

Faculty Participation in Departmental Governance Statement

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 Michigan University.

Mission Statement

As a teaching community of artists and scholars engaged in shaping culture, the Department of Art at Western Michigan University provides an environment that inspires emotional, intellectual and social awareness of art. The department provides educational opportunities that lead to careers in the practice and teaching of art, application of art to other professions, enhanced critical thinking and cultural enrichment. We educate undergraduate and graduate students within their chosen art disciplines as well as provide general arts education to the wider university student population. Art studio professors provide instruction for artists at all stages of development in courses organized around a variety of media. Studio practices, history and theory are integrated into the courses. Arts educators and scholars convey information about the creative process, how it is passed from one generation to the next, its results and the culture that both creates and is created by it. Art historians provide instruction in the history, theory and criticism of world art, including a significant study of non-Western art.

I. DEPARTMENT CHAIRPERSON

It is recommended the department chairperson is the chief administrative officer of the department. He/she is primarily responsible for the department and is its principal representative. Major recommendations concerning the operations of the department are formally made by him/her on behalf of the department, and major decisions are his/her chief responsibility. He/she may designate responsibility and authority and remove both when appropriate in his/her judgment.

A. Chairperson Duties and Responsibilities.

Chair faculty meetings and distribute agendas in advance.

Chair Advisory Committee meetings.

Supervise and mentor assistants to the chair.

Prepare the department budget.

Submit the departmental budget request to the dean.

Allocate funds to areas on the basis of need.

Prepare Department of Art Annual Report and present to faculty members at the May or April meeting.

Hire faculty, staff and other personnel.

Manage performance reviews as required for departmental staff.

Make recommendations to the dean regarding appointments, promotions, salary increases, and preliminary and final tenure reviews.

Authorize faculty assignments.

Work with area coordinators, departmental committees and individual members in developing their various areas of responsibility.

Help facilitate curriculum review and guiding new or changed curricula through the formal process.

Initiate and help facilitate strategic planning.

Distribute Advisory Committee reports to the entire Art Department faculty, including full-time and part-time faculty, and staff.

Attend to student problems.

Attend to faculty problems.

Maintain appropriate relations with accrediting agencies and professional organizations.

Maintain and develop relations with alumni, community, local and regional art agencies.

Before the beginning of the academic school year, chairperson will provide to all faculty, in so far as possible, a calendar of deadlines for the coming academic year.

Duties and responsibilities are not restricted to those enumerated above.

B. Faculty Review of Art Department Chairperson.

In September of every third year of a chairperson's appointment, the Personnel Committee will set in motion the necessary mechanisms for evaluation. A special review can be held at other times if five or more of the faculty deem it necessary.

The process will begin during September when the Dean of the College will meet with the Personnel Committee. The department chairperson will not be present. The Personnel Committee and the dean will plan together all facets of the evaluation process. This includes the drafting of an evaluation form or reviewing previous forms used for this purpose, the distribution of evaluation forms to the faculty, the collection of evaluation forms from the faculty and the tabulation of these forms through Testing Services. The entire process must be completed before the end of the Fall semester.

The evaluation form should be drafted by the Personnel Committee in consultation with the department chairperson. An up-to-date resume of the department chairperson, as well as any other pertinent information, will be made available to the faculty prior to the evaluation. The major issues to be addressed in this evaluation are the quality of leadership, the sense of mutual trust, and the effective operation of the program as related to the primary goals of the department.

All full-time faculty members and full-time staff may participate in the evaluation. The evaluation results will be forwarded by the Chairperson of the Personnel Committee to the dean who will share the results with the department chairperson. It is recommended the dean will take the faculty evaluations into account in making decisions regarding the performance of the department chairperson. It is recommended the dean will also forward the evaluation results to the Chairperson of the Personnel Committee who in turn will make a report to the faculty.

C. Faculty Role in Selection of Department Chairperson.

The faculty recommends that when circumstances dictate, and at the discretion of the dean, an Advisory Selection Committee made up from members of the Faculty of the Department of Art should be involved with the screening, interviewing and nomination of the candidates.

The initiative and responsibility for recommending candidates to the provost resides with the dean.

D. Temporary Incapacity or Protracted Absence of Department Chairperson.

It is recommended in the absence of the chairperson, the administrative responsibilities are to be assumed by the assistant(s) to the chair with the permission of the dean.

The faculty recommends that when circumstances dictate and at the discretion of the dean, consultation with the Department Advisory Committee take place to receive suggestions for possible designees.

E. Assistant(s) to the Chair Position(s)

Assistant to the Chair

The purpose of this position is to “mentor” with the chair in order to develop a better understanding of the specifics of departmental leadership, mechanics, and the attendant requisites, mechanics, constraints. This position is seen as a mentoring for possible future leadership roles.

Term: there will be one or two assistant to the chair positions at any given time, with each designated to serve a one-year renewable appointment repeatable by mutual agreement between assistant and the chair. The term includes Spring semester. The assistant serves at the pleasure of the chair with the endorsement of the dean.

Compensation: release time from one (three credit hour) course per semester (Fall and Winter) plus Spring/Summer compensation for the equivalent of one (three credit hour) class (equals 11% of base salary). Department provides for attendance at NASAD annual meeting. Assistant to the chair assignment will be recognized as professional competence in promotion and tenure reviews.

Workload and Duties: Insofar as possible, to retain a consistent relationship to a three credit hour class workload or approximately 10 hours per week. Insofar as it is possible to reach closure or attain agreed upon status on assigned tasks and activities within time frame specified. Attend appropriate meetings to enhance networking capabilities (i.e. NASAD, departmental, university).

Duties: assist the chair in ongoing daily duties associated with that position. In the absence of the chair, perform delegated duties and functions of the chair. Provide needed assistance to achieve goals in specified departmental areas of activity: for instance, NASAD planning and ongoing activities; revision of Policy Manual; facility related activities; or other appropriate activities identified by Chair of the Advisory Council.

Evaluation: Assistant will be evaluated by the chair at mid-point in the appointment and at the conclusion of the appointment.

II. FACULTY

A. Membership and Voting Rights

Faculty includes full-time board appointed faculty, part-time faculty, adjunct faculty and affiliate faculty.

All individuals who hold academic rank in the department are encouraged to participate in the deliberations and various activities of the faculty. All board appointed faculty of the department have voting rights. Part-time faculty and adjunct or affiliate faculty are allowed and encouraged to participate in departmental activities and deliberations and they are allowed one collective vote that is registered by the part-time/adjunct/affiliate representative.

It is expected that each faculty member will be actively engaged in departmental governance and academic activities such as attendance at faculty meetings and other departmental meetings, membership on departmental committees, participation on B.F.A. and M.F.A. committees, and participation in graduate student critiques.

B. Appointment of Faculty

1. Procedures for Determining Needs. It is recommended that the department chairperson with the aid of the Personnel and Curriculum Committees will continuously evaluate the current and future department personnel needs. It is recommended that the department chairperson seek advice from the Departmental Advisory and Personnel Committees, as well as area coordinators and the faculty at large when making decisions on current and future personnel needs.
2. Search Procedures for New Faculty Appointments. Upon authorization of a position, the department chairperson will ask the Personnel Committee to serve as or appoint an ad hoc Faculty Search Committee for each such position.
 - a. The Search Committee shall review applications and recommend qualified candidates. All departmental faculty shall have the opportunity to review the credentials of the selected candidates, prior to any interviews or recommendations.
 - b. A candidate for appointment should be interviewed, when possible, prior to a Search Committee vote on recommendations to the chairperson.
 - c. The Search Committee may recommend to the department chairperson arrangements for final candidates to meet with the Department of Art faculty, in order to assess the candidate's qualifications and competency from the faculty's viewpoint. If interviews and candidate presentations are scheduled during the Spring or Summer terms when many faculty members are away from campus, the department chairperson has the responsibility to notify by mail or phone each member of the faculty, of the date, time and location of the on campus interview and encourage them to attend.
 - d. The Search Committee should make every effort to gather faculty reactions to candidate's credentials and presentations before ranking all the candidates.
 - e. A candidate shall be recommended to the department chairperson for

appointment by a majority vote of the Search Committee. The Search Committee will submit to the department chairperson a ranking, with a record of the vote, for all the candidates.

C. Reappointment of Faculty

1. It is the responsibility of the Personnel Committee to request from each candidate for reappointment appropriate information for the preparation of his/her case, including annual performance and reappointment reviews.
2. Each year that a faculty member is considered for reappointment, the Personnel Committee will solicit from area coordinators or other appropriate faculty members recommendations on reappointment.
3. During the reappointment review period, the Personnel Committee will make available in the departmental office a copy of each candidate's pertinent materials that the candidate chooses to submit.
4. The Personnel Committee will obtain a yearly set of student evaluation results covering at least three separate course sections for each candidate under review.
5. The Personnel Committee will evaluate all the data submitted as it relates to a candidate's professional competency, recognition and service.
6. The Personnel Committee will make recommendations for reappointment using the same criteria and with the same ranked order of value as specified in the promotion section of this policy statement.
7. In the case of a reappointment review, the Personnel Committee will interview each candidate and present him/her with its assessment. The recommendation of the Personnel Committee should be communicated in writing to the candidate. If the decision was "not to recommend reappointment," the candidate has three working days to notify the Personnel Committee of his/her intent to appeal the committee's decision. Results of the appeal are put in writing and forwarded to the candidate. After all appeals have been decided, all recommendations on reappointment are forwarded to the chairperson of the department.
8. Positive recommendations shall require a majority vote of the Personnel Committee.
9. Timing and procedures shall be in accordance with the current agreement.

III. PART TIME FACULTY AND TEMPORARY FACULTY

A. Appointment of Part-time Faculty

1. Recommendations

The Art Department faculty has the right to recommend to the department chairperson the names of individuals they feel are qualified to hold part-time or temporary teaching positions within the Art Department. To facilitate these recommendations, it is suggested that a formal request be sent by the department chairperson to all the faculty at least once each year.

2. The following qualifications are recommended when considering appointment of part-time faculty

- a. The candidate is qualified to teach the course.
- b. The candidate has appropriate degrees, teaching experience and/or equivalent professional experience.
- c. The candidate's philosophy is compatible with current programmatic needs.

B. Rights and Responsibilities of Part-time Faculty

1. Membership and Voting

Part-time faculty are encouraged to participate in deliberations and various activities of the department. Part-time faculty hold one collective vote which will be cast by the part-time faculty representative at the appropriate times.

2. Part-time Faculty Representative

The representative shall be elected by the part-time faculty and will serve a term of one academic year.

3. Committee Service

Part-time faculty may request to participate on various committee as deemed appropriate by the department chair in consultation with the Art Advisory Committee, including Search Committees, but excluding Personnel and Promotion Committees.

C. Evaluation of Part-time Faculty (Annual Performance Reviews)

All art-time faculty must receive annual performance reviews. Faculty are evaluated using the criteria stipulated in their letter of appointment (i.e. instruction, and/or research, and/or service). On notification by the chair, the Personnel Committee will contact the appropriate area coordinators with a list of part-time faculty teaching in their areas, providing them with the appropriate forms and schedules. When possible, area coordinators should visit the classroom and talk to part-time faculty about their observations. Area coordinators will forward Performance Review Forms to chair by the designated

date

- D. Reappointment of Part-time Faculty
Part-time faculty may be reappointed if needed and if there is a satisfactory performance review.

IV. STAFF

A. Appointment of Staff

The chair has the right to hire staff, usually after regular search procedures have taken place. The chair can ask for assistance from the Art Advisory Council.

B. Rights and Responsibilities of Staff

1. Membership and Voting

Staff are encouraged to participate in deliberations and various activities of the department. Staff hold one collective vote which will be cast by the staff representative at the appropriate times.

2. Staff Representative

The representative shall be elected by the staff and will serve a term of one academic year.

3. Committee Service

Part-time faculty may request to participate on various committee as deemed appropriate by the department chair in consultation with the Art Advisory Committee, including Search Committees, but excluding Personnel and Promotion Committees.

C. Evaluation of Staff

Evaluation of staff is conducted by the department chair.

V. DEPARTMENT OPERATIONS

A. Department Meetings.

1. Frequency
The Faculty will act through regular departmental faculty meetings during the academic year (monthly from August/September to April), the dates to be determined and announced by the department chairperson.
2. A quorum for a faculty meeting requires a majority.
 - a. Agenda.
An agenda will be prepared and distributed by the department chairperson prior to each meeting. Faculty will be asked in advance to submit agenda items.
 - b. Special Meetings.
The department chairperson, or any three department members, may request a special meeting and provide the agenda. Special meetings will be scheduled by the department chairperson.
 - c. Presider.
The department chairperson will chair the meetings. If he/she is absent, the meeting will be chaired by his/her designee. All full time faculty from the rank of instructor should attend every meeting.
 - d. Voting
All individuals who hold academic rank in the department are encouraged to participate in the deliberations of the faculty. All board appointed faculty of the department have voting rights. Part time faculty and staff are allowed and encouraged to attend most meetings. Part-time, adjunct and affiliate faculty have one collective vote together, to be registered by the part-time faculty representative. Staff have one collective vote, to be registered by the staff representative. For a motion to carry, it must have a majority vote. Absentee voting is allowed only on those items that notification has been given and that are ready for action prior to the meeting.
 - e. Minutes.
Written minutes of department faculty meetings shall be prepared and promptly distributed to all members. The departmental administrative assistant shall serve as the recording secretary.
 - f. Parliamentary Procedures.
The current edition of Robert's Rules of Order shall govern the faculty in all parliamentary situations.
 - g. Attendance
Faculty are expected to attend every faculty meeting

B. Departmental Committee Structure

Standing Committees.

1. Advisory Committee (elected)

The Advisory Committee shall serve by advising the chairperson on behalf of the faculty and staff. The Advisory Committee will serve as the sounding board for concerns of the chairperson, faculty and staff. The Advisory Committee may formulate positions or otherwise prepare material on issues and concerns for consideration by the faculty, staff and/or chair. The faculty may by majority vote at a regular or special department meeting request the Advisory Committee to consider a particular topic.

Responsibilities: Advise the department chairperson on appointments to other committees, budget recommendations and recommendations from Personnel, Curriculum and Graduate Review Committees and other matters as determined by the department chairperson. Assist the chairperson with periodic strategic planning.

Chair: Department Chairperson

Membership: department chairperson, assistant to the chair, plus three full time faculty members—any rank, tenured or non-tenured faculty—who will be elected by the Board appointed faculty at the first faculty meeting of the year, to serve a one-year term. Previous members of this committee may be elected as often as the faculty and the previous members wish. Since all the advice is to be received by the department chairperson, the chairperson does not vote. Committee members will continue to serve during Spring and Summer terms when available. Vacancies during this time will be appointed by the department chairperson in consultation with the Advisory Committee.

2. Personnel Committee (elected)

Responsibilities: Serve as the Departmental Promotion, Sabbatical, Tenure Review, and Performance Review Committees, as outlined by the WMU-AAUP Agreement. Oversee matters relating to review of Part-time Faculty, student evaluation of Faculty, and other Faculty development issues. This committee will also advise and/or participate in designation of Search Committees.

Chair: To be elected from the committee's membership, by the committee.

Membership: Three full time tenured faculty members—any rank will be elected by the board appointed faculty at the first faculty meeting of the year, to serve a one year term. Previous members of this committee may be elected as often as the faculty and the previous members wish. Two full time tenured faculty members will be elected at this time as alternates. When a conflict of interest arises among the Personnel Committee membership, the faculty will elect alternatives to replace that member on the issue under conflict.

3. Curriculum Committee.

Responsibilities: actively considers the structure of our curriculum, including the study of curricular issues and solutions. Consider and act upon curricular proposals from faculty who are not members of this committee. Recommends action to the department chairperson including representation on the College Curriculum Committee. Completes tasks as requested by chairperson regarding curricular and programmatic assessment.

Chair: To be elected from the voting members, by the committee.

Membership: Three full-time faculty—any rank, any tenure status—will be appointed by the chairperson in consultation with the Advisory Committee for a one year term at the beginning of each year. Previous members may be appointed again, if the chairperson and they are in agreement. In addition, one of the undergraduate advisors will serve as an ex-officio, non-voting member, as will the department chairperson.

College Curriculum Committee The Chairman of the Department appoints two members to serve on this committee. Recommendations will be made by the Department Curriculum Committee.

4. Graduate Review Committee.

Responsibilities: To study and propose policy, standards and procedures for the graduate program, including selection, assignment, and use of graduate assistants. The committee recommends action to the department chairperson.

Chair: Graduate Program Coordinator.

Membership: Three full time faculty—any rank, of tenured or non-tenured, status—with membership on the graduate faculty, and the Graduate Program Coordinator, will be appointed by the department chairperson in consultation with the Advisory Committee for a one year term at the beginning of each year. Previous members are eligible to serve again, if they and the chairperson are in agreement. The departmental chairperson will serve as an ex-officio, non-voting member. In addition, so long as an undergraduate advisor remains involved in advising graduate students, that person will also serve as an ex-officio, non-voting member.

5. Strategic Planning Committee

Responsibilities: to study and make recommendations concerning short- and long-term objectives of the Department regarding academic (research, practice, faculty development), programmatic (curriculum, instruction), and governance issues. To formulate policies and procedures for periodic departmental strategic planning. To complete tasks as requested by chair in consultation with Advisory Committee.

Chair: To be elected from its voting members, by its members.

Membership: five full-time faculty—any rank, of tenured or non-tenured status—with one member coming from each of the following: a) painting and printmaking; b) photography and graphic design; c) metals, ceramics and sculpture; d) foundations; and e) art history and art education. Membership will be determined by faculty in the areas designated. The chair or assistant to the chair will also have membership. The term of membership is two years and previous members are eligible to serve again.

6. Ad Hoc Committees

Ad hoc committees are always subject to modification by the department

chairperson in consultation with the Advisory Committee. Ad hoc committees listed below are currently functional. Membership on these committees is determined by the department chairperson in consultation with the Advisory Committee.

7. Exhibition Committee.

Three members who advise and assist the Director of Exhibitions in determining the exhibition and visiting artist program.

8 Facilities Committee
(need information here)

9. Freshman Scholarship Committee

Four members who determine which entering freshmen will receive departmental scholarship support

VI. PROMOTION POLICY AND PROCEDURES

A. Statement of Principle (see contract)

B. Qualifying Criteria (see contract)

1. Educational attainments. In the disciplines of art history and art education, the earned doctorate constitutes the conventional terminal degree.

2. In the disciplines of art practice, the earned Master of Fine Arts degree constitutes the conventional terminal degree and is regarded as such by Western Michigan University.

3. Exceptions

Art Department faculty who may not meet the minimum qualifying degree requirements may be considered for promotion based on merit, i.e. outstanding attainments, special skills or experience particularly valuable to the discipline. The basis for determining equivalencies will be the suggested guidelines for promotion and tenure.

4. Eligibility (see contract)

C. Judgmental Criteria (see contract)

1. Professional Competence (see contract)

2. Professional Recognition

The primary source for data evaluation of professional activity and service is the annually updated Art Department Activity Report, full vitae, and any other information made available by the faculty member.

Suggested Judgmental Guidelines (These are recommended areas of consideration and not inclusive. Other professional achievements may be considered.)

For the practicing arts:

Invitational and juried exhibitions

Solo and group exhibitions

Awards, prizes and inclusion in public or private collections

Receipt of grants

Receipt of commissions

Academic and professional research and publications

Visiting artist/scholar record

Participation in workshops, panels, group presentations in national, regional and other major conferences

Presentation to professional organizations

Consultation and professional practice at local, regional, national levels

Fellowships

Residencies

For the Art History area:

Publication of scholarly research

Creative artistic production

Professional consultation
Holding office in state, regional and national professional associations
Contributing papers or service to such organizations
Receipt of research or travel grants
Visiting lectureships or professorships
Research or activities for purposes other than publication (historic preservation, museum curatorship)
Duty of art exhibition juries
Presentations at workshops
Presentations at state, regional, national or international conferences
Activity as art critic
Fellowships
Residencies

For the Art Education Area:

Publication of scholarly research
Creative artistic production
Presentations to professional organizations
Consultation on major professional matters at local, regional and national levels
Conducting workshops, participation on panels, group or individual presentations to state, regional, national or international conferences
Invitational and juried exhibitions
Awards, honors and prizes
Solo and group shows
Receipt of grants

3. Professional Service (see contract)

D. Promotion Committee

The Art Department Personnel Committee serves as the Department Promotion Committee. Faculty under consideration for promotion in any given year will not serve on the Personnel Committee that year.

E. College Promotion Committee Representative
See election procedures (contract)

F. Timetable (see contract)

Deadlines for Faculty applicant, Personnel Committee and Chairperson must be adhered to as required in the current Contract

G. Appeals

Within three working days of notification, a Faculty member who has not been recommended for promotion and wishes to appeal this decision, must do so in writing to the Chairperson of the Promotion Committee.

VII. TENURE POLICY AND PROCEDURES

- A. Definition of Tenure (see contract)
- B. Statement of Principle (see contract)
- C. Qualifying Criteria (see contract)
- D. Probationary Period (see contract)
- E. Specification of Requirements Relating to Tenure (see contract)
- F. Criteria for Tenure Evaluations

- 1. Professional Competence (see contract).
- 2. Professional Recognition

The primary source for data evaluation of professional activity and service is the annually updated Art Department Activity Report, full vitae, and any other information made available by the faculty member.

Suggested Judgmental Guidelines (These are recommended areas of consideration and not inclusive. Other professional achievements may be considered.)

For the practicing arts:

- Invitational and juried exhibitions
- Solo and group exhibitions
- Awards, prizes and inclusion in public or private collections
- Receipt of grants
- Receipt of commissions
- Academic and professional research and publications
- Visiting artist/scholar record
- Presentations, workshops or panels in national, regional and other major conferences
- Presentation to professional organizations
- Consultation and professional practice at local, regional, national levels

For the Art History area:

- Publication of scholarly research
- Creative artistic production
- Professional consultation
- Holding office in state, regional and national/professional associations
- Contributing papers or service to such organizations
- Receipt of research or travel grants
- Visiting lectureships or professorships
- Research or activities for purposes other than publication (historic preservation, museum curatorship)
- Duty of art exhibition juries
- Presentations at workshops
- Presentations at state, regional, national or international conferences
- Activity as art critic

For the Art Education Area:

- Publication of scholarly research
- Creative artistic production

Presentations to professional organizations
Consultation on major professional matters at local, regional and national levels
Conducting workshops, participation on panels, group or individual presentations to state, regional, national or international conferences
Invitational and juried exhibitions
Awards, honors and prizes
Solo and group shows
Receipt of grants

G. Tenure Committee

Tenure reviews for the Department of Art are the responsibility of the Department Personnel Committee and the Chairperson of the Department of Art. Only tenured Faculty members may serve in this capacity.

H. Tenure Review Process (see contract)

Timetable (see contract)

Deadlines for Faculty applicant, Personnel Committee and Chairperson must be adhered to as required in the current Contract

I. Appeals.

Within three working days of notification, a faculty member who has not been recommended for tenure and wishes to appeal this decision, must do so In writing to the Chairperson of the Personnel Committee.

VIII. SABBATICAL LEAVE POLICY

- A. Eligibility for Sabbatical Leave (see contract).
- B. Requirements for Sabbatical Leave (see contract).
- C. Selection Process (see contract).

Department Sabbatical Committee.

The Personnel Committee assumes the task of serving as the Sabbatical Leave Committee. The department chairperson must be involved in the process, and must receive the committee's recommendations in time to read, assess, recommend, type and forward those approved. All faculty eligible for consideration who wish to apply must submit the current sabbatical request form to the Personnel Committee. This form may be obtained from the provost's office.

The Personnel Committee will determine if a sabbatical proposal meets the established university criteria, and if, in their professional judgment, it is worthy of support. The Personnel Committee will make its final recommendations to the department chairperson. Chairperson receives and reviews the committee's recommendations and forwards them to the dean.

- D. Timetable (see contract)
Deadlines for applications and proposals by applicant must be adhered to as required in the current AAUP contract. Deadlines for review and recommendation by the Personnel Committee must be adhered to, as required in the current contract.
- E. Appeals.
Within three working days of notification, a faculty member who has not been recommended for sabbatical leave and wishes to appeal the decision must do so in writing to the Chairperson of the Department Personnel Committee. The committee will hear appeals within three working days.

IX. EVALUATION OF FACULTY

A. Purpose (see contract)

B. Student Evaluation

The chairperson or a designated representative will distribute student evaluation forms during the ninth week of each Fall semester, so that evaluations can be conducted during the tenth week or eleventh week of the semester. Faculty wishing to do so may request student evaluations in Winter, Spring or Summer semesters but not to replace the Fall semester review. Evaluations shall also be conducted in classes taught by part-time, adjunct and affiliate faculty, as well as classes taught by graduate assistants.

While the individual scores shall be considered confidential and given only to each individual faculty member, the department chairperson will post the scores in the department (not identified by faculty member's name).

The department chairperson will return all student evaluations to individual faculty members, following the end of the semester to which they apply. The department chairperson will maintain records of the results of the evaluations and consider them confidential.

Promotion and tenure committees have the right to have access to student evaluation numerical data of those faculty who are promotion and tenure candidates.

C. Self-Evaluation and Peer Evaluations

A faculty member can request self-evaluations or peer evaluations to be used as a means of enhancing teaching and/or included with faculty member's application for reappointment, promotion and tenure.

X. FACULTY WORKLOAD AND ASSIGNMENTS

- A. Definition of a full-workload (from contract): “The maximum a full-time faculty workload shall be twenty-four (24) credit hours of regularly scheduled courses in any one academic or alternate-academic year, or six (6) credit hours in the Spring or Summer sessions. It shall be possible to balance out fewer than twelve (12) credit hours (or equivalent workload) in another semester.”

While the faculty acknowledges the 12-hour load stipulated by the WMU/AAUP agreement, the Art Department wishes to be in compliance with all standards of practice in regard to workload policy recommended by the National Association of Schools of Art and Design.

1. Teaching Load

A maximum teaching load of 15 to 18 contact hours each week is recommended for studio teachers on full-time appointment. Teachers of lecture courses on full-time appointment should have teaching loads of 9 to 12 contact hours.

Teaching loads for those having administrative and advising duties should be appropriately reduced. The assignment and scheduling of faculty responsibilities should acknowledge that teachers need ample time for their creative and scholarly work.

2. Class Size

Studio classes generally should not exceed 20 students. Experience indicates that a class limit of approximately 18-20 students is educationally more effective. In some cases, safety considerations and specialized equipment limitations may require class limits of 12 or fewer. In order to maintain quality instruction and effective contact with students in the classroom setting, art history courses should have the following caps in enrollments: 200 level (85), 300 level (30), 400 level (25), 500 level (10).

3. Commensurate Reduction (see contract)

Full-time bargaining unit faculty may be eligible for workload adjustments, upon approval of the chair, if the following factors exist: teaching of large classes; having a number of different or new preparations; research, scholarship, production of a body of work; service to academic and professional societies, department, college or university; program development, strategic planning, improvement to the department; supervision of dissertations, theses, degree committees, practica, internships, and maintenance of area facilities.

B. Class Schedules

1. Recommendations

Teaching assignments will be determined by prediction of class needs, curriculum requirements and assessment of the best teaching contributions each member can make to the total program. Faculty have the right to make recommendations concerning teaching assignments to the department chairperson at any time.

2. Teaching Assignments

Teaching assignments are made each year by the department chairperson, in consultation with advisor.

3. Scheduling
Area coordinators will provide advisor with a three-year matrix of courses to be taught in each area. Upon notification by advisor of scheduling deadlines, area coordinators will suggest faculty for specific courses based on the best teaching contributions, and recommended days/times of courses. Final decisions of courses, faculty, meeting times and places will be determined by the chairperson. A written notification will be given to the faculty that a preliminary class schedule is available for examination several days prior to the university deadline.
4. Appeals Faculty who wish to appeal teaching assignments have the right to do so. Appeals should be made directly to the department chairperson prior to scheduling deadlines.

C. Class Schedules – Spring Summer

1. Scheduling
Spring and Summer schedules will be determined with reference to student and programmatic needs. Teaching assignments are made each year by the department chairperson. Class schedules are made each year by the advisor, with recommendations from the area coordinators.
2. Courses
Principles for scheduling courses are as follows:
 - a. There are no individual courses which automatically must be scheduled every Spring or Summer semester.
 - b. Courses which have priority are those that have greater student demand than can be met during the regular Fall and Winter semesters and that are program requirements.
 - c. A mix of both introductory, mid-level and advanced have priority.
 - d. A mix of courses from different areas, including at least one course in art history, at least one in art education, at least one in general education, and at least one in each of three studio areas.
3. Faculty
Board appointed full-time faculty members will be given priority for Spring and Summer sessions. Non-board appointed faculty may be considered when full-time, qualified faculty are not available.
4. Selection of Faculty
Faculty are selected for Spring and Summer sessions with reference to programmatic needs and through the use of an accumulative rotational priority list. In determining who will teach, the following items will be considered:
 - a. A need for the course has been established.
 - b. The person is qualified to teach the course.
 - c. The person highest on the priority list is considered first.
5. Priority List
Placement on the priority list will be established as follows:
 - a. Highest priority goes to those faculty who can meet course scheduling principles b. and c.

- b. Next highest priority goes to those faculty who have not taught in Spring term for at least two years. Next priority goes to those who did not teach in the previous Spring term.
 - c. Faculty will be limited to teaching one course per Spring term unless they have not taught in at least two successive prior years or unless they are uniquely qualified to teach in an area and other faculty are not available to teach those same courses.
 - d. When possible, new faculty who are in their first two years of service will be given special consideration for Spring appointments but their appointment will not take precedence over the need to meet principles b. and c. under "Course Scheduling."
6. Appeals
Faculty members have the right to appeal teaching assignments and class scheduling. Appeals should be made directly to the department chairperson prior to the scheduling deadline.

D. Continuing Education

- 1. Scheduling
Off campus scheduling is done by the department chairperson. In determining who will teach, the department chairperson will seek from the faculty a list of those members who wish to be considered for off campus teaching assignments. Selection will be done on a rotational basis.
- 2. Appeals
Faculty members have the right to appeal teaching assignments. Appeals should be made directly to the department chairperson prior to the scheduling deadline.

XI. DEADLINES

In regard to merit consideration, performance review, promotion review, tenure review and sabbatical proposals, deadlines for submission of materials must be adhered to.

Before the end of Winter semester, the chairperson will provide, in so far as possible, all faculty with a calendar of deadlines for the coming academic year.

XII. AMENDMENTS TO POLICY PROCEDURES

Amendments to the Departmental Policy Statement may be made in the following ways:

Upon interest by a majority of full-time faculty members, a special committee can be appointed to oversee the review and the making of recommendations to the faculty as a whole for the purposes of discussion and ratification. A majority of department members eligible to vote is necessary for ratification;

Amendments may be proposed by any three voting faculty members at regular or special department meetings by placing such amendments on the official agenda. Amendments shall be adopted by written ballot, after written notice of motion three weeks prior to the ballot, with the right of any faculty member to call a meeting to discuss. A majority of members eligible to vote is necessary for ratification of such amendments.

Following ratification, the amendments to the Policy Statement shall be submitted for approval as specified in the current agreement.