structure;
  - b. Selection of members of non-elected departmental committees;
  - c. Faculty appointments of all types; 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 departmental policies and procedures to maintain conformity with current University and Agreement policy;
  - h. Scheduling and planning of faculty meetings.
3. Composition: The Executive Committee comprises three elected members of the department. The committee elects its own officers except for Chair of the Executive Committee.
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 home department is History.

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 History Department faculty, including faculty specialists, whose primary appointment is in History 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 ExCom, except for those on leave or on sabbatical.
7. Balloting Procedure: The procedure for electing the ExCom members and ExCom chair will consist of two votes to occur in March of the spring semester after the election of the Tenure Committee Chair in the History Department.

First, colleagues will elect three tenure-track or tenured faculty to serve on Excom. A ballot listing all faculty eligible to serve on ExCom will be distributed to faculty, and each faculty member will mark his or her ballot to indicate his or her single choice for the committee. Ballots are unweighted (one vote counts as one vote), and ballots marked with more than the required single choice will be deemed invalid. The top three vote-getters will serve on ExCom. If all three are untenured, the department will vote again with a ballot consisting only of tenured faculty in order to elect one member who will replace the individual who received the third highest number of votes in the original election.

Second, colleagues will elect the Chair of ExCom voting for Chair from the tenured members already elected. A ballot with the names of those eligible to serve as Chair will be distributed to faculty, and each faculty member will mark his or her ballot to indicate his or her single choice for Chair. Ballots are unweighted (one vote counts as one vote), and ballots marked with more than the required single choice will be deemed invalid. The top vote getter will serve as Chair of ExCom. See above I., A., 4, regarding ExCom Chair eligibility.

For this election to ExCom all tenured and tenure-track traditional ranked faculty and faculty specialists, and term appointed faculty with home department in History are eligible to vote for both ExCom members and ExCom Chair.

Tenured and tenure-track faculty may remove themselves from standing for election to ExCom no more often than once in any three-year period of the academic calendar. History 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 ExCom elections.

A list of the History faculty members standing for election for ExCom will be kept on file in the History Department to assist with providing a list of eligible faculty to be placed on the ballot for ExCom elections in the ensuing academic years.

8. Terms, Special Elections and Provisions.

- a. Terms are for one calendar year beginning on the first day of the Fall Semester. Committee members, and the committee chair, are eligible for re-election.
- b. The committee determines procedures for filling unanticipated vacancies in its membership.
- c. The immediate past Department Chair is ineligible for election to the Executive Committee for one year following completion of the term.
- d. Between the end of the Spring Semester and beginning of the Fall Semester, the Department Chair may consult with a quorum of at least two members of either the outgoing or incoming Executive Committee.

9. Subcommittees and Ad Hoc Committees: From time to time the Executive Committee appoints subcommittees and ad hoc committees with specific charges and terms.

**B. SABBATICAL, WORKLOAD AND EVALUATION COMMITTEE (SWEC)**

Approved: Dept 4/00, revised 4/02, 4/03

1. The Sabbatical, Workload and Evaluation Committee participates in several areas of departmental governance for which the Agreement and departmental policy prescribe various reporting procedures:
  - a. The SWEC reviews faculty workload assignments made by the Chair. Generally such review takes place in the Fall, after the filing of the Professional Activity Report (PAR) and of requests for workload assignment by individual faculty and before the scheduling of classroom teaching for the subsequent academic year.
  - b. Evaluation of applications for sabbatical leave. The SWEC reviews applications solely on the basis of scholarly merit and the professional records of applicants, indicating "strong support," "support," "forwarded without recommendation," or "rejected." In cases of multiple applications for a given academic year, the committee also prioritizes the applications. The SWEC forwards these recommendations to the Department Chair and to ExCom for consideration of programmatic

impact, but the recommendations themselves are not subject to ExCom review.

- c. Annual performance reviews of all term and part-time faculty with recommendation for or against reappointment. The committee reports to the Department Chair, who forwards the recommendations to the Dean.
- d. Recommendations concerning workload equivalencies for administrative and other non-instructional assignments in faculty workload.
- e. Evaluation of faculty for membership in the Graduate Faculty. The committee reports to relevant faculty and the Department Chair.
- f. The SWEC will publish a schedule of meetings and agendas at least twice each semester.

## **2. Membership and elections.**

Election provisions for the SWEC are identical to those for the Executive Committee, except that eligibility for election to the SWEC is limited to faculty holding the rank of Associate or Full Professor. The SWEC selects its own chair.

## **C. TENURE COMMITTEE**

Approved: Dept 3/0; revised 4/03; 3/31/04

1. The Tenure Committee is comprised of all faculty tenured in the History Department. This includes faculty specialists. The Tenure Committee Chair communicates with tenure candidates and appropriate university administrators according to the provisions of the WMU-AAUP Agreement, Article 17 .

The election for the Tenure Committee Chair of the History Department will take place prior to the election of the Executive Committee members and Executive Committee Chair in March of the Spring Semester. Eligible to serve as Tenure Committee Chair are tenured faculty members in History with History as the home department. Those eligible to vote in this election include tenure-track and tenured colleagues who are traditionally ranked faculty and tenure-track or tenured Faculty Specialists in the History Department with History as their home department.

The Chair of the Tenure Committee is ineligible to stand for election for Chair of ExCom.

Tenured faculty members in History, on approved leave, or not willing to serve as Tenure Committee Chair may remove their names from the list of eligible faculty prior to the election.

2. According to the AAUP-WMU Contract, 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 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 by secret ballot, 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. Votes on tenure decisions, not on procedural matters, will be taken by secret ballot, counted by the Tenure Committee chair and one member. 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.

#### **D. DEPARTMENTAL PROMOTION COMMITTEE**

Approved: Dept 4/02

1. In cases where tenure and promotion are considered simultaneously, the Departmental Tenure Committee serves as the Departmental Promotion Committee (DPC).
2. In cases where promotion is considered separately from a tenure decision, the departmental faculty at or above the rank sought by promotion candidates constitutes the Departmental Promotion Committee (DPC), which acts in accord with the WMU-AAUP Contract, Article 18. § 4. In such cases the Departmental Promotion Committee elects its own chair.

#### **E. GRADUATE STUDIES COMMITTEE**

Approved: Dept 9/92

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 departmental involvement in graduate

interdisciplinary programs and program revisions developed by the Graduate College.

2. The committee screens applicants to graduate programs and recommends them to the Graduate Faculty. It establishes examination procedures and conducts performance reviews of graduate students in the department. It also evaluates applicants for graduate financial assistance for recommendation to the Department Chair.
3. The committee recommends recipients of graduate student recognition awards.
4. The committee comprises at least four members appointed each April by ExCom. 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. The Department Chair is an ex-officio member.
5. Curriculum and course proposals developed by, or referred to, the committee are reported to ExCom for review and referral to the faculty.
6. The committee will publish a schedule of meetings, agendas, and minutes at least twice each semester.

## **F. UNDERGRADUATE STUDIES COMMITTEE**

Approved: Dept 9/92; revised 3/22/06

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 departmental involvement in interdisciplinary programs and program revisions developed by the College and the University.
2. The committee recommends recipients of student recognition awards and undergraduate scholarships offered by the department.
3. The committee comprises at least three members appointed each April by ExCom. The Director of Advising and Undergraduate Studies is a voting member of the committee. The Department Chair is an ex-officio member.
4. Curriculum and course proposals developed by, or referred to, the committee are reported to ExCom for review and referral to the faculty.
5. The committee will publish a schedule of meetings, agendas, and minutes at least twice each semester.

## **G. HISTORY DEPARTMENT LIBRARY REPRESENTATIVE**

Approved: 3/31/04

A faculty member from the History Department will serve as the library representative to keep colleagues informed about University Library policies and History holdings. The department's library representative will solicit suggestions and proposals for collections and policies in History for the Library. ExCom will appoint at least one faculty member for this position in April.

#### **H. RESEARCH COMMITTEE**

Approved: 4/03

The Research Committee coordinates a research Seminar Series, featuring the work of WMU faculty and students as well as visiting scholars. The committee distributes information about fellowship and grant writing, scholarly publishing, archival research, and issues of professional concern for graduate students. The Committee includes both faculty and graduate students. Members are appointed in April by ExCom. It selects its own chair.

#### **I. ASSESSMENT COMMITTEE**

Approved: 4/03

The Assessment Committee oversees the assessment of undergraduate and graduate student learning outcomes. One member of the assessment committee serves as liaison to the Undergraduate Studies Committee and one as liaison to the Graduate Studies Committee. The Committee selects its own chair.

#### **J. ADVISING COMMITTEE**

Approved: 4/03

The Advising Committee has the responsibility of advising undergraduate students primarily by staffing the departmental advising office. Its activities are coordinated by the Director of Advising and Undergraduate Studies. It may convene as a committee to discuss advising issues and make recommendations to the undergraduate studies committee, ExCom, or the department.

#### **K. TECHNOLOGY COMMITTEE**

Approved: 4/03

The Technology Committee coordinates information technology and instructional technology in the department. It oversees the departmental website, evaluates technology needs and communicates these to ExCom, the department, and the chair, and facilitates the planning for computing and classroom equipment. The committee selects its own chair.

#### **L. DEPARTMENT CHAIR**

Approved: Dept 1/93; WMU/AAUP 3/93

1. **Selection:** The Executive Committee develops recommendations for consideration by the faculty and the University. The Chair of ExCom is liaison with the Dean during the process. Faculty are invited to apply during the selection process. Faculty also may nominate individuals from outside the University.
2. **Evaluation:** Each Spring Semester ExCom may conduct an evaluation of the Department Chair, transmitting results to the Department Chair and the Dean.
3. **Removal:** Faculty may initiate consideration of removal through written request to ExCom signed by at least one-quarter of the continuing faculty in the department. Following such a request, ExCom 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 ExCom recommends removal to the Dean.

**M. ASSOCIATE CHAIR**

Approved Dept. 3/22/06

1. **Selection.** The Associate Chair serves at the discretion of the Chair.
2. **Election to the Executive committee.** The Associate Chair is eligible to serve on the Executive Committee, but may elect to remove his/her name from the list of faculty eligible for election.

**N. DIRECTOR OF GRADUATE STUDIES**

Approved Dept. 3/22/06

1. **Selection.** The Director of Graduate Studies serves at the discretion of the Chair.
2. **Election to the Executive committee.** The Director of Graduate Studies is eligible to serve on the Executive Committee, but may elect to remove his/her name from the list of faculty eligible for election.

**O. DIRECTOR OF ADVISING AND UNDERGRADUATE STUDIES**

Approved Dept. 3/22/06

**Election to the Executive committee.** The Director of Advising and Undergraduate Studies is eligible to serve on the Executive Committee, but may elect to remove his/her name from the list of faculty eligible for election.

**P. FACULTY MEETINGS**

Approved: Dept 9/92; revised 3/31/04

1. **Schedule:** Regular faculty meetings are held at least monthly, more frequently if necessary, during Fall and Spring semesters at times to be determined by ExCom.

2. **Agenda and Conduct:** ExCom establishes and publishes in advance agendas for regular faculty meetings. The Chair of the Department chairs faculty meetings.
3. **Voting by Proxy:** Board Appointed Faculty with History as the home department may vote by written, directed proxy for Department of History action items for which they are eligible to vote. A directed proxy must be delivered before the meeting begins.
4. **Unit Faculty Meetings:** Unit faculty meetings may be called according to the WMU-AAUP Agreement.

## II. THE FACULTY

### A. CONTINUING FACULTY

Approved: Dept 9/92; WMU/AAUP 3/93; revised 4/02, 10/04, 01/04.

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. Recommendations regarding specializations and fields for new continuing faculty appointments should be made by the history faculty in consultation with the Department Chair and ExCom.
3. 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

Approved: Dept 9/92; WMU/AAUP 3/93; revised 4/02; 4/03

1. Recommendations of candidates for Board Appointed term faculty are made to the Dean by the Chair in consultation with faculty. In cases where it is not possible to consult with the faculty as a whole, the Chair shall consult with ExCom.
2. Board-appointed term faculty are encouraged to participate in the faculty meetings and departmental activities. Such faculty may vote on matters not involving appointments, tenure, or promotion.

### C. JOINTLY APPOINTED FACULTY (HOME DEPARTMENT OR PROGRAM OTHER THAN HISTORY)

Approved Department 12/04/02

1. WMU faculty in departments or programs other than History, who have professional expertise as historians, may, with agreement of all parties concerned, hold joint appointments in their respective departments or programs and in History. Recommendations for such appointments are made to the Dean on the basis of a vote by the History 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 home departments are not History, are encouraged to participate in faculty meetings and departmental activities. Such faculty may vote on matters not involving personnel issues such as appointments, tenure, and promotion.

3. Tenure, promotion, and merit decisions regarding jointly appointed faculty are made in accord with the WMU-AAUP Contract.

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

Approved: Dept 9/92; WMU/AAUP 3/93; revised 4/03

1. Recommendations of candidates for adjunct and affiliate faculty are made to the Dean by the Chair in consultation with faculty. In cases where it is not possible to consult with the faculty as a whole, the Chair shall consult with ExCom.
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. 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**

Approved: Dept 9/92; WMU/AAUP 3/93

1. The department chair makes part time non-board appointments after discussion with ExCom and notifies the faculty.
2. Instructional assignments of graduate teaching assistants and doctoral associates are made by the Department Chair.

#### **F. GRADUATE FACULTY**

Approved: Dept 9/92; WMU/AAUP 3/93, revised 10/04, 04/05

1. Recommendations for appointments to the Graduate Faculty are made by the Department Chair in consultation with the SWEC, 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 History must possess an earned doctorate.
2. The Department of History further defines Thesis Chair or Instructional membership in the Graduate Faculty. Thesis Chair members have established and ongoing records of professional recognition. Thesis Chair members may chair dissertation and thesis committees and offer courses at the 6000/7000 levels. Instructional members may serve on dissertation and thesis committees and offer courses at the 4000/5000 levels.
3. Adjunct faculty may be designated by the Graduate College as Associate Members of the Graduate Faculty. Their designation as Thesis Chair or

Instructional members of the History Graduate Faculty is determined according to the same criteria used for continuing faculty.

4. The Graduate College conducts a quinquennial review of Graduate Faculty appointments. Thesis Chair faculty are appointed for the duration of these review periods unless they retire and elect not to continue on the Graduate Faculty. Thesis Chair faculty appointments during the review period are for the duration of the period. Instructional appointments are normally for three years and may be reviewed more frequently by faculty request. Adjunct and affiliate appointments are for the terms of the appointments.

#### **G. TEACHING AND GRADUATE FACULTY EMERITI**

Approved: Dept 3/95; WMU 2/96; AAUP 1/96, revised 10/04

1. In recognition of continuing scholarly activity and involvement in graduate instruction, selected emeritus members of the department recognized by the Board of Trustees and the Graduate College are designated as Teaching and Graduate Faculty Emeriti. To the extent resources permit without impinging on the needs of fulltime faculty, the department endeavors to provide faculty so designated with office space, professional travel, telecommunications, and clerical support to continue research and teaching on a part-time basis. Teaching assignments are by mutual agreement of the Department Chair and faculty concerned. Compensation is at normal part-time rates.
2. Teaching and Graduate Faculty Emeriti appointments normally are for three years. Faculty so designated are included in the annual performance review of non-unit faculty conducted by the SWEC.

#### **H. TENURE**

Approved: Dept 3/95; WMU 2/96; AAUP 1/96; revised 4/02; 3/31/04

1. Tenure policy and evaluation procedures are discussed in Articles 16 and 17 of the WMU-AAUP agreement.
2. The tenure criteria for traditionally ranked faculty in the History Department consist of:
  - a. A sustained record of scholarly activities (see II. K. 1. a.) which contribute substantially to the scholarship of the candidate's field of specialization. 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 at least two of the departmental missions: General Education; training of

undergraduate majors; and training and mentoring of graduate students. Some faculty, especially those with joint appointments, may teach substantially for units other than the History Department, and this shall be recognized in tenure considerations.

- c. A record of participation in and commitment to departmental 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 History 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. 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 H. 2. B. and a record of participation in and commitment to departmental and university service as defined in H. 2. C. Professional Recognition (research, publication and other scholarly activities), while not required, will be taken into consideration if the Faculty Specialist so requests.
  4. 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 Departmental File in accord with Article 11 of the Agreement.
  5. External letters of recommendation shall be solicited for traditionally-ranked faculty in accord with the provisions of Article 17. § 5.5 of the WMU-AAUP Contract
  6. Classroom visitations, conferences, and reports shall occur in accord with the provisions of the WMU-AAUP contract (e.g. Article 16.3)
  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.

## **I. PROMOTION**

Approved: Dept 3/95; WMU 2/96; AAUP 1/96; revised 4/02; 3/31/04 11/3/04

1. Promotion policy and procedure is discussed in Article 18 of the WMU-AAUP Agreement, and all departmental 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 WMU-AAUP Contract, 18. § 8. 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 WMU-AAUP Contract Article 18 § 4.
3. The criteria for promotion from Associate to Full Professor in the History 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. K. 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 at least two of the departmental missions: 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 History Department, and this shall be recognized in promotion considerations.
  - c. A record of participation in and commitment to departmental 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 History 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 shall be positively considered.

4. Judgmental criteria shall be applied in accordance with 18 §3.6 and 18 §3.7 of the WMU-AAUP Contract.
5. External letters of recommendation shall be solicited in accord with the provisions of Article 18. § 3.9 of the WMU-AAUP Contract.

#### **J. WORKLOAD ASSIGNMENT**

Approved: Dept 9/92; WMU/AAUP 3/93

1. Faculty who wish to be granted assigned time as a part of workload to pursue specific research activities, grant application or other scholarly activities (see Section II.K.) that would affect their customary workload assignment for the following academic year, shall apply to the SWEC and the Department Chair at the time workload is assigned in the Fall.
2. The Department Chair determines faculty workload, taking into account SWEC recommendations and advice, scheduling demands, and other workload and performance considerations. Scheduling of assigned courses to maximize productivity in research assignments is a high priority.

#### **K. PROFESSIONAL RECOGNITION**

Approved: Dept 4/00

History faculty engage in professional activities such as public history, ethnohistory, documentary editing, archaeology and history education 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:**

- (1) Refereed publication or exhibition in professional venues;
- (2) Papers and presentations for professionally appropriate audiences;
- (3) Current work of a professional nature under publisher's contract or on assignment for a publishing company;
- (4) Work done as a result of professional awards, grants and fellowships;
- (5) Lectures given outside normal course responsibilities at other institutions or professionally appropriate meetings;

- (6) 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; judging of museum, public historical or archaeological exhibitions.
- (7) Service as chair, moderator, or commentator of sessions at professionally appropriate meetings;
- (8) Consulting activities to other scholars, publishing houses, academic institutions, or government agencies;
- (9) Research leading to substantial curriculum development and enrichment;
- (10) Significant grant application activity.
- (11) Service as an officer in a professional historical organization or relevant public commission;
- (12) Organization of professionally appropriate conferences and panels.

**L. WORKLOAD, CLASS SIZES AND SCHEDULING OF CLASSES**

Revised 3/31/04, 11/09/05

1. Workload is defined in Article 42 of the AAUP-WMU Contract. In general, History faculty members are active in graduate and undergraduate teaching, as well as research and scholarly activities as defined in the preceding section (see Section II.K). The Department of History 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 hrs. per semester or 24 hrs. per year. Half of this assignment (12 hrs.) is customarily assigned to classroom instruction; the remaining half (12 hrs.) is accounted for through assignment to other activities including the following: research and scholarly activity; chairing/supervising doctoral dissertations; directing M.A. theses; serving on M.A. and Ph.D. committees; supervising individualized undergraduate student projects or theses; supervising internships or other special projects; teaching large classes; and/or assuming heavy administrative or advising responsibilities (see 42.9.1 of the AAUP-WMU Contract). Other factors also may be taken into account in the assignment of annual workload, including: mentoring faculty; developing or improving courses or programs for the department or college; and serving in professional and academic organizations; and/or serving the department, college, University, community or Chapter.
2. Class Sizes and Preparations: The faculty of the Department of History make the following standing recommendations 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 have a nominal capacity of 60 and frequently are offered in multiples of this capacity up to 300. Enrollments up to approximately 150 are accounted for in instructional load by assignment of graduate assistants or by overall load reduction. Both measures may be applied in cases wherein instructional loads for a given academic year are significantly above departmental mean. Enrollments of 150-300 are addressed by load reduction in addition to multiple graduate assistant assignments depending upon actual enrollment.
  - 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 33 at any time.
  - 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 assigned to 6000-level instruction in current load (exclusive of individualized courses at this level) have a maximum of nine contact hours in load.
3. Annual Workload Assignment. Workload assignment made by the Department Chair is reviewed each Fall by the SWEC and the 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 to the Department Chair who will consult with SWEC, prior to the formal appeals process set forth in Article 42. 10 of the Agreement.

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

Approved: Dept 12/92; WMU/AAUP 3/93

1. Each Fall semester the Department Chair surveys the faculty to determine which members prefer a Summer I or Summer II assignment; faculty who prefer not to teach in these sessions may not be assigned. Continuing 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 I, priority among continuing faculty for assignment to scheduled courses is determined by a point system, wherein each member is assigned one point for each course taught in previous Summer I or Summer II sessions. In cases wherein more faculty are available than course assignments, preference is to faculty with the fewest accumulated points.
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, although actual load adjustments deriving from these policies are applied to instructional load in a future Fall or Spring Semester to be determined by the Department Chair.

## **N. EXTENDED UNIVERSITY PROGRAM ASSIGNMENTS**

Approved: Dept 9/92. Revised 01/05

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 ExCom to arrange an equitable distribution of teaching opportunities. The department uses a rotation system, based on past Summer I or Summer II teaching assignments, as an initial guide to equitable distribution of new assignments. Faculty may be assigned one EUP course as part of regular workload. See Article 42.§10.3. 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. Self-instructional 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. 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 courses are identical to those used on the Kalamazoo main campus.

## **O. OFFICES AND OFFICE HOURS**

Approved: Dept 9/92

1. Office assignments are made by the Department Chair.

2. Faculty normally are expected to post at least five hours of regularly scheduled office time per semester during normal business hours.

## **P. PROFESSIONAL TRAVEL**

Approved: Dept 9/92

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. College of Arts and Sciences: **Absence from Class Form** must be completed and approved by the Department Chair prior to any professional travel or travel on departmental or University business, if the period of travel requires absence from scheduled classes.
  - b. **Travel Authorization Request Form:** must be completed and approved by the Department Chair and the Dean prior to travel. This form is required only if travel occurs during the academic year and/or reimbursement is being sought by the faculty member. However, the completed form also establishes the purpose of travel as University business and confirms insurance liability of the University in connection with any coverage held by the faculty member. For this reason it is recommended that the form be completed prior to all travel on professional business whenever the travel occurs.
  - c. **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.

- d. **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.

## **Q. SABBATICAL LEAVE**

Approved: Dept 9/92; WMU/AAUP 3/93. Revised 01/05

1. Sabbatical leave policy and procedure is discussed in Article 26 of the WMU-AAUP Agreement.
2. The SWEC reviews applications for sabbatical leave and forwards them in ranked order to the Department Chair. The committee's recommendations are based on but not limited to the criteria in II. K, as well as the following:
  - 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. The presence in the proposal of a description of anticipated results in the form of refereed publication, and the evident likelihood--based upon the applicant's professional record--that such results will be forthcoming.

## **R. STUDENT RELATIONS**

Approved: Dept 9/92

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. 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 drop courses without penalty, to allow students to assess their performance.
5. Students are invited to select one undergraduate and one graduate student to represent them at faculty meetings, and at meetings of the Graduate Studies Committee and Undergraduate Studies Committee, and to participate in those meetings which do not involve direct peer evaluation. The recognized student organization for selecting these representatives, and for conducting other student activities in the department, is the Alpha Beta Delta chapter of Phi Alpha Theta, international history honor society.

## **S. SCHEDULING OF CLASSES**

Approved: Dept 9/92

Course assignments for the University's various campuses and academic terms are the responsibility of the Department Chair, who consults ExCom 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.

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

Approved: Dept 9/92; WMU/AAUP 3/93; revised 0 3/31/04, 10/04, and 01/05

1. 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 forms approved by WMU and AAUP (Article 16.4). Additional ratings, using the department form or the instructor's own form, may be given at the instructor's discretion, unless required by Western under Article 16.4. Data from mandatory ratings shall be made available to the department chair in accord with Article 16 of the Agreement.
2. Administration of ratings questionnaires includes provisions to protect the anonymity of respondents, collection of response sheets by a student of the

faculty member's choice, and delivery of the response sheets, in a clearly marked envelope immediately after conclusion of the class by a designated individual other than the faculty member to the History Department Office.

## **U. PROFESSIONAL ACTIVITIES REPORTS; PAPERS AND PUBLICATIONS**

Approved: Dept 9/92. Revised 01/05

1. Each faculty member, each October 15, submits a Professional Activities Report 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 SWEC in making a variety of decisions about workload assignments and curriculum development. The Department Chair, and the SWEC, each receive one copy of each document.
2. Copies of all books, articles, reviews, syllabi, etc. referred to in the Professional Activities Report must be submitted to the department; the department will photocopy materials that faculty need returned. These copies become the property of the department and are archived by the Department Chair. They may be made available to the Tenure committee and to SWEC if needed for evaluations sanctioned by the Agreement.
3. The Professional Activities Report is accompanied by a Statement of Outside Employment, an account of instructional, consulting, and other professionally-related compensated activity completed during the year and not supported by the University general fund (Fund 11), if appropriate.

## **V. MERIT-BASED SALARY ADJUSTMENTS**

Approved: Dept 9/00; revised 0 3/31/04, 01/05.

In years when there are merit-based salary adjustments, they will be awarded in accord with the provisions of Article 32, § 5 of the Contract. In years when the faculty—rather than the administration—determine merit adjustments, the following criteria shall be considered, so long as they are in accord with Article 32, § 5:

1. **Teaching**
  - a. Percentile rank on student ratings of faculty (5-25 points) (see footer below<sup>1</sup>)
  - b. Preparing a new course (variable: 1- 5 points)

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<sup>1</sup> The Department Chair will establish a ranked order of continuing faculty by percentile according to ratings results. Faculty ranked in the 90<sup>th</sup> percentile will be awarded 25 points; 80<sup>th</sup> percentile 20 points; 70<sup>th</sup> percentile 15 points; 60<sup>th</sup> percentile 10 points; and 50<sup>th</sup> percentile 5 points

- c. Directing an academic program without assigned time (5-10 points)
- d. Instructional print, video, audio, or computer materials produced for distribution or marketing (5-10 points)
- e. Other instructional achievements (5-10 points)

## 2. Professional Activities

- a. Refereed books and major exhibitions (50-150 points)
- b. Other refereed publications (10-25 points)
- c. Non-referred books or major exhibitions (25-100 points)
- d. Other non-refereed publications (such as book chapters, book reviews and review essays) (5-25 points)
- e. Presentations for professionally appropriate audiences (5-25 points)
- f. Receipt of professional awards, grants and fellowships (5-25 points)
- g. Service as editor, editorial board member or editorial assistant for a professional journal or editorial project (5-25 points)
- h. Service as a manuscript reader for professional journals or publishing houses; judging of manuscripts/presentations in professional competitions; evaluating and reviewing of exhibits/projects related to museums, public history, history or archaeology (5-25 points)
- i. Service as chair, moderator, or commentator of sessions at professionally appropriate meeting (5-25 points)
- j. Consulting activities to other scholars, publishing houses, academic institutions, industry, or government agencies and non-government organizations (5-15 points)
- k. Research leading to substantial curriculum development and enrichment (5-15 points)
- l. Service as an officer in a professional historical organization or relevant public commission (5-15 points)
- m. Organization of professionally appropriate conferences and panels (5-15 points)

- n. Other professional activities (5-100 points)

3. **Service**

- a. Service on department, College, University, or AAUP councils, boards, committees (aggreg)
- b. Faculty Senate or AAUP Association Council representative (5 points)
- c. Significant professionally related community service (5-10 points)
- d. Preparing significant grant proposals for department, College or University programs (5 poi
- e. Other service activities (specify)<sup>2</sup> (5-10 points)

4. **Normal Workload Activities:** In determining merit awards the SWEC attempts to distinguish between a normal workload of instruction, service, and research, and work that goes beyond workload expectations either in quantity or quality. The following are considered to fall within normal workload activities:

a. **Instruction**

- Revising old courses
- Preparing course packs
- Educational travel
- Attendance at conferences
- Instructional workshops
- Computer workshops
- Preparing course materials not intended for publication or distribution
- Computer and other course logistics and administration
- Normal teaching loads
- Reading departmental dissertations or theses as committee member
- Teaching Lee Honors College courses
- Directing tour and travel-study programs

b. **Service**

- TV and radio interviews or talks
- Phi Alpha Theta lectures or talks
- Presentations at departmental colloquia
- Service as faculty advisor to a campus organization
- United Way and other volunteer duties
- Non-history community projects and service

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<sup>2</sup>The Department of History faculty understands that meritorious activities on behalf of Affirmative Action and Equal Opportunity can be a criterion in the category of "other service activities."

Serving as interpreter for visitors  
Installing departmental computer or other equipment  
Activities supported by assigned time

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

Approved: Dept 9/92

1. Appointments and assignments of graduate teaching assistants are made by the Department Chair based on recommendations from the Graduate Studies Committee. 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 departmental 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 which have regularly scheduled discussion groups are expected to have some teaching experience or to have completed course work in college-level teaching, or both. Except in emergencies, graduate teaching assistants are not assigned to independent course sections, although doctoral associates may be so assigned; if such assignment proves unavoidable it includes an official mentoring relationship with a faculty member.
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 occasionally 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.
5. Although efforts are made to accommodate individual circumstances, the primary employment responsibility of graduate teaching assistants is to the department. Assistants are required to inform the department of any other employment activity; failure to do so may result in immediate termination of the assistance award. Doctoral associates and graduate assistants holding two-thirds appointments or greater are expected to be full-time graduate students whose only employment commitment is to the department.
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**

Approved: Dept 9/92, revised 10/04

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 publication development 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 graduate and undergraduate handbooks which elaborate on requirements and procedures in various academic programs, and offer supplementary guidance to students in academic and professional matters. Both faculty and students are expected to be familiar with the contents of these handbooks and regard them as official policy.

#### **B. COURSE OFFERINGS**

Approved: Dept 9/92; revised 10/04

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 ExCom 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 departmental 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**

Approved: Dept 9/92

1. Most departments, including the Department of History, 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 ExCom 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**

Approved: Dept 9/92

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:

3000-3090	General history (primarily General Education)
3100-3300	American and Canadian history topical surveys
3310-3690	European and global history surveys
3700-3890	Non-Western surveys
3900-3990	Theory and Practice
4000-4030	General History
4040-4120	Public History applications
4130-4190	Topical courses
4200-4390	United States history
4400-4450	Ancient and Medieval
4460-4690	Europe
4700-4890	Non-Western
4900-4990	Other courses

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

Approved: Dept 9/92

1. With the exception of 3000-level courses listed in the General Education distribution system, advanced courses are designed to deliver discipline-specific content and training. In the interest of developing the research and writing skills of students, enrollments are capped at 30. Particularly in 4000-level courses, written research assignments and examinations emphasizing writing skills predominate.

2. Although the department does not maintain a formal system of published course prerequisites, faculty may require that students enrolling in 4000-level courses possess previous formal training in the discipline and in appropriate fields. Specific requirements must be included in the course syllabus.
- 3.

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

Approved: Dept 9/92

1. In the Department of History performance criteria and expectations in **5000**-level courses are those developed for graduate students; undergraduates enrolled in these courses are evaluated accordingly. Open enrollment by undergraduates in **5000**-level courses is not permitted; departmental approval is required and is restricted to outstanding upper-division students with proven records of excellence in the discipline.
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**

Approved: Dept 9/92

In accordance with Graduate College policy, any **4000**-level course offered by the department, except for 499, 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. UNDERGRADUATE DEGREE REQUIREMENTS**

Approved: Dept 9/92

1. All History majors, regardless of curriculum, must meet College of Arts and Sciences standards for the degree of Bachelor of Arts.
2. History majors enrolled in College of Arts and Sciences curricula complete major and cognate requirements conforming to National Endowment for the Humanities guidelines for baccalaureate education.
3. History majors enrolled in secondary teacher training programs meet major and cognate requirements established by the Teaching Division of the American Historical Association, and by the Board of Education of the State of Michigan.

4. Internship organization and evaluation follows standards established by the American Association of Museums and by the Michigan Civil Service Work-Study Program.

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

Approved: Dept 1/93; WMU/AAUP 3/93

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 either as part of workload or at the discretion of faculty as outlined in Part II, section L.1.c, above.
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 M of this policy and in accord with the WMU-AAUP Agreement.

## **J. EXTENDED UNIVERSITY PROGRAM COURSES**

Approved: Dept 9/92

1. Courses offered in EUP programs have the same requirements and standards as their counterparts on the Kalamazoo campus.
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.
3. New courses proposed for EUP offering are subject to the curriculum review processes described in III.B.
4. Courses in the General Education distribution system may be offered through Self-Instructional Programs, subject to limitations which may be established by the College of Arts and Sciences. Such proposals must be submitted for approval to the Undergraduate Studies Committee with a well-organized and detailed syllabus. Each self-instructional course is subject to triennial approval review by the committee.

## **K. CREDIT BY EXAMINATION**

Approved: Dept 9/92

1. Undergraduate students may write "competency examinations" covering any course in the department. Requests for such examinations must be approved by

the Department Chair and by faculty expected to prepare and evaluate the examinations.

2. Faculty are not compensated for "competency examinations". The Department Chair determines fee rates for the examinations in accord with University policy.
3. The academic judgment of a faculty member evaluating a "competency examination" is final and not subject to grievance or complaint procedures included in the Statement of Student Academic Rights.

## **IV. OFFICE ADMINISTRATION AND CLERICAL STAFF**

### **A. CLERICAL SERVICES**

Approved: Dept 9/92

1. The department provides professional and student clerical services to faculty in connection with their instructional and other workload assignments. Clerical work directly associated with instruction has priority. Insofar as time permits, clerical staff also may assist in the preparation of papers, reviews, articles, and other short pieces. Typing of book-length manuscripts as a rule cannot be handled by the clerical staff except in Summer I and Summer II, and then only to the extent that it does not interfere with other obligations.
2. Faculty are not reimbursed from General Fund (Fund 11) budgets for word processing, or other costs connected with manuscript preparation, contracted outside the department.

### **B. PHOTOCOPYING AND DUPLICATING**

Approved: Dept 9/92

1. Services are available for reproduction of instructional materials including syllabi and examinations. Other materials, particularly lengthy items of which large numbers of copies are required, should be prepared externally by a local copying service specializing in course packets. The department provides photocopying and duplicating services to the extent of its Fund 11 budget allocations, and reserves the right to reject requests.
2. Although work may be completed more quickly at times, faculty should calculate three days for photocopying and duplicating jobs for classroom use.
3. All photocopying and duplicating jobs are channeled through the office professional staff.

### **C. SUPPLIES AND SERVICES**

Approved: Dept 9/92

1. Printing supplies for university-owned computers and typewriters, including paper, ribbons, printer cartridges, are provided by the department. Faculty supply their own portable computer storage media.
2. Faculty may not bill items to the department or make other cost commitments on the department's behalf, either on campus or off, without prior approval by the Department Chair.

3. Telecommunications equipment is for professional use only. Although the department does not require reporting of every call, overall use of telecommunications services significantly in excess of the departmental average may require partial reimbursement. The Department Chair, in consultation with ExCom, develops guidelines in this area each year based upon the nature of budget allocations.

## **V. MAINTENANCE AND AMENDMENT**

Approved: Dept 9/92

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 ExCom 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.