DEPARTMENT POLICY STATEMENT REVIEW CHECKLIST

Department: _______________________

INTRODUCTION: The Department Policy Statement governs the means by which faculty make recommendations to Western on a variety of matters. As noted in Article 23 of the Western/WMU-AAUP Agreement, each department must have an approved department policy statement on file with both Academic Collective Bargaining (ACB) and the WMU-AAUP. Each department policy statement must be reviewed and approved by both ACB and WMU-AAUP. When you believe that your policy statement is complete, and you have received comments from your Chair/Director, please follow the approval process specified in Article 23.§4.1, and electronically submit the document (in WORD) to the WMU-AAUP Contract Administrator and Western’s Director of Academic Collective Bargaining.

PLEASE paginate your policy statement and include a table of contents.

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<th>APPROVED BY:</th>
<th>Academic Collective Bargaining</th>
<th>WMU-AAUP</th>
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MANDATORY POLICIES: The following items are required parts of the department policy statement (Article 23§2.1-2.2).

- First Paragraph (23§2.1)
- Appointment and reappointment (Article 14)
- Equitable summer teaching and EUP teaching distribution (see Articles 31 and 41)
- Evaluation of faculty (Article 16)
- Promotion process, particularly criteria and methods (see Article 18§2-4)
- Sabbatical leave (see Article 26§3.1)
- Tenure process, particularly criteria and methods (see Article 17§7-8.33)

PERMISSIVE POLICIES: The following items are optional for the department policy statements (Article 23§2.3).

- Alternate academic-year appointments
- Appointment and removal of department chair/director
- Class schedules
- Class sizes
- Department budget allocations
- Department curricular offerings
- Department degree requirements
- Department program development and discontinuance
- Structure of the department (e.g., program units, committees)
- Voting eligibility and procedures
- Workload policy (Article 42)

Signature and Date, Director of ACB ______________________
Signature and Date, AAUP Contract Administrator ______________________

CONTACTS: Academic Collective Bargaining, Sue Caulfield, sue.caulfield@wmich.edu
WMU-AAUP, contract@wmuaaup.net and staff@wmuaaup.net
(Revised 02/10)