



## THE MONTAGUE HOUSE

Built in 1861 by Henry Montague on what is now the East Campus of the University, this Italianate residence has served as the Chapter house for the University Chapter of the AAUP since 1986.

## AGREEMENT

THIS AGREEMENT entered into this 5<sup>th</sup> day of September, 2017, by and between Western Michigan University, and the Western Michigan University Chapter of the American Association of University Professors.

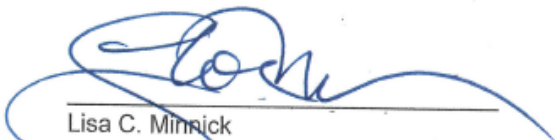
## WITNESSETH

Western Michigan University was founded in 1903 as Western State Normal School and was designated as the state's fourth public university in 1957 and granted constitutional autonomy with its own Board of Trustees in 1963. Subsequently, the University was recognized by the state legislature as a graduate-intensive university and by the Carnegie Foundation as a Doctorate-granting University (high research activity).

The American Association of University Professors (AAUP) was founded in 1915 as a professional society dedicated to formulate the principles of academic freedom, tenure, and professional responsibility. The Western Michigan University Chapter of the AAUP ("Chapter") was established in 1975 to represent the Board-appointed teaching and research faculty at Western Michigan University. The present Agreement, developed through a formal process of negotiation between the Chapter and the University, is the thirteenth such document to be ratified since the recognition of the Chapter.

The Agreement includes and defines the processes of tenure, promotion, and faculty governance at Western Michigan University, as well as financial and personnel matters, and, on that basis, describes the relationship between the Chapter and the Administration of the University. The cooperative efforts by both parties have strengthened the academic freedom and democratic participation of the faculty on the one hand, and have clarified and made participatory the University Administration decision processes on the other.

Both parties have benefited from the formal agreements herein described and believe that they serve to enhance the academic experience of the students attending the University.



Lisa C. Minnick  
President  
WMU Chapter of the American  
Association of University Professors



Edward B. Montgomery  
President  
Western Michigan University

## **PREAMBLE**

THE GENERAL PURPOSES of this Agreement are to improve the quality and effectiveness of education at Western Michigan University by promoting the highest standards of academic excellence in all phases of teaching, research, and professional service at the University. The parties hereto concur that these objectives can be materially achieved by means of amicable adjustment of matters of mutual interest. Therefore:

This Agreement sets forth the wages, hours, and other terms and conditions of employment which shall prevail for the duration of this Agreement, and is intended to promote orderly and peaceful labor relations for the mutual interest of Western Michigan University, its employees, and the Chapter.

It is recognized by the parties that mutual benefits are to be derived from continual improvement in the position of the University as an institution of higher learning. Both parties agree that the involvement of the faculty is critical in order to improve the quality and effectiveness of education at the University. The University serves as a model of shared governance, civil discourse, and inclusiveness. The faculty are essential for the success of this model.

To the extent that these objectives are recognized, it is understood that this entire Agreement shall be interpreted to achieve these goals.

Additional copies of the Agreement or information about the function of the Agreement may be obtained by writing or calling:

*The WMU Chapter of the  
American Association of University Professors  
814 Oakland Drive  
Kalamazoo, MI 49008  
269-345-0151*

*~or~*

*The Office of Academic Labor Relations  
Western Michigan University  
Kalamazoo, MI 49008-5204  
269-387-4307*

*This Agreement may be accessed at:  
Western Michigan University's Waldo Library,  
AAUP Chapter Website: [www.wmuaaup.net](http://www.wmuaaup.net) and  
Academic Collective Bargaining Website: [www.wmich.edu/acb/](http://www.wmich.edu/acb/)*

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**ARTICLE 1**  
**RECOGNITION OF CHAPTER**

1.§1 **BARGAINING-UNIT REPRESENTATIVE**. Western statutorily recognizes the Chapter as the sole and exclusive collective bargaining representative for all post-doctoral fellows and Board-appointed ranked faculty of Western Michigan University who are assigned and authorized to work on a regular basis in Michigan, including ranked faculty in the University Libraries and Counseling Services at Sindecuse. Western contractually recognizes the Chapter as the sole and exclusive collective bargaining representative for all post-doctoral fellows and Board appointed ranked faculty of Western Michigan University who are assigned and authorized to work on a regular basis in states other than Michigan. Typically, these appointments may range from 50% (proportional appointment) to 100% (full appointment) to 125% (fiscal year) of a full-time appointment, although some appointments may be approved at less than 50% of a full-time appointment.

1.§2 **EXCLUSIONS**. Specifically excluded from the Unit are the ombudsman, department chairs, designated directors, persons with faculty rank in Board-appointed administrative positions at or above the level of assistant to the dean, persons on adjunct and visiting appointments, United States Department of Defense personnel teaching in the Department of Military Science, non-Board-appointed part-time instructors, and other positions excluded from the Unit by the list below, and all other positions not covered by Article 1.§1.

1.§2.1 *Integrity of Unit*. No bargaining-unit member shall be reclassified to a position not under the jurisdiction of this Agreement without a demonstrable alteration of job responsibilities. The Chapter will be advised in writing of such reclassification before final action is taken thereon.

1.§2.2 *Position Exclusions*. The following positions are excluded from the Unit:

**Directors**

Academic Colleges' Advising Offices

Africana Studies

Regional Site Directors, including, but not limited to:

Battle Creek

Grand Rapids

Lansing

Metro Detroit

Muskegon

Southwest

Traverse City

Florida Sites

Career English Language Center for International Students (CELCIS)

Center for Academic Support Programs

College of Aviation's:

Chief Flight Instructor  
Manager of Scheduling and Operations Control  
Director of Safety and Operations  
Institute of the Environment and Sustainability  
Evaluation Center  
Frostic School of Art  
Diether H. Haenicke Institute for Global Education  
Mallinson Institute for Science Education  
Medieval Institute  
School of Communication  
School of Music  
School of Public Affairs and Administration  
School of Social Work  
Sunway Project  
Counseling Services at Sindecuse  
WMU Bronson School of Nursing

1.§3. NOTIFICATION. All letters of offer and letters of appointment for all post-doctoral fellows and Board-appointed ranked faculty shall include a statement of inclusion in the bargaining unit. Letters of offer or appointment to positions that are not in the bargaining unit, but may be filled by someone eligible for the bargaining unit (e.g., chairs and associate deans), shall include a statement of exclusion from the bargaining unit.

## **ARTICLE 2** **DEFINITIONS**

- (a) “Academic year” means the fall and spring semesters, each of which is defined in “t” below.
- (b) “Adjunct faculty” means persons appointed by the Board of Trustees to any of the professorial ranks for which they have the professional qualifications or the equivalent. Adjunct appointments are made for a specified term. Normally, the adjunct faculty's primary professional affiliation, if any, is outside the University, and compensation for services at the University is not a provision of the appointment.
- (c) “Administration” (or Administrative Agent) means those persons charged by the Board of Trustees with the responsibility for executing the general administrative functions delegated by said Board.
- (d) “Affiliate faculty” means persons who are administrative, professional, or technical employees of the University, who are additionally appointed for one-year terms only, renewable at the sole discretion of the University, to perform specific assignments related to the instructional programs. Affiliate appointments are non-Board appointed, non-bargaining-unit, fixed-term, uncompensated appointments, and persons holding affiliate appointments earn no credit toward tenure. Affiliate appointments are recommended by the appropriate academic departments/schools and approved by the dean and provost (and graduate dean for graduate-faculty status) and are ranked as affiliate



instructor, affiliate assistant professor, affiliate associate professor, or affiliate professor, depending upon the qualifications of the appointees.

(e) “Alternate academic year” means the Summer I and Summer II sessions plus a fall or spring semester, or any other mutually agreed upon arrangement equivalent to an academic year.

(f) “Board” (of “Trustees”) means the Board of Trustees of Western Michigan University.

(g) “Business day” for the purposes of Articles 12 and 22 refers to those days between and including Monday to Friday, excluding University-recognized holidays and closures.

(h) “Chapter” means Western Michigan University Chapter, American Association of University Professors.

(i) “Contract/grant professors, associate professors, assistant professors, instructors, master faculty specialists, faculty specialists II, faculty specialists I and post-doctoral fellows” are ranked bargaining unit faculty member, so designated by Western to conduct research and other programs sponsored by external agencies and, in so doing, perform work different from, and additional to, the usual faculty duties and responsibilities. Contract/grant faculty may be compensated for the specified portion of their assigned time on the project at “market value,” in accordance with the policy for the establishment of contract/grant professorships approved by the President of the University on September 13, 1988 (see Appendix A, Contract/Grant Professorships), as long as the support for their compensation is derived entirely from externally-funded grants or contracts.

(j) “Department” means, but is not limited to, any of the organizational components of a unit constituency (e.g., Department of Chemistry or School of Public Affairs).

(k) “Emergency periods” means those periods when it becomes necessary for the President or his/her designee to suspend University operations due to weather conditions, physical damage, or other emergency conditions that prevent normal operations. Bargaining unit faculty members prevented from working by short-term close-down of the entire University or their personal work area will receive their normal pay and be considered as being excused from their professional duties for the emergency period.

(l) “Faculty” means all persons appointed to University positions classified as ranked faculty, adjunct faculty, visiting professors, and part-time instructors.

(m) “Faculty specialists” means persons appointed as one of six categories of specialized faculty: (1) lecturer; (2) clinical specialist; (3) professional specialist; (4) aviation specialist; (5) language specialist; and (6) counseling specialists.

(n) “Faculty, traditionally-ranked” means faculty ranked as instructor, assistant professor, associate professor, or professor.

(o) “Graduate assistants” means graduate students pursuing a program leading to a graduate degree at the University and receiving payment for services to the University. “Graduate assistants” fall

into two broad categories of assignment: (a) those involved in teaching classes that produce credit hours independent of any other faculty member or instructor, and (b) those involved in assisting with classes, research, and/or administrative responsibilities.

(p) “Joint appointment” means the appointment of a faculty member to a primary (home) department and to a secondary department or unit.

(q) “Non-unit faculty” means those persons who are faculty members not included in the bargaining unit as defined in Article 1, Recognition of Chapter (or as stipulated elsewhere).

(r) “Part-time faculty” means persons appointed on a semester-by-semester or session-by-session basis, without Board approval, to teach (or to assist with the teaching of) specific classes or to assume other appropriate instructional responsibilities.

(s) “Ranked faculty” means all persons employed by Western Michigan University who hold Board appointments in any of the following categories: professor, associate professor, assistant professor, instructor, master faculty specialist, faculty specialist II or faculty specialist I.

(t) “Semester” means a period of instruction normally encompassing 75 business days, exclusive of Saturdays, Sundays, and University-recognized holidays. A semester shall not exceed 76½ business days nor be fewer than 71 business days.

(u) “Session” means a period of instruction normally encompassing 37 business days, exclusive of Saturdays, Sundays, and University-recognized holidays. A session shall not exceed 38 business days.

(v) “Tenure-track appointment” means a ranked faculty appointment by the Board of Trustees, that is probationary in nature, and that makes the holder eligible for consideration for tenure in accordance with the terms and provisions of this Agreement.

(w) “Term appointments” means employment for a specific period, with a separation date specified at the time of appointment. These appointments are for one-year periods and are renewable annually for up to five (5) consecutive years, with such decisions as to separation date made by the Office of the Provost at the time of appointment. All term faculty appointments are made by the Board of Trustees.

(x) “Unit constituency” means, but is not limited to, any of the University’s colleges (e.g., Fine Arts) or college divisions (e.g., Arts and Sciences - Humanities), the Library and Counseling Services at Sincdecuse (formerly University Counseling and Testing Center).

(y) “Unit faculty” means those persons who are faculty members included in the bargaining unit as defined in Article 1, Recognition of Chapter.

(z) “University” means Western Michigan University, a constitutionally-established institution of higher education, located in Kalamazoo, Michigan.

(aa) "University-recognized holidays" means all holidays so designated by the Board and its agents. Bargaining unit faculty members shall not be required to work during such University-recognized holidays. The University observes eleven (11) holidays for all bargaining unit faculty members (see Article 38, University Calendar). Included are: two (2) days at Thanksgiving; single days for Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Dr. Martin Luther King, Jr. Day; Spirit Day; Memorial Day; Independence Day; and Labor Day. For fiscal-year appointments only, the University recognizes one personal day to be mutually agreed upon by the faculty member and his/her supervisor as a paid holiday.

(ab) "University-wide committee" means any committee to which representatives from each and every employee union or employee group are invited to join.

(ac) "Visiting professors" mean persons appointed by the Board of Trustees for a specified term at the University while on leave from another institution or organization.

(ad) "Western" means the Board of Trustees of Western Michigan University and the administrative agents of said Board.

### **ARTICLE 3**

#### **MANAGEMENT RIGHTS**

3.§1 Western has the responsibility and, subject only to the limitations imposed by the express and specific terms of this Agreement, the right to manage, direct, and control the University and its programs.

3.§2 Western's existing rights, privileges, and responsibilities to manage its academic and non-academic programs not specifically delineated by this Agreement shall continue in full force and effect. In the event that the specific terms of the Agreement conflict with such rights, privileges, and responsibilities, the specific terms of this Agreement shall be controlling to the extent necessary to resolve such conflict, provided, however, that this Agreement shall in all cases be interpreted so as not to deprive the University of its legal authority to control all final decisions regarding its academic and non-academic programs.

### **ARTICLE 4**

#### **CHAPTER RIGHTS**

4.§1 The Chapter retains and reserves unto itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, except as limited by the specific and express terms of this Agreement. The Board and Administration agrees not to enter into any agreement or understanding with the bargaining unit faculty members, individually or collectively, that in any way conflicts with the terms and provisions of this Agreement.

4.§1.1 The Chapter shall nominate faculty representatives to the Athletic Board. As vacancies occur on this committee, Western shall seek nominations from the Chapter.

4.§1.2 The Administration shall notify the Chapter of all additional University-wide committees formed during the life of this Agreement and shall seek timely nominations from the Chapter for any vacancy or vacancies that are created or occur.

## **ARTICLE 5**

Article 5, Past Practices, deleted

## **ARTICLE 6** **RIGHT TO DATA**

6.§1 After written request by the Chapter, the University shall make available any information not exempted by law that is necessary for the Chapter to meet its collective bargaining responsibilities or to administer this Agreement. Normally, such information shall be made available within ten (10) days of the Chapter's request; if such information is not readily available within said ten (10) days, Western shall so notify the Chapter, in writing, and shall make the requested information available as soon as reasonably possible. The University shall not be required to compile information in any form different from that available when the request is made.

6.§2 The Board or Administration shall provide the Chapter with a copy of the minutes of the official meetings of the Board of Trustees. A designee of the Chapter shall have an opportunity at reasonable times to view Board of Trustees' documents in support of the Board's minutes on file in the secretary's office. The Board or Administration shall provide the Chapter with a copy of the Annual Budget Request as approved by the Board of Trustees for submission to the State of Michigan and a copy of the Annual Audited Financial Report.

6.§3 The Administration, in lieu of computer tapes, shall provide the Chapter with a copy of the "Monthly Financial Statement," subject to the following two (2) restrictions:

6.§3.1 the "statements" will be made available to the Chapter at the same time the reports are issued to the various cost centers; and

6.§3.2 in order to obviate any misunderstandings or misinterpretation of the records to be reviewed, the Administration expects the WMU-Executive Committee to discuss its findings with the appropriate University official, and the Executive Committee expects the Administration to answer questions it may have about its findings, prior to the release of a report of any finding.

6.§4 Settlement of this request for information in no way prohibits the Chapter from asking to see additional information at some future date. The Chapter does not waive its right to ask to see additional information, and the University does not recognize the Chapter's right to see any additional information.

6.§5 The Administration shall, no later than the 25th day of each month during the life of this Agreement and any extension thereof, notify the Chapter of all new unit faculty members, all withdrawals from the unit, and all changes of status of unit personnel.

6.§6 The Administration shall provide to the Chapter, at the time of transmission to the Board of Trustees for action, a copy of each recommendation for any program change which affects the work of bargaining unit faculty members.

**ARTICLE 7**  
**ACCESS TO FACILITIES AND SERVICES**

7.§1 Western will provide the Chapter with the use of facilities, services, and equipment, if available, upon proper written request, at the same rate as that charged to other campus organizations. The Chapter shall have the right to purchase office supplies through the University purchasing system, provided the Chapter maintains a sufficient balance in its cost center to cover such purchases.

7.§2 Western will provide the Chapter with telephone service on the University telecommunication system at the same rate as is available to other users and will list the Chapter, with the names of up to ten officers and permanent staff members, in the University telephone directory.

7.§3 Western will provide, without charge, five (5) parking stickers for the use of the Chapter's permanent staff and attorney. The Chapter shall not allow any other persons or any students to use the parking stickers.

7.§4 Western will provide, for up to two administrative/professional employees of the Chapter, WMU employee identification cards which will provide them the same fringe items available to members of the Chapter, Article 36, Other Fringe Benefits, including discounts for admission tickets to athletic and cultural events, a ten percent (10%) discount at the WMU Bookstore, use of the recreational facilities as specified for AAUP faculty, and parking as specified for AAUP members, but not in addition to the five (5) parking stickers already agreed to in this Agreement. Finally, Western will provide the WMU health-insurance plan for these same two staff positions, for which the Chapter will be billed on a quarterly basis.

7.§5 Western will provide a copy of this Agreement to each bargaining unit faculty member during the life of the Agreement, as well as fifty (50) copies to the Chapter. The Chapter agrees to reimburse the University for twenty-five percent (25%) of the cost of printing the Agreement.

**ARTICLE 8**  
**BOARD OF TRUSTEES OBSERVER**

8.§1 The Chapter shall be entitled to have an observer present at all official meetings of the University Board of Trustees. Said observer shall be appointed by the Executive Committee of the Chapter. The observer shall be furnished copies of the agendas at such meetings.

**ARTICLE 9**  
**CHAPTER MEMBERSHIP AND DUES**

9.§1 Nothing contained in this Article shall be deemed as requiring a bargaining unit faculty member, as a condition of obtaining or continuing employment with the University, to (a) refrain or resign from membership in, voluntary affiliation with, or voluntary financial support for the Chapter; (b) become or remain a member of the Chapter; (c) pay any uniformly assessed dues, fees, assessments or other charges or expenses of any kind or amount, or provide anything of value to the Chapter; (d) pay to any charitable organization or third party any amount that is in lieu of or equivalent to any portion of dues, fees or assessments or other charges or expenses required of Chapter members. A bargaining unit faculty member's choice will be respected and will not be cause for harassment or discrimination.

9.§2 DUES DEDUCTION. The Administration shall deduct from the salaries of Chapter members, in installments for each pay period, uniformly assessed dues and/or fees levied by the Chapter, provided the Chapter/bargaining unit faculty member has voluntarily executed a standard form, prepared by the Administration and acceptable to both parties, authorizing such deductions. Deductions shall begin in the pay period following the Administration's receipt of the authorization.

9.§2.1 A Chapter/bargaining unit faculty member who has authorized uniformly assessed dues or service fees deductions may cancel such authorization by submitting to Western and to the Chapter written notice of cancellation. Dues and/or fees deduction will cease as of the payroll period following receipt of notice by Western.

9.§2.2 The Administration shall furnish to the Chapter each pay period a listing of all uniformly assessed dues and service fees deducted from the salaries of Chapter/bargaining-unit members. The Administration shall transfer all dues and service fees deductions to the Chapter each pay period.

9.§2.3 Western shall use its best efforts to make authorized deductions in the manner set forth but assumes no responsibility for any errors in making such deductions. When, upon receipt by the Chapter of a written claim, duplicate or improper dues or service fees deduction is found, a refund shall be made to the claimant by the Chapter.

9.§2.4 Western shall not be liable to the Chapter, by reason of the requirements of this article, for the remittance or payment of any sum other than actual deductions made from the pay earned by the Chapter/bargaining unit faculty member.

9.§2.5 Authorized payroll deduction shall be suspended for the period of time that a Chapter/bargaining-unit member is promoted or transferred out of a bargaining unit faculty position covered by this Agreement, or if the Chapter/bargaining unit faculty member is on layoff or an approved leave of absence. Unless authorization is cancelled, payroll deduction shall be reinstated with the first pay period after the faculty member returns to work in a bargaining unit position covered by the Agreement.

9.§3 INDEMNIFICATION. The Chapter shall indemnify and hold the University harmless from any liability resulting from any and all claims, demands, suits, or other actions arising from compliance with this Article. Indemnification shall include attorney's fees and the cost of litigation.

9.§4 REVERSION TO PRIOR LANGUAGE. In the event 2012 Public Act 349 is repealed or rendered ineffective as a result of voter, a final judicial determination, or legislative action, the provisions of Article 9, "Agency Shop," contained in the 2011-2014 collective bargaining agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors, shall become effective per the time-frame established by such voter, judicial or legislative action and will continue for the duration of this Agreement.

**ARTICLE 10**  
**ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION**  
**AND SEXUAL HARASSMENT**

10.§1 EQUAL OPPORTUNITY EMPLOYER. Western Michigan University is an equal opportunity employer, which means that no applicant shall be denied an opportunity to apply for employment, nor shall be denied consideration for employment, nor shall be denied employment on the basis of race, color, religion, national origin, sex, age, height, weight, handicap, marital status, or sexual orientation. Western and the Chapter agree with this statement, and further agree that neither shall violate this principle. Except as otherwise provided in this Agreement, Western and the Chapter further agree that all decisions relating to an individual's initial appointment, or a faculty member's promotion, tenure, salary, or other personnel matters, shall be based on the individual's professional competence in his/her academic discipline, and upon his/her competence in relation to the performance of the duties of the position. Personality characteristics and/or beliefs of the faculty member that do not affect the individual's competence in his/her discipline or performance of duties shall not be a basis for such decisions.

10.§2 AFFIRMATIVE ACTION. Western Michigan University is an affirmative action employer, which means that in all areas of personnel matters, such as initial employment, promotion, tenure, and retention, Western shall give particular attention to the candidacy of women and minorities (i.e., protected-class persons) and take affirmative steps as provided in the University Affirmative Action Plan and in this Agreement. However, all candidates shall be judged on the merits of their professional performance. Western and the Chapter agree with this statement and further agree that neither shall violate this principle and that they shall cooperate to implement affirmative action.

10.§2.1 Western and the Chapter agree that a University Affirmative Action Plan is in the best interest of both and that they shall cooperate in endeavoring to achieve the goals and objectives therein sought.

10.§2.2 The Affirmative Action Advisory Committee is advisory to the President and shall include the Chapter's designee.

10.§2.3 Western shall provide the Chapter with a copy of the annual report prepared by Western's Office of Institutional Equity (formerly known as the Affirmative Action Office).

10.§2.4 Western agrees that any University-wide committee recognized by Western as participating in affirmative action endeavors shall include the Chapter's designee.

10.§2.5 The University agrees that the Associate Vice President of Western's Office of Institutional Equity (or his/her designee) will invite the Affirmative Action Advisory Committee to meet at least once a year to review the University's Affirmative Action Plan.

10.§3 AFFIRMATIVE STEPS. In order to implement affirmative action, it may be necessary to initiate special procedures based on the need to increase the proportions of minority and women faculty (protected-class persons). Such procedures will be developed and instituted by Western as needed.

10.§3.1 *Hiring*. In order to increase the utilization of protected-class persons in under-utilized areas, Western shall continue to take affirmative action in the hiring process.

10.§3.2 *Promotion and Tenure*. The candidacy of minorities and women shall be given particular attention. However, all candidates shall be judged on the merits of their professional performance.

10.§4 RESOLUTION OF COMPLAINTS AND GRIEVANCES BY UNIT MEMBERS. A bargaining unit faculty member who has a complaint or grievance alleging discrimination proscribed by this article shall have access to the two internal dispute-resolution procedures provided in 10.§4.1 and 10.§4.2 below, and shall not use any other internal dispute-resolution procedures.

10.§4.1 *Early Resolution*. Within ten (10) business days following alleged discrimination proscribed by this article and after consultation with Western's Office of Institutional Equity, the bargaining unit faculty member alleging discrimination may request in writing to Western's Office of Institutional Equity that a meeting be held to informally discuss and attempt to resolve the matter. The meeting shall include a representative of the Office of Institutional Equity and the bargaining unit faculty member alleging discrimination, and may include, at the request of the faculty member, a Chapter representative and/or, at the request of the Office of Institutional Equity, representatives of Western, including the person(s) against whom the charge is made. The meeting shall be held within ten (10) business days of the request, when possible. Any agreements resolving the matter that are reached at the meeting shall be reduced to writing and signed by the parties. A copy of any such Early Resolution Agreement shall be provided to the Chapter upon request. Such an Early Resolution Agreement shall be final and binding and shall serve as a bar to any further pursuit of the claim(s) covered by the Early Resolution Agreement, including internal pursuit through the grievance procedure and external pursuit through agencies or courts. If no Early Resolution Agreement is reached at the meeting, the Office of Institutional Equity shall so notify the parties in writing.



10.§4.2 *Grievance Procedure.* A bargaining unit faculty member who has a grievance alleging discrimination proscribed by this article may file that grievance under the grievance procedure provided in Article 12, Grievance Procedure, of this Agreement, provided the following: (1) the use of Early Resolution in 10.§4.1 above shall not prejudice the faculty member's right to use the grievance procedure except that an Early Resolution Agreement shall be a bar to any further pursuit of the claim(s) covered by the Early Resolution Agreement; (2) if a faculty member uses Early Resolution and an Early Resolution Agreement does not result, the faculty member may initiate a grievance under Article 12, Grievance Procedure, of this Agreement within twenty (20) business days after the Office of Institutional Equity's written notification that no Early Resolution Agreement has been reached; (3) the grievance must allege discrimination in the application of the terms of this Agreement and must not deal with positions outside the purview of this Agreement; and (4) a grievance may be filed only if the matter is not being pursued with any governmental agency or in any court action. In the event such complaint or charge is pursued with any governmental agency or in any court action after a grievance has been initiated, no further action under the grievance procedure shall be taken with respect thereto following notification of Western's Office of Institutional Equity that such complaint or charge has been so filed.

10.§5 RESOLUTION OF OTHER COMPLAINTS. The sexual harassment policy applies to all members of the University, and charges of sexual harassment that identify members of the bargaining unit may be brought forward by any concerned individual of the University community. Such charges shall be investigated first by the University sexual harassment officer. If the investigation leads to a determination that there are sufficient grounds for further action, charges may be brought under Article 21, Professional Conduct, and other related articles, according to the procedures described in Article 22, Progressive Review and Discipline for Cause.

10.§6 SEXUAL HARASSMENT. Sexual harassment is a form of sex discrimination prohibited by federal (i.e., Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972) and state law. The University and the WMU-AAUP are committed to the principle that the learning and working environment should be free from harassment by faculty, staff, or students. If Western disciplines a bargaining unit faculty member for sexual harassment, the issue of whether the discipline was for cause (including the reasonableness of any sexual harassment policy promulgated by Western and the reasonableness of the application of said policy to the bargaining unit faculty member), may be grieved and arbitrated pursuant to Article 12, Grievance Procedure, Article 22, Progressive Review and Discipline for Cause, or any other applicable article.

10.§6.1 In cases of hostile environment sexual harassment, and subject to applicable law, Western and the Chapter recognize that the classroom constitutes a setting which involves wide latitude in the presentation and discussion of ideas which are germane to the subject matter being taught (see Article 13, Academic Freedom and Academic Responsibility).

## **ARTICLE 11**

### **FACULTY RECORDS**

11.§1 **DEFINITION.** A bargaining unit member's "faculty record" shall consist of the "personnel record" as defined in the Bullard-Plawecki Employee Right to Know Act (see Appendix B), the faculty tenure file, and the faculty promotion file. The requirements of the Michigan Freedom of Information Act (MFOIA) and the Bullard-Plawecki Employee Right to Know Act shall apply to Western, the Chapter, and bargaining unit faculty members in actions related to faculty records.

11.§2 **LOCATION.** The "faculty record" may be housed in various University offices (files), including at least any personally identifiable file regarding the faculty member kept in the department office, the file in the office of the department chair, the file in the office of the dean, the file in the Office of the Provost, and the file in the Department of Human Resources. Other places in which the faculty member's faculty record is kept shall be specifically identified in a memorandum of understanding (see Appendix C, Location of Personally-Identifiable Information). The tenure and promotion files shall reside in the department office.

11.§3 **ADJUNCTIVE RECORDS.** Files regarding the faculty member's application for promotion or tenure shall be known as the adjunctive Faculty Promotion File and the adjunctive Faculty Tenure File, respectively. These files shall initially consist of the application materials prepared by the bargaining unit faculty member. After the review process has begun, identified as the first meeting of the department review committee, material added by the bargaining unit faculty member shall be limited to written responses to questions, concerns, or statements made by reviewers and verification of pending accomplishments which occur during the review process, such as notification of acceptance for publication or notice of grant award. If such material is added by the bargaining unit faculty member, then the agents in charge of the prior review steps shall be copied on such material.

11.§3.1 Additional relevant material may be added to the Faculty Promotion or Tenure File by the Department Promotion Committee (DPC), the Department Tenure Committee (DTC), the department chair, the College Promotion Committee (CPC), the dean, and the provost. These files shall be supplemented by at least the final recommendation of each level of review. A copy of the material added to the file shall be supplied to the faculty member, with a cover letter explaining the reason for the addition and giving the faculty member ample time to respond to the material before the file is forwarded to the next level.

11.§3.2 After the final decision regarding the promotion or the award of tenure, the adjunctive Faculty Promotion and adjunctive Faculty Tenure Files shall no longer have any formal status. During the pendency of any tenure/promotion application, the Faculty Promotion or Tenure File shall be considered as part of the faculty record.

11.§3.3 After promotion or tenure is granted, all review letters and documentation shall be extracted from the bargaining unit faculty member's personnel record and returned to the faculty member, except for the final notification of the award.

11.§4 MATERIALS INAPPROPRIATE TO FILES. The following items are excluded from a faculty member's record:

- Anonymous communications from any source;
- Unsubstantiated material of any kind; and
- Reference to unsubstantiated or anonymous comments, except for historical references, and then, without conveying substantive content.

11.§5 NOTIFICATION. A bargaining unit faculty member shall be notified, in writing, if documented material reflecting negatively on the faculty member's professional qualifications, performance, and/or professional conduct is placed in the faculty record by Western, and provided with a copy of the material placed in the faculty record. If Western intends to utilize, for a personnel decision affecting the faculty member, any material reflecting negatively on the faculty member's professional qualifications, performance, and/or professional conduct which has not been placed in the faculty record with notice to the faculty member prior to the contemplated utilization, the faculty member shall be so notified, supplied with a copy of the materials, and afforded an opportunity to respond to the material prior to Western's making a personnel recommendation or decision based on these materials.

11.§6 EXAMINATION OF FACULTY RECORDS. A bargaining unit faculty member, upon oral or written request, shall have the right to examine his/her faculty record during normal business hours in the presence of a representative of Western, and, if desired, a member of the bargaining unit designated by the faculty member.

11.§6.1 A bargaining unit faculty member shall have the right to obtain a copy of all material in his/her faculty record at his/her expense. The fee shall be limited to the cost of reproduction and the mailing of the materials requested.

11.§6.2 A designated member of the Chapter, having written authorization from the bargaining unit faculty member and in the presence of a representative of Western, may examine the faculty record of a bargaining unit faculty member if the examination relates to a filed grievance, grievance in preparation, or a written charge or charges preferred against the bargaining unit faculty member by Western.

11.§6.3 The ombudsman or his/her representative shall not have direct access to faculty records. The bargaining unit faculty member will be notified any time the ombudsman or his/her representative receives information from a faculty member's record.

11.§7 USE OF THE FACULTY RECORD IN PERSONNEL ACTIONS.

11.§7.1 *Administrative Use.*

11.§7.1.1 The materials contained in the faculty record may be utilized by Western for all matters involving actual or contemplated personnel action, including, but not limited to, considerations of employment, promotion, tenure, assignment, retention, compensation, or disciplinary action.

11.§7.1.2 The faculty record may be used for official University purposes, including the meeting of legal requirements.

11.§7.1.3 Nothing herein shall prohibit publication of statistical information or other legitimate use of data in which identity is not revealed.

11.§7.2 *Release of Record.*

11.§7.2.1 Unless prohibited by law, a bargaining unit faculty member shall receive timely written notice of any request from outside the University for access to his/her faculty record prior to such access.

11.§7.2.2 A bargaining unit faculty member shall be notified when administrative responses have been made to inquiries about the bargaining unit faculty member's record from any non-University source, except in cases in which only verification of employment is given.

11.§7.2.2.1 A bargaining unit faculty member may request, in writing, release of his/her faculty record for some specific purpose.

11.§7.3 *Separate Records.* The University may, as specified by Bullard-Plawecki, maintain records separate from the faculty record, including medical reports and records, grievance investigation records, criminal investigation records, education records (as defined by FERPA), and staff planning records.

11.§8 FACULTY RECORD MAINTENANCE. For the purpose of periodic faculty record maintenance, the designated administrative officer and the bargaining unit faculty member may jointly review the contents of the files constituting the faculty member's personnel record (see Appendix C). By mutual agreement and with the written approval of the provost, individual documents may be removed, provided that they have no probable future need. However, files may be routinely updated from time to time at the discretion of the designated administrative officer by removal of such routine items as an outdated vita, which shall be returned to the faculty member.

11.§9 CONSIDERED REGARD. Subject to applicable law, the faculty member's record is considered confidential and its contents are to be treated in that manner by employees of the University vested with its care, such that disclosure of the contents shall be according to the guidelines in this article. Documents contained in the faculty member's record are intended for personnel decisions, and no item shall be placed into the faculty member's record by any administrative officer without clear intent and purpose.

11.§10 STUDENT COMPLAINT AND CONFIDENTIALITY OF FACULTY RECORDS. In the case of the need to respond to students who have filed complaints, as well as the need to respond to requests for faculty records under the Freedom of Information Act (FOIA), the University shall comply with the following:

11.§10.1 *Student Complaint.* In response to student complaints that lead to consideration of faculty discipline, including sexual, gender, and racial harassment, the University shall advise the student (and parents, if the student is a minor) only to the extent required by applicable law.

11.§10.2 *Confidentiality of Faculty Records.* The University agrees to continue confidentiality of faculty records to the extent permitted by law. This article does not impact on the University's duty to comply with subpoenas, court orders, discovery demands, and garnishments and to respond to routine informational requests required by law.

11.§10.3 *Notification of Request for Faculty Record(s).* When the University receives a Freedom of Information Request (FOIA) for faculty records, the FOIA officer shall give written notice of the request to the faculty member and to the WMU-AAUP.

11.§10.4 *Notification of Intent to Release Records.* If, after a specific case analysis, the University determines it is required to release documents from a faculty record pursuant to a FOIA request, the University FOIA officer shall notify the faculty member and the WMU-AAUP of its decision. Such notice shall be given promptly after the decision is made so the faculty member and/or the WMU-AAUP shall have the opportunity to review the documents intended for release and respond to the University's decision. The University agrees to notify the WMU-AAUP counsel or the WMU-AAUP grievance officer, by telephone, FAX, or other means, of the basis for the University's decision to release records under the FOIA statute prior to the release of these documents.

11.§11 UPDATING. All anonymous and/or unsubstantiated material presently in faculty records at the beginning of the current Agreement shall be removed.

## **ARTICLE 12** **GRIEVANCE PROCEDURE**

12.§1 DEFINITION OF GRIEVANCE. A grievance is a dispute involving a claimed breach, misinterpretation, or improper application of the provisions of this Agreement.

12.§2 INDIVIDUAL RIGHT. Any individual faculty member or group of faculty members may at any time, consistent with their constitutional and statutory rights, present grievances to Western and have these grievances adjusted without intervention of the Chapter, provided that the adjustment is not inconsistent with the terms of this Agreement. Western shall inform the Chapter, in writing, of such adjustments.

12.§3 CONSTRUCTION. Nothing contained in this article shall prevent the informal adjustment of any grievance, and the parties intend that, insofar as is reasonably possible, every grievance will be resolved between the faculty member and the administrative agent of Western immediately involved. Steps One and Two of the grievance procedure set forth in this Agreement shall be pursued to completion before any application for arbitration may be made, unless the parties hereto enter into a written waiver of such step or steps and agree to proceed directly to arbitration.

12.§4. BASIC PROVISIONS. The basic provisions for all steps of all grievances shall be as follows:

12.§4.1 *Time Limits.* In computing any time limits specified under this article, the specific time limits are provided. Time limits may be extended by mutual agreement.

12.§4.2 *Legal Counsel.* At all levels of the grievance procedure and at arbitration hearings, the parties shall have the right to have legal counsel present at their own expense. A party who plans to bring legal counsel to a grievance meeting shall so notify the other party in the grievance or grievance appeal letter (if it is the grievant or the Chapter planning to bring legal counsel) or in the letter scheduling the meeting (if it is Western planning to bring legal counsel), except that notice shall not be necessary for arbitration hearings.

12.§4.3 *Extension of Time Limits.* Unless extended by mutual consent, in writing, the time limits specified herein shall be the maximum time allowed. In the event of the failure to comply with the time limits on the part of the grievant or the Chapter, the grievance shall be considered as having been withdrawn. In the event of the failure to comply with the time limit on the part of Western, the grievance shall automatically advance to the next step of the grievance procedure, except that nothing herein shall be construed to automatically advance a grievance to the Arbitration Step. Neither party will require that a grievance be advanced or withdrawn without first notifying the other party and asking if the other party intends to request an extension. During those periods when classes are not in session, proceedings will be held in abeyance unless mutually determined otherwise by the Provost or his/her designee and the Chapter.

12.§5 INITIATION OF GRIEVANCE. The Chapter, a faculty member, or a group of faculty members may initiate a grievance by serving a written notice of it to the administrative agent specified herein. Such notice shall be clearly identified as a grievance and shall concisely state the facts upon which the grievance is based and when they occurred, specify the provision, article, and/or sections thereof within the Agreement that allegedly have been violated, specify the relief and remedy sought, and be signed by the grievant. Such notice shall be filed within twenty (20) business days after the occurrence of the event upon which the grievance is based. If the affected faculty member or the Chapter has no knowledge of the occurrence of the event within said twenty (20) business days, then such notice shall be filed within twenty (20) business days after the faculty member or Chapter had knowledge thereof or conditions were such that the faculty member or the Chapter should have had knowledge thereof. If no notice is served within the twenty (20) business day time limit, the grievance shall be barred. In no event shall monetary adjustments of a grievance cover a period prior to twenty (20) business days before the filing of the written notice of grievance.

12.§5.1 *Within a Unit.* A Step One grievance that originates in an academic department or similar unit or at the college level or in the University Libraries shall be filed with the dean of the relevant college or his/her designated agent. A Step One grievance that originates in Counseling Services at Sindecuse shall be filed with the vice president to whom the unit reports. A copy of any such grievance shall be simultaneously copied to the Director of Academic Labor Relations.

12.§5.2 *With the Vice President.* A Step One grievance that originates at the level of the provost, including promotion and tenure grievances, shall be filed with the provost or his/her designated agent. A Step One grievance regarding an action at the level of the Vice President for Student Affairs shall be filed with the Vice President for Student Affairs or his/her designated representative. A copy of any such grievance shall be simultaneously copied to the Director of Academic Labor Relations.

12.§6 STEP ONE. Upon receipt of the written grievance, the designated administrative agent shall arrange a meeting to discuss the grievance with the grievant and, if requested by the grievant, with the appropriate representative of the Chapter. The administrative agent may invite an associate to attend and additional persons may be present by mutual agreement. This presentation by the grievant and ensuing discussion shall be completed within ten (10) business days after the administrator receives the required initiation notice. A written answer to the grievance shall be given to the grievant by Western within ten (10) business days. If the grievance is satisfactorily adjusted, the adjustment will be signed by the parties. One (1) copy thereof will be given to the grievant, one (1) copy to the Chapter, one (1) copy to the Director of Academic Labor Relations, and one (1) copy will be retained by the administrator. In all cases, the reasoning used to form the administrator's decision must be provided in the administrator's written answer. The administrator's decision should reference material considered in reaching the decision but it is understood that the administrator may have reviewed other material that is not deemed as critical and not referenced.

12.§7 MEDIATION. A mediation option shall be available to a grievant with Chapter approval and to Western if a Step One meeting and answer fail to resolve a grievance and may be requested prior to or after a Step One hearing. The provost shall name ten (10) persons and the Chapter shall name ten (10) persons to serve as members of mediation teams. These appointments shall be approved no later than October 31, 2014 and expire January 15, 2018. These twenty (20) persons shall constitute a mediation pool. Additional appointments to the mediation panel may be made as necessary to replace members.

12.§7.1 *Request for Mediation.* Within five (5) business days after the Step One answer, the grievant or Western may ask for a mediation team to assist the parties in resolving a grievance. Such a request shall be made, in writing, to the Director of Academic Labor Relations and the Chapter. Mediation of a grievance shall take place if one or both parties request it in a timely manner; however, the Chapter must approve any mediation request made by a member of the bargaining unit (see 12.§7, above). Promptly upon receipt of a request for mediation, the Director of Academic Labor Relations and the Chapter Grievance Officer shall jointly name a two-person mediation team. The two-person mediation team shall be composed of one member of the panel appointed by the Chapter and one member of the panel appointed by the provost. Any member of a mediation panel may serve on more than one mediation team.

12.§7.2 *Mediation Team.* A mediation team shall have a period not to exceed fifteen (15) business days from the date it is notified by the Director of Academic Labor Relations and the Chapter Grievance Officer of the request for mediation in which to effect a resolution

between the grievant and Western. The Director will provide appropriate information, and, during that period, mediation teams shall have recourse to persons and information involved in the grievance and appropriate to a speedy resolution, such as would be available to the Chapter in a grievance matter. Mediation teams may meet with the parties separately or in a group. If a resolution occurs, both parties shall sign an agreement identifying the resolution. Beyond the request for mediation or a notice of the end of mediation prior to fifteen (15) business days, such a signed agreement shall be the only written product of the mediation process. Any personal notations or other records kept by mediation teams shall be protected from review or examination in any other process related to the grievance.

12.§7.3 *Resolution.* Mediation teams encourage the parties to a grievance to resolve their dispute, and, in so doing, teams may try to identify and orally recommend to the parties possible resolutions for their consideration. Neither party shall be compelled in any way to accept a resolution recommended by a mediation team, and such recommendations, if they do not result in resolution, shall not be a factor in further grievance proceedings, if such take place. A mediation team, with notice to the parties in writing, may discontinue mediation prior to the end of the fifteen (15) business day mediation period if it appears to the team that further mediation is unlikely to be productive.

12.§8 STEP TWO. If the grievance is not adjusted in Step One, or in mediation, the grievant or the Chapter may appeal the grievance to the second step of the grievance procedure, provided such appeal is sought in writing, signed by the grievant or the Chapter, sets forth the objection to the Step One answer, and, within five (5) business days after receipt of the Step One answer, or of the end of mediation is presented to the Director of Academic Labor Relations.

12.§8.1 *Step Two - Type A Grievance.* In cases of dismissal for cause, suspension, or other financial penalty, the Chapter may demand arbitration following the President's decision (see Article 22, Progressive Review and Discipline for Cause).

12.§8.2 *Step Two - Type B Grievance.* In the case of a grievance involving appointment, reappointment, termination, layoff, tenure, or promotion, the Director of Academic Labor Relations shall conduct a hearing. This hearing shall be within ten (10) business days after the receipt of the request to have the grievance considered in Step Two and a written answer to the grievance shall be given to the grievant and the Chapter by the hearing officer within ten (10) business days of the close of the hearing, whenever possible.

12.§8.3 *Step Two – Type C Grievance.* In the case of a layoff grievance involving seniority (see Article 25.§8), Step Two in the grievance procedure will be mediation as described in 12.§7. Arbitration of a type C grievance shall be limited to an arbitrator rendering an opinion as to whether or not the layoff followed the contractual procedures as defined in Article 25, with the exception of grievances involving Article 25.§3.1.9 and 25.§3.1.11.

12.§8.4 *Step Two - Type D Grievance.* In the case of all other grievances not designated as Type A, B, or C, the grievance shall be considered by a review board which shall consist of not more than three (3) persons designated by Western, including the Director of Academic Labor Relations or his/her designee, who shall have authority to settle



grievances, and an equal number of persons designated by the Chapter, including the Chapter's President or his/her designee, who shall have the authority to settle grievances. The Chapter President and the Director of Academic Labor Relations shall mutually agree on the size of the review board in individual cases; the size may be from four to six members, and shall consist of equal numbers of faculty and administrators. The Director of Academic Labor Relations or his/her designee shall contact the Chapter's President or his/her designee to arrange a meeting of the review board to discuss the grievance and the Step One answer, which shall also be discussed with the grievant and such other persons as the review board deems appropriate. All material presented to the review board should also be given to both the grievant and the administrator being grieved in time for them to prepare a written response to it if either so chooses. The chair will be a review board member mutually acceptable to the Chapter and Western and approved prior to the first meeting. The review board's discussions of a grievance shall be completed within fifteen (15) business days of the filing of a Step Two appeal, whenever possible, but this time limit may be extended by mutual written agreement.

12.§8.4.1 Adjustment/Settlement. If, after the review board's discussion, the Director of Academic Labor Relations or his/her designee and the Chapter's President or his/her designee agree that the grievance can be adjusted to the mutual satisfaction of the Chapter and Western, the adjustment will be reduced to writing and signed by the Chapter's President or his/her designee and Western's Director of Academic Labor Relations or his/her designee, within ten (10) business days of the completion of the discussions. If the grievance is adjusted at Step Two, said adjustment shall be final and binding upon all parties. If an adjustment of the grievance is not reached, this fact shall be communicated to the grievant in writing by the Director of Academic Labor Relations or his/her designee and the Chapter's President or his/her designee within five (5) business days after the discussions are completed. If an adjustment is reached, this fact shall be communicated to the grievant in the same manner-within five (5) business days after the signing of the written adjustment.

12.§9 STEP THREE – ARBITRATION. If the grievance has not been adjusted satisfactorily in the foregoing steps, the Chapter shall have the right to make demand upon Western for arbitration of the dispute, provided such demand is made within thirty-five (35) business days after receipt by the Chapter of the Step Two answer or within thirty-five (35) business days after completion of the review board's discussion without adjustment. If such demand has not been made within such thirty-five (35) business day period, the grievance will be considered to be withdrawn. If timely demand is made, Western and the Chapter will promptly join in submitting the dispute to arbitration according to the following procedures, and according to the Rules of the American Arbitration Association to the extent that they are applicable, given the following procedures.

12.§9.1 *Selection of Arbitrator.* An arbitrator shall be selected from an agreed-upon rotating panel of arbitrators (see 12.§9.4 below). The arbitrators shall be placed on the panel list in alphabetical order. The first arbitrator selected shall be the arbitrator whose name is at the top of the list. After an arbitrator has heard a grievance for the parties, his/her name shall be placed at the bottom of the list. The arbitrator whose name is then at the top

of the list shall hear the next grievance, and so on. If a selected arbitrator is not able to hear a grievance, his/her name shall remain in the same place on the list and the next arbitrator on the list shall be selected. This procedure shall continue until an arbitrator is selected. When an arbitrator is selected, the parties shall jointly ask the arbitrator to provide a hearing date (or dates) as soon as possible. If the arbitrator is unable to offer a hearing date within six (6) months of selection, the parties may, by mutual agreement, select the next arbitrator on the list, if that arbitrator is available to hear the grievance more quickly than the first.

12.§9.2 *Availability of Arbitrator.* If none of the arbitrators is available to hear a particular issue, the parties shall jointly request a list of seven (7) arbitrators from the American Arbitration Association. Upon receipt of this list, the parties shall alternately strike one name for the first arbitration in which the list is used. The Chapter shall strike the first name for the first arbitration in which the list is used. In subsequent uses of the list, the parties shall alternate in beginning the striking process. The remaining arbitrator on the list shall be the arbitrator. If the arbitrator is not able to hear the grievance, a second list shall be requested and the process shall be repeated.

12.§9.3 *Authority of Arbitrator.* The arbitrator shall have no authority to add to, subtract from, change, or modify any of the terms or provisions of this Agreement, but shall be limited solely to the interpretation and application of the specific provisions contained herein. The arbitrator shall not render an opinion as to whether a bargaining unit faculty member should or should not be appointed, reappointed, terminated, laid off, or be granted tenure or promotion, but shall be limited in his/her jurisdiction on these matters to determining whether the contractual procedures have been satisfied/followed.

12.§9.3.1 However, in cases involving dismissal and discipline for cause under Article 22, Progressive Review and Discipline for Cause, the arbitrator shall render an opinion as to whether or not the dismissal or discipline was for cause.

12.§9.3.2 However, in cases involving a layoff grievance involving seniority, the arbitrator shall render an opinion as to whether or not the layoff followed the contractual procedures as defined in Article 25, with the exception of grievances involving Article 25.§3.1.9 and 25.§3.1.11.

12.§9.4 *Arbitration Panel.* The current members of the rotating panel of arbitrators from which the parties shall select arbitrators to hear grievances are:

Deborah Brodsky Mario Chiesa Paul Glendon Peter Jason Ruth Kahn Theodore St. Antoine
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If one or more of these arbitrators becomes permanently unable to serve on the panel, the parties shall mutually agree to a replacement(s). Until the parties so agree, the remaining arbitrators shall constitute the panel. When panel membership changes, a new addendum shall be added to the Agreement indicating the change.

12.§9.5 *Arbitration Fees.* Western and the Chapter will share equally the expenses and fees of the arbitrator and the American Arbitration Association. All other expenses will be borne by the party upon whose behalf they are incurred. The decision of the arbitrator shall be final and binding on all parties hereto.

### **ARTICLE 13** **ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY**

13.§1 ACADEMIC FREEDOM. Western Michigan University and the WMU-AAUP jointly affirm the principles of academic freedom, including freedom of research and publication, freedom of teaching, freedom of shared governance, and freedom of participation in public debate. Academic freedom is the liberty that faculty members must have if they are to practice scholarly profession in accordance with the norms of that profession. Academic freedom is not a term or a condition of employment; rather, it is based in the institutional structure of this and other universities and is fundamental to their common mission of promoting inquiry and advancing the sum of human knowledge and understanding. Academic freedom exists as a basic prerequisite for universities to fulfill their mission to our society. Academic freedom is most commonly understood as a right of individual faculty members, but remains first and foremost a professional prerequisite of faculty members as a group.

13.§2 ACADEMIC RESPONSIBILITY. The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. As members of the community, the faculty has the rights and obligations of any citizen. When they speak or write as citizens, they should be free from institutional censorship or discipline. The faculty's special positions in the academic community impose special obligations that should be evaluated in the light of their responsibilities to their disciplines, to their students, to their profession, and to the University. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

13.§3 SCOPE. Both the protection of academic freedom and the requirements of academic responsibility apply to all persons associated with the University who exercise teaching and/or other professional responsibilities.

### **ARTICLE 14** **APPOINTMENT AND REAPPOINTMENT OF FACULTY**

14.§1 RECOMMENDATIONS. In matters involving the appointment or reappointment of faculty, part-time faculty, and department chairs, faculty members shall have the right to make timely recommendations to the appropriate administrator. Such recommendations should consider the professional competence and performance of candidates, as well as their potential personal and

professional contributions to the University, and shall be made in accordance with the Department Policy Statement. Nothing in this article, however, shall prevent Western from hiring part-time instructors at its sole discretion when the need to hire a part-time faculty member is unexpected and there is insufficient time to consult with department faculty. In these cases, faculty shall be given the opportunity to make recommendations before the individual is assigned to teach in the department in the future.

14.§1.1 *Grievability of Final Decisions.* Final decisions concerning the appointment or reappointment of faculty shall be subject to the grievance procedure in this Agreement.

14.§1.2 *Spousal Hires.* Western will attempt to identify positions in the bargaining unit for the spouses of faculty hires who are qualified to apply for and hold such positions.

14.§2 TYPES OF APPOINTMENT. The Board of Trustees of Western Michigan University presently approves the following types of appointment: (1) one-year renewable term; (2) grant/contract; (3) joint; (4) tenure-track; and (5) tenured position.

14.§2.1 *One-Year Renewable Term.* The Renewable-Term appointment is used for leave-of-absence, sabbatical leave and emergency replacements and for temporary instructional needs, with the recommendation of the department faculty, but the consecutive appointments shall not exceed five (5) years. When a term position has been renewed for a fourth consecutive year, the position shall be evaluated and considered for conversion to a tenure-track position. For faculty specialist appointments in Counseling Services, these term appointments can range in duration from one semester up to five consecutive years.

14.§2.2 *Grant/Contract.* Grant/Contract appointments may be given to bargaining unit faculty members in grant/contract positions. The term of the grant/contract appointment shall not exceed the approved duration of the grant/contract, and grant/contract faculty may be reappointed with the same duration stipulation.

14.§2.3 *Joint.* Joint appointments occur when a board-appointed faculty member has a primary appointment in a home department and a secondary appointment in another department or unit. A faculty member's home department will render all decisions, including, but not limited to, tenure, promotion, merit, salary, voting rights, as well as other normal faculty responsibilities for that faculty member. In the case of tenure and promotion, recommendations from faculty colleagues and the chair/director of the secondary department or unit will be provided to the home department in advance of the home department making its recommendation to its chair. These recommendations will become part of the faculty member's adjunctive file, and will be considered by the home department in making its tenure and promotion recommendations (see Articles 17.§6.4 and 18.§6.4).

14.§2.4 *Tenure Track.* Tenure-Track appointments are continuing probationary appointments.

14.§2.5 *Tenure.* A tenure appointment awarded in accordance with Article 17,

## Tenure Policy and Procedures.

14.§3 CHANGE IN APPOINTMENT TYPE. The Office of the Provost will make no changes in the existing appointment types for members of the bargaining unit without first contacting the Chapter, explaining what is planned and why, and consulting with the Chapter on the proposed changes.

14.§4 INITIAL APPOINTMENTS. At the time of a formal offer of employment, Western shall advise the faculty member, in writing, of the terms and conditions of the appointment as follows: the type of appointment; salary; credit for prior service toward tenure, promotion, and sabbatical (if any is granted); and length of the tenure probationary period (if appropriate for the appointment). If a visa or other approval by U.S. Citizenship and Immigration Services is required for the prospective faculty member to work for Western, the letter of appointment shall also state the reimbursement of fees, expenses, and/or costs pertaining to relocation (if any are granted). Under extraordinary circumstances, tenure may be awarded at the time of the initial appointment with the recommendation of the department and bargaining unit faculty members. Western shall provide the prospective faculty member with a copy of this Agreement and a copy of the appropriate Department Policy Statement. Western shall also inform the prospective faculty member that the Chapter is the exclusive bargaining agent for the faculty (see Witnesseth of the Agreement; see also: Article 17, Tenure Policy and Procedures).

14.§5 LETTERS OF APPOINTMENT. Rights and benefits of faculty members set forth in this Agreement shall be assimilated into and made part of any letter of appointment. In the event of conflict between the terms of a letter of appointment and the terms of this Agreement, the Agreement shall be controlling. This Agreement shall be referred to in letters of appointment issued to faculty members.

14.§6 MINIMUM TERMS. The Agreement states the minimum terms and conditions for employment or continued employment of a faculty member, and Western will not employ a faculty member on terms less favorable to him/her than those stated herein.

14.§6.1 In the event Western wishes to employ a new faculty member on terms more favorable than those specified herein, it may do so. In cases involving a faculty member already employed by Western, Western may give salary increments for market considerations, including temporary adjustments as part of a reassignment to grant/contract supported work, in addition to those increases otherwise provided in the Agreement. Such salary increments shall not be given for other reasons unless the agreement of the Chapter is obtained. When market increments are given to a faculty member already employed, Western will notify the Chapter of such action. The provisions above, regarding market increments, shall be subject to the grievance procedure.

14.§7 SALARY WHEN APPOINTMENT TYPE CHANGES. If a faculty member on a term appointment is appointed to a tenure-track appointment, Western, at that time and at its sole discretion, may offer the faculty member a higher base salary.

14.§8 ALTERNATE TERMS. Nothing in this article shall preclude Western and a faculty member from mutually agreeing to an alternate-academic-year appointment consisting of the summer I and summer II sessions and a fall or spring semester. In departments whose Department Policy Statements provide for department recommendation on alternate-academic-year appointments, such department recommendation shall be sought by Western prior to finalization of the appointment. Western shall promptly notify the Chapter of each alternate-academic-year appointment. Western will put in writing to the faculty member any agreements regarding the duration of the alternate-academic-year appointment.

14.§8.1 In departments where faculty have agreed to alternate-academic-year appointments as an alternative to layoff, Western agrees, where programs and qualifications permit, to rotate such assignments. Department bargaining unit faculty members may recommend a rotation system. Faculty members who wish to remain on alternate-academic-year assignments without rotation may do so.

## **ARTICLE 15** **NEPOTISM**

15.§1 STATEMENT OF PRINCIPLE. Persons related by family or marriage may be employed by the University, provided such individuals meet and fulfill regular University employment standards. However, faculty members shall neither participate in nor influence in any way institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, merit pay, etc.) to members of their families. In addition to family and marital relationships, there are various similar relationships that might render it inappropriate for one party to be involved in a personnel decision affecting the other party. In instances where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to an authorized representative of the next higher administrative level. Where other than normal operating procedures involving faculty are followed hereunder, the Chapter shall be notified in writing. Nothing in this article will prohibit or discourage Western from employing dual career couples.

15.§2 LETTER OF UNDERSTANDING. In those circumstances where such potential conflict of interest exists, the two parties may be asked to sign a letter of understanding acknowledging the principle of this article and asserting their pledge not to influence the institutional decisions cited above.

15.§3 CONFLICT OF INTEREST. A similar nepotism principle and the recognition of a potential conflict of interest may also exist between faculty and a member of the student body who is related through birth, marriage, or similar personal relationship which would render inappropriate the faculty member's influence upon the evaluation of the student's academic performance, recognition of the student's scholastic advancement, approval of the student's application for admission to an academic program, or financial award within the University. In instances where such a potential conflict of interest exists, the student shall not be allowed to participate in the instructional activity supervised by the faculty, and recommendations regarding the student from the faculty member will not be accepted. If that restriction interferes with the student's pursuit of his/her academic goals, the academic evaluation, program admission, or recommendation for an award shall be

completed by another ranked faculty member selected by the department chair on the basis of his/her expertise in the academic area. If the conflict of interest cannot be prevented by such separation, due to the very specialized nature of the academic activity, the evaluation of the performance, admission, promotion, or award, shall be reviewed by another ranked faculty member selected by the department chair on the basis of his/her academic expertise who shall be asked to recommend concurrence or substantiate the basis for the disagreement.

## **ARTICLE 16**

### **EVALUATION OF PROFESSIONAL COMPETENCE**

16.§1 **PURPOSE**. Evaluation of professional competence as defined in Articles 17.§3.1 and 18.§3.1 shall be used to identify and reward the capable faculty member and to improve the quality of the University. Periodic evaluation of professional competence and performance will be conducted, the results of which are to be used for the purposes of: (a) improving the quality of instruction and/or the quality of the other professional duties and services rendered; (b) identifying and rewarding individual meritorious performance; and (c) assisting those responsible for making personnel recommendations by providing regular, useful, reliable, and comparable data for comparable groups.

16.§2 **ENHANCING INSTRUCTION AND OTHER PROFESSIONAL DUTIES AND SERVICES**. Evaluation and mentoring are related means of enhancing teaching and professional services at the University. Departments and department chairs are encouraged to use a variety of techniques that will support quality teaching, including but not limited to: (a) the assignment of faculty mentors to new faculty; (b) the encouragement of faculty to attend workshops and/or work with the Office of Faculty Development, Extended University Programs, and Office of Information Technology; (c) the facilitation of arrangements for faculty to observe classes taught by experienced and successful teachers; and (d) the facilitation of classroom observations.

16.§3 **EVALUATION OF PROFESSIONAL COMPETENCE FOR MAKING PERSONNEL RECOMMENDATIONS**. The evaluation of professional competence should rely on multiple sources of evidence of competence. Faculty are encouraged to submit a variety of materials that demonstrate effectiveness in teaching and/or other professional duties and services (see 17.§3.1).

16.§3.1 *Student Evaluations*. Student rating data shall function primarily as a means to faculty self-improvement, but shall also function as one source of information regarding teaching effectiveness. Student ratings should not be the sole source of information about teaching effectiveness. It is the faculty member's responsibility to provide additional evidence of competence as suggested in 16.§3.2 and 16.§3.3.

16.§3.2 *Instructional Portfolio*. The faculty member is advised to develop a portfolio of teaching materials, which may include documentation of teaching that includes information about class size and level, number of undergraduate and/or graduate student advisees, student learning objectives and outcomes, syllabi or course outlines, lecture notes, assignments, and other materials used in courses; materials that demonstrate student learning such as examples of student work or pertinent information about student performance, presentations at instructional conferences and/or professional development

workshops, or other evidence of the development of teaching skills and techniques, and other information about course content, goals and methodologies, as well as summarized student and peer evaluations. Materials representing out-of-class instructional work may also be included in this portfolio.

16.§3.3 *Teaching Observations.* The Administration and the Chapter agree that observations of teaching may provide valuable information for both the faculty member and administration.

16.§3.3.1 Pre-Tenure Observations. Faculty on probationary status shall have at least one observation per year by either a faculty colleague or an administrator. The probationary faculty member and his/her chair shall determine for each observation, by mutual agreement, who the observer shall be. If the faculty member and department chair are unable to reach agreement, the department personnel/tenure committee shall work with the faculty member and chair to facilitate the process. In the event that, after facilitation, there is still no agreement, the matter will be referred to the Director of Academic Labor Relations and the Chapter's Contract Administrator for resolution. The observer may be a department colleague, the department chair, or a faculty member or administrator outside of the faculty member's department, but within the institution. The date/time of each observation shall be determined, by mutual agreement, between the faculty member and his/her chair. There shall be no unscheduled observations.

16.§3.3.1.1 Additional Observations. Nothing in this Agreement shall prevent the faculty member from arranging additional teaching observations beyond the one required visit per year.

16.§3.3.1.2 Termination of Observations. After three (3) annual pre-tenure observations during the first three (3) years of the probationary track, the faculty member and his/her chair may determine, by mutual agreement, that no further observations shall be necessary for the duration of the probationary period.

16.§3.3.2 Post-Probationary Observations. There shall be no *required* observations once a faculty member has been awarded tenure.

16.§3.3.3 Narrative Report. For each required observation, the observer shall prepare a brief, signed narrative report that shall be distributed only to the faculty member and his/her chair. The department chair shall schedule a conference with the faculty member to discuss the report. A copy of the report shall be entered into the faculty member's personnel file for use in tenure and promotion reviews. The faculty member shall have the right to append a response to the report at the time that it is entered into the personnel file.

16.§4 STUDENT RATINGS OF FACULTY. Student ratings shall be conducted in each class taught by a bargaining unit faculty member in at least one semester of each academic year (to be determined by the faculty member). Through their Department Policy Statements, departments may require that student ratings be conducted more frequently. The course instructor shall not be



present during the completion of the student evaluation materials. The Administration and the Chapter agree to the use of one valid and reliable student rating instrument by all members of the bargaining unit. The Administration shall pay for all costs associated with the administration of student ratings, as well as for data analysis.

16.§4.1 *Student Ratings Instrument.* The Administration shall use a university-wide student rating system. The system, and the procedures and practices for the use of the system, shall be agreed upon by written mutual consent between the Administration and the Chapter. Until such written mutual consent is achieved, the current system, procedures, and practices shall continue unchanged. Faculty members and departments may choose to use additional evaluative tools. The Administration agrees to take the evidence on professional competence provided by such instruments into consideration in tenure and promotion reviews, as one of several sources of evidence of professional competence.

By January 15, 2018, the Administration shall provide the Chapter with a list of three to five (3-5) externally developed student ratings instruments that meet university and technical requirements. No later than March 15, 2018, the Chapter shall select an instrument from the list for implementation. The Chapter's selection will constitute written mutual consent. Unless otherwise agreed upon by the Administration and the Chapter, the selection connotes acceptance of the vendor's standard item template. If the Chapter chooses not to select a replacement instrument from the list, the existing system shall continue.

16.§4.2 *Handling of Student Rating Data.* Analyzed data shall be made available to department chairs in the form of summary scores for each course taught in their department, including the department, college, and university global items, as well as individual responses to each required item. At the college level, deans will have access to summary scores for each course taught in their college, including the department, college, and university global items. Summary student rating data shall be entered into the faculty member's personnel record and may be used by the appropriate reviewing bodies in performance reviews such as tenure and promotion in accordance with established department policy pertaining to response rate requirements. Neither individual nor aggregate evaluation data may be used to compare faculty to other faculty outside of their own departments for the purpose of tenure and promotion reviews.

16.§4.2.1 Faculty shall have access to both the individual student evaluation "forms" and the summary reports for each course or section that is evaluated.

16.§4.3 *Student Comments.* Student comments may provide valuable feedback to the instructor to assist in making improvements in instructional performance.

16.§4.3.1 Student comments included as part of each course's evaluation will be available solely to instructors and shall remain the sole property of the faculty member. Students shall be informed that the instructor will be allowed to see all student comments, following the submission of grades at the close of the semester/session.

16.§4.3.2 Bargaining unit faculty members may choose to include student comments in adjunctive files submitted for performance reviews (e.g., promotion, tenure). If the faculty member does submit comments, the full data set (e.g., all comments submitted for that course or course section) shall be included in the adjunctive file.

16.§4.4 *Unsubstantiated Comments.* The anonymity of students shall be preserved. Western shall not use unsubstantiated comments in personnel decisions.

16.§4.5 *Faculty Option.* In cases where evaluations are conducted in more than one semester, the bargaining unit faculty member shall have the option of submitting evaluation data from more than one semester or session for use in performance evaluations.

16.§5 ADDITIONAL EVALUATION OF FACULTY BY WESTERN. Western may evaluate the performance of bargaining-unit faculty at other times than those specified in this Agreement, if it needs additional information in order to make personnel decisions. Such evaluations shall reflect the principles and intent of evaluations described in the articles of this Agreement.

16.§6 TERM APPOINTMENTS. Only the professional competence and service of term faculty shall be evaluated unless the term faculty member requests an evaluation of professional recognition. Term faculty shall be evaluated annually, with the unit faculty review being completed by March 15 and the department chair review completed by April 1. Term faculty shall have reasonable notice regarding their employment status for the following academic year, and when practicable, notice shall be given no later than the final day that classes meet during the spring semester.

16.§6.1 *Student Ratings.* Student ratings shall be conducted in all class sections taught at Western in a given semester and/or session. Term appointees may, in either semester, use instrumentation additional to the standardized student rating form.

16.§6.2 *Teaching Observations.* During the first semester of a term appointment, an observation shall occur for the purpose of professional improvement. During the second semester of a term appointment, an observation may occur at the discretion of the chair, the results of which are to be considered by the Administration in determining subsequent appointment.

16.§6.2.1 For term appointees, the department chair (or his/her designee) shall determine who shall conduct the observation. The time/date of the observation shall be mutually agreed to by the term appointee and the department chair (or his/her designee).

16.§7 EXTENDED UNIVERSITY PROGRAMS. Bargaining unit faculty members who teach in Extended University Programs shall be evaluated using the same student rating instrument and evaluation procedures as those specified above for faculty teaching on the main campus.

**16.§8 EVALUATION OF OTHER PROFESSIONAL DUTIES AND SERVICES FOR MAKING PERSONNEL RECOMMENDATIONS.** Competence in performance of other professional duties appropriate to certain units is a necessity for faculty whose primary assignment is not classroom teaching. The use of data in the evaluations of these faculty shall be handled in the same manner as student rating data and classroom observations.

16.§8.1 *Evaluation of Professional Competence.* The evaluation of professional competence may include, but is not limited to: indicators of student and/or client satisfaction and/or engagement data; observed or documented student and/or client outcomes; assessment of student and/or client achievement of performance objectives; or observation of strategies used in the performance of professional duties (see also 17. §3.1). The faculty member is advised to develop a portfolio of materials that document professional competence in the primary area of responsibility.

**16.§9 WESTERN'S OBLIGATION.** In making personnel decisions, Western agrees to consider carefully all valid, reliable evidence of professional competence, including professional competence portfolios, observation reports, student ratings, peer evaluations if provided, and any other evidence provided by the faculty member.

## **ARTICLE 17**

### **TENURE POLICY AND PROCEDURES**

17.§1 **STATEMENT OF PRINCIPLE.** In awarding tenure to a faculty member, the University expresses its commitment to assuring academic freedom and to recognizing and rewarding professional achievement. In accepting tenure, the faculty member expresses a commitment to enhancing the University programs and the academic quality of the institution. In recognition of these commitments, and of the effects of tenure decisions upon the nature of the institution, the quality and diversity of its programs, and its ability to maintain academic quality through periods of change, it is essential that tenure review be thorough, fair, and based on clearly articulated criteria and standards (see 17.§3 and 17.§4).

17.§1.1 *Definition of Tenure.* Academic tenure defines the character of faculty appointment at Western Michigan University as continuous until resignation, retirement, termination for disability, dismissal for cause, or expiration of the recall period in the event of layoff; during which period the laid off faculty member has the rights provided in Article 25, Layoff and Recall.

17.§1.2 *Merit-based.* Two categories of review shall be considered in tenure decisions: 1) qualifying requirements and 2) judgmental criteria. Tenure shall be based on merit, not solely on years of service.

17.§1.3 *Procedures.* Tenure applications shall be considered using the procedures provided for in this article. These procedures are intended to provide for thorough and fair consideration of tenure applicants.

17.§1.4 *Relationship Between the Tenure Award and Promotion to Associate Professor or Faculty Specialist II.* For faculty in rank at the level of Assistant Professor, promotion to the level of Associate Professor shall be concurrent, and automatically conferred, with the granting of the tenure award. For faculty in rank at the level of Faculty Specialist I, promotion to the level of Faculty Specialist II shall be concurrent with the granting of the tenure award, provided tenure is awarded in year four or later after initial appointment. All other promotions shall be governed by the provisions stipulated in Article 18, Promotion Policy and Procedures of this Agreement.

17.§1.5 *Categories of Review.* Two categories of review shall be considered in tenure decisions – qualifying requirements and judgmental criteria.

17.§2 **QUALIFYING REQUIREMENTS.** To be eligible for consideration for tenure, a faculty member must meet qualifying standards in employment status, educational attainment and probationary experience at Western. A person who is eligible for tenure shall be notified of this eligibility in writing at the time of appointment. Any person whose appointment is solely dependent upon grant or contract funds typically is not eligible for tenure. When faculty in other appointment categories are offered and accept a tenure-track Board appointment, allowance may be made for prior experience, subject to the approval of the provost. Credit for prior service will be determined at the time of the tenure-track appointment and shall be stipulated in the letter of offer. Meeting the qualifying requirements establishes eligibility, but does not ensure attainment of tenure.

17.§2.1 *Employment Status.* Only those faculty serving on a tenure-track Board appointment are eligible for tenure.

17.§2.2 *Educational Attainments.* In most disciplines, the earned doctorate constitutes the conventional terminal degree for traditionally-ranked faculty. For faculty specialists, the terminal criteria are likely to differ. For faculty for whom the doctorate is not normally required, appropriate alternate criteria must be determined and approved as follows:

17.§2.2.1 Departments shall submit their proposed educational attainment criteria as part of the Department Policy Statement in conformance with those procedures outlined in Article 23, Faculty Participation in Department Governance. The appropriate chair, dean, and the provost shall be responsible for ensuring the basic equivalence among departments of educational attainment criteria, and their adherence to the general guidelines of the policy.

17.§2.2.2 The department's approved educational attainment criteria will be official department policy and shall become part of the Department Policy Statement.

17.§2.2.3 This article, however, shall not prevent the dean from stipulating deadlines for the attainment of the terminal degree.

17.§2.3 *Probationary Experience.* At the time of the offer of an initial tenure-track appointment, or at the time a faculty member on another appointment status acquires a tenure-track Board appointment, the probationary faculty member shall be advised of the following in the letter of offer as approved by the provost: the areas of evaluation, the department criteria, and the University procedures employed in decisions effecting tenure as provided in the collective bargaining agreement and the Department Policy Statement. Faculty members shall serve a probationary period which shall not exceed six (6) consecutive recognized years (see 17.§2.4.1 and 17.§2.4.2) of full-time tenure-track appointment, or the equivalent thereof. Credit may be given for full-time service at the rank of instructor or higher at Western or in other accredited institutions of higher learning. Allowance may be made for other appropriate and comparable professional service. Allowance for prior service in either instance, or both combined, shall not exceed four (4) years. The exact number of years remaining in the probationary period at Western shall be stipulated in writing and approved by the provost at the time of the initial tenure-track appointment.

17.2.4 *Exceptions.* Exceptions to and modifications of the qualifying requirements are:

17.§2.4.1 *Leaves of Absence and Layoffs.* A leave or leaves of absence or layoff period totaling two (2) years or less shall not void the continuity of the probationary period. A maximum of one (1) year's leave may be counted toward completion of the probationary period, provided that written approval is given by the department chair, the dean, and the provost at the time the leave is granted.

17.§2.4.2 *Stopping the Tenure Clock.* Circumstances may make it necessary to prolong the probationary period. Stopping the tenure clock may occur for no more than two (2) one-year periods during the probationary period. An extension of the probationary period may be requested by a faculty member when circumstances arise that interfere substantially with his or her completion of the work required for achieving tenure. Such circumstances may include but are not limited to:

- Parental responsibilities related to a newborn or newly adopted child
- Significant caregiver responsibility for an ill and/or disabled child
- Significant caregiver responsibility for a spouse, parent, or other dependent
- Serious personal illness or injury
- Military service obligations
- Unforeseen and significant disruption of projects critical to the work required for tenure

17.§2.4.2.1 *Requests and Approvals.* All requests for an extension of the probationary period must be made in writing no later than October 15 of the review year (see Timetable in 17.§10 for specific date). In cases relating to parental care for a child, written requests require the approval of the faculty member's chair and dean. In all other cases, approval by the chair, dean, and the provost is required.

17.§2.4.3 *Impact on other timetables.* A faculty member for whom the probationary period is extended will have equal extension of sabbatical eligibility, minimum length of service for promotion, and years of service toward retirement. Stopping the clock may involve an unpaid leave of absence or load and commensurate salary reduction. It does not require faculty to be granted sick, family, or medical leave.

17.§2.4.4 *Productivity Rate.* If an extension of the probationary period is approved, a reduction in scholarly/creative productivity during the period of time addressed in the request shall not prejudice a subsequent renewal decision. Any faculty member in a probationary period for more than six (6) years because of extension(s) shall be evaluated as if the faculty member had been on probationary status for six (6) years.

17.§2.5 *Early Final Tenure Review.* No later than February 1 of the preceding academic year, faculty desiring an early tenure review shall notify their department chair who in turn shall inform the DTC (see Timetable in 17.§10 for specific date). The early final tenure review shall follow the same procedures as those used in a regularly scheduled final tenure review. A negative recommendation resulting from an early tenure review shall not prejudice a later, regularly scheduled review. Documentation of the early review and the decisions made regarding the early review shall become a part of the tenure file in the faculty record. If a candidate's record is judged unsatisfactory for continuation at the second or fourth year review, the fact that the candidate was reviewed early for a final tenure decision shall not preclude any review body from rendering a negative decision with a recommendation to terminate.

17.§2.6 *Notification.* Faculty undergoing required probationary review or eligible for tenure consideration shall be so notified in writing by the department chair by January 15 (see Timetable in 17.§10 for specific date) of the academic year preceding the academic year in which the review takes place.

17.§3 **JUDGMENTAL CRITERIA.** No later than October 15 of the academic year of the review, all faculty who are scheduled for probationary or final tenure review shall submit their tenure files to their department chair. The tenure file, when submitted, shall contain at least the faculty member's current vita, as well as any additional material called for by this Agreement, by an approved Department Policy Statement and/or requested by evaluators (e.g., department tenure committee, chair, dean, or provost). For faculty specialists, the letter of appointment shall be included in their tenure file. Areas to be evaluated include professional competence, professional recognition, and professional service for traditionally ranked faculty, and professional competence and professional service for faculty specialists. Competence in performing assignments contained in the letter of appointment is especially important for faculty specialists. The department's policy statement shall clearly state the criteria and standards that department faculty must meet. The same standards may not be appropriate for different disciplines. Criteria specified in this section and in approved Department Policy Statements shall be used in making tenure recommendations:

17.§3.1 *Professional Competence.* Competence in teaching is a necessity for awarding tenure to teaching faculty. Although student evaluations are intended primarily for use in faculty self-improvement, numerical summary data of student ratings shall be included and considered in all tenure decisions. No single item, or small subset of items, on the student rating forms shall be used as the sole basis for a tenure decision. Student ratings should not be the sole source of information about teaching competence, and it is the responsibility of the faculty member to provide additional evidence of competence. Western shall seriously consider all such evidence submitted by a faculty member in conjunction with numerical summaries of student ratings in making tenure decisions. Insofar as they are related to the individual faculty member's teaching of assigned courses, successful efforts by the faculty member at curriculum development, teaching innovations, and continuing self-education shall be included in the evaluation. Competence in performance of other professional duties appropriate to certain units such as the University Libraries and faculty with work assignments in Counseling Services at Sindecuse is correspondingly a necessity for the attainment of tenure of faculty whose responsibility is other than classroom teaching. Attainment of various levels and forms of licensure and certification may be considered as constituting professional competence.

17.§3.2 *Professional Recognition.* Professional recognition comes in many forms and may vary with the faculty member's discipline, but is a necessity for tenure. In all fields, research, publication, and/or evidence of creative work are considered valuable. Consequently, the publication of scholarly books, monographs, and articles constitute the most usual output that should be recognized. Refereed scholarly material in electronic form shall be considered as evidence of professional recognition. In the areas of literature and the fine and performing arts, creative artistic production is also a primary vehicle for achieving professional recognition. In many fields, working with schools, providing consultation for external agencies, serving as a research consultant for colleagues and advanced graduate students, and preparing scholarly projects are appropriate bases for recognition. In addition, holding office in national, regional, and state professional associations and contributing papers or services to such organizations constitute professional recognition. The preparation of professionally sound proposals and/or acquisition of externally funded grants constitute a form of recognition.

17.§3.3 *Professional Service.* The knowledge and skills of the faculty constitute a resource to the community, region, state, and nation in the name of the University. Faculty service to academic units, colleges, the Faculty Senate, the University, and the Chapter provides these skills and abilities for professional and academic accreditation, and University governance and planning. Professionally relevant service in any of these venues, both inside and outside of the institution, shall be an important consideration for granting tenure.

17.§3.4 *Professional Conduct.* The standards of Professional Conduct as delineated in Article 21 of this Agreement may be considered in evaluating the three areas of performance.

17.§3.5 *Additional Judgmental Criteria.* If departments wish to propose additional or more particular judgmental criteria, they shall be developed in accordance with the

procedures employed in establishing the Department Policy Statement. If approved, such additional criteria will be official department policy and shall become part of the Department Policy Statement.

17.§3.6 *Interpretation of Judgmental Criteria.* No single statement of criteria can be sufficient for all academic units and disciplines within the University. Each academic unit, through its Department Policy Statement, must interpret and apply these judgmental criteria by the currently prevailing standards of the relevant field/discipline/profession. Departments without an approved tenure policy interpreting judgmental criteria will have their applications for tenure evaluated by faculty committees and administrators on the basis of the general meanings attributed to these criteria.

17.§3.7 *Application of the University Standards for Tenure.* University standards for tenure assessment consist of academic performance and academic potential. Traditionally ranked candidates for tenure must be competent in academic performance and possess academic potential in each of the three performance areas (professional competence, professional recognition, and professional service). Faculty specialists must be competent in academic performance and possess academic potential in the professional competence and the professional service areas. The evaluation of academic performance is based upon the extant evidence at the time of review in each performance area. The evaluation of academic potential is based on cumulative evidence of continuity of professional competence, expansion and maturation of professional recognition, and sustained participation in professional service. A candidate for tenure must achieve evaluations in the three performance areas that are consistent with a reasonable expectation that this candidate, when eligible, will meet the performance standards for further promotion and recognition. University standards will be specified and further defined in each academic department (see 17.§4).

#### 17.§4 DEVELOPMENT OF CRITERIA FOR TENURE.

17.§4.1 *Development of Criteria.* Each department faculty must, in the Department Policy Statement, develop and make known to its members the department criteria for the application and relative importance of the University standards in the three areas of performance. Each academic unit, through its Department Policy Statement, must interpret and apply these criteria to the three University standards using the prevailing standards of the relevant field/discipline/profession. Each faculty member's performance will be evaluated according to the University standards and standards developed by the department for the relevant field/discipline/profession. The same standards may not be appropriate for different disciplines. Department needs have traditionally been considered in tenure decisions, and the particular skills, expertise, and accomplishments of the faculty member as they relate to the needs of the department shall continue to be considered.

17.§4.1.1 These criteria will be submitted by each academic unit, according to the process for approving Department Policy Statements, for approval by Western and the Chapter. Departments without an approved tenure policy interpreting criteria for tenure evaluation will have their applicants for tenure evaluated by faculty



committees and administrators on the basis of the general meanings attributed to these criteria as specified in the current Western/WMU-AAUP Agreement.

17.§4.2 *Additional Stipulations.* While the University standards interpreted through the department criteria constitute the minimum University stipulations, departments may propose additional or more particular stipulations. If departments wish to propose additional or more particular requirements, these shall be developed in accordance with the procedures employed in establishing the Department Policy Statement. Departments that write such stipulations should consider the effects of the changes, if any, upon probationary faculty hired prior to the changes.

17.§4.3 *Unaffiliated Academic Units.* The provost shall ascertain that those procedures incorporating the principles set forth in this article are employed in those academic units not affiliated with a college.

17.§5 EXTERNAL REVIEW PROCESS. External review in the area of professional recognition for traditionally ranked faculty is allowed in the final tenure review. External review may be initiated by the candidate, the DTC, or the department chair. Reviewers external to the faculty of Western Michigan University shall be appropriate to the tenure candidate's specialty area. By mutual agreement of the candidate and the chair of the DTC, one reviewer may be from Western Michigan University, but external to the department.

17.§5.1 *General Process.* If the external review process is initiated, procedures in the Department Policy Statement shall be followed. Those procedures shall, at a minimum, specify the minimum number of recommended external reviews, with a recommended minimum of four external reviewers. Department Policy Statements shall describe the process by which professionally capable external reviewers will be obtained. In the absence of an approved external review policy in the Department Policy Statement, the recommended minimum of four shall prevail, where practicable, and the process will follow the guidelines found in this section of the Agreement. The candidate and the chair of the DTC shall identify the names of the recommended number of mutually acceptable external reviewers. If they are unable to reach agreement on the recommended reviewers, each will be responsible for identifying an equal number of external reviewers until the recommended number has been obtained. Materials sent to the external reviewers should include a vita and other items that demonstrate professional recognition. The candidate and the chair of the DTC should attempt to reach mutual agreement as to these materials. If they are unable to reach agreement, the DTC shall make the final decision.

The department chair will be responsible for sending the materials to the external reviewers. A letter clearly indicating the purpose of the external review and who shall have access to the letters of recommendation shall be sent by the department chair, with a copy to the candidate, to any potential external reviewer selected by the tenure candidate and the chair of the DTC to participate in the external review process (see Appendix E, External Review Process--Promotion and Tenure). The department chair's request to an external referee must include Western's statement on confidentiality: "Your letter of evaluation, as part of an official review file, will be held in confidence and will not be disclosed to the

faculty member under consideration or to the public except as required by law or University policy. In all such instances, the information made available will be provided in a form that seeks to protect the identity, privacy, and confidentiality of evaluators.” Nothing in the above is intended to prevent a candidate from soliciting external letters. External letters of recommendation shall be made part of the adjunctive tenure file, but shall not be placed in the tenure candidate's permanent personnel file. Upon conclusion of the tenure review, the adjunctive file containing all existing copies of the external letters of recommendation shall be returned to the tenure candidate, with removal of institution identifiers and name of reviewer. [Copies of edited letters shall be made available to tenure candidates if a formal appeal is made at any stage in the tenure review process.] Western shall not release the external letters of reference to the public except as Western deems necessary to comply with law, court order, subpoena, or pursuant to any legal, administrative, or arbitration proceeding.

17.§5.2 *Timetable.* The timetable for external review, if applicable, shall be as follows.

In the academic year preceding the candidate’s final review February 15, 2018 February 15, 2019 February 15, 2020	The latest date for the candidate, the DTC, or the department chair to call for external review.
In the academic year preceding the candidate’s final tenure review March 15, 2018 March 15, 2019 March 17, 2020	Latest date for the candidate and DTC to submit the list of external evaluators to the department chair.
In the academic year preceding the candidate’s final tenure review April 16, 2018 April 15, 2019 April 15, 2020	Latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.
In the summer preceding the candidate’s final tenure review August 15, 2018 August 15, 2019 August 15, 2020	Latest date for the department chair to send materials to the external reviewers.
In the academic year of the candidate’s final tenure review October 2, 2018 October 1, 2019 October 1, 2020	Date requested of external reviewers for returning their reviews.

17.§5.2.1 Extensions to the above timetable may be granted by mutual agreement of the candidate and the department chair.

17.§5.2.2 External reviews arriving late shall be immediately added to the candidate's tenure file (see Article 11.§3.1).

## 17.§6 TENURE REVIEW PROCESS.

17.§6.1 *Notification of Required Review.* The department chair shall notify faculty, in writing, of their required probationary or final tenure review no later than January 15 (see Article 17.§10 for specific date) of the preceding academic year.

17.§6.2 *Tenure File.* No later than October 15 (see Timetable in 17.§10 for specific date), all faculty who are scheduled for a tenure review shall submit their tenure files to their department chair. At a minimum, the tenure file must contain those materials specified by the office of the provost. The tenure file of the candidate, with collateral documentation, shall be held in the office of the dean until the final recommendations are submitted by the provost to the Board of Trustees, and at that time it shall be returned to the candidate. Collateral documentation refers to the books, reprints, artistic work, syllabi, and other products of performance that usually accompany applications.

17.§6.2.1 Copies of all guidelines supplied by the provost to department and college committees shall be sent to the Chapter.

17.§6.2.2 If the dean reverses a previous recommendation, the file and all collateral documentation shall be forwarded by the dean's office to the Provost's Office for the provost's review.

17.§6.3 *General Process.* Based on the criteria and procedures specified in this Agreement, the qualifications and performance of each probationary faculty member shall be reviewed by Western during the second, fourth, and sixth years of his/her appointment. If the probationary period is less than six (6) years, the review schedule shall be stipulated in the letter of appointment. Individual departments may, at their discretion, and in accordance with their Department Policy Statements, conduct more frequent intermediate tenure reviews. Tenure reviews are cumulative. Each subsequent review committee must consider the recommendations of earlier committees. Each tenure recommendation, including a substantiated narrative, shall explicitly state whether it is a positive or negative recommendation in the case of the final tenure award or one of four possible recommendations (positive, positive with conditions, negative with conditions, negative) for continued probationary status. Traditionally ranked faculty at the rank of assistant professor will be promoted to associate professor with the awarding of tenure. For faculty in rank at the level of Faculty Specialist I, promotion to the level of Faculty Specialist II shall be concurrent with the granting of the tenure award, provided tenure is awarded in year four or later after initial appointment. No later than October 15, all faculty who are undergoing tenure review shall submit their tenure files to their department chair (see Timetable in 17.§10 for specific date).

17.§6.4 *Joint Appointments.* For faculty holding joint appointments, recommendations from the secondary department or unit tenure committee, as well as recommendations of the chair of the secondary department, must be submitted to the home department by the date specified in Article 17.§10. The review letters from the secondary department and chair shall become part of the faculty member's file; they must be considered by the primary department when formulating its tenure recommendations and in all subsequent reviews. Professional competence, professional recognition and professional service in both departments must be considered explicitly by both departments during the review process; for faculty specialists holding joint appointments, only professional competence and professional service are required for consideration. The home department shall take these recommendations into consideration in making its tenure recommendation (see Article 14.§2.3).

17.§6.5 *Department Review.* Designated department faculty members shall have the right and responsibility to make recommendations, with supporting data, concerning the award or denial of tenure to their colleagues, according to the Department Policy Statement and in accordance with the established criteria and contractual timetable. Only tenured department faculty members shall be eligible to participate in the review of candidates for tenure, and in the development and rendering of the department tenure recommendations. DTCs shall contain at least a majority of traditionally ranked faculty. When departments are unable to constitute a DTC with at least a majority of traditionally ranked tenured faculty, or have fewer than three tenured members to serve on the DTC, traditionally ranked tenured faculty from other units shall be appointed to the DTC so that there is a majority of traditionally ranked tenured faculty on the DTC. These additional faculty shall be determined by the mutual consent of the department chair and the traditionally ranked faculty of the department. If a department has fewer than three (3) tenured members to serve on its DTC, a tenure review committee with no fewer than five (5) tenured faculty shall be formed by appointing tenured faculty from other units to the DTC. These faculty shall be determined by the mutual consent of the department chair and the tenured faculty in the department.

17.§6.5.1 Within the guidelines contained herein, it is the responsibility of the faculty of each department to: (a) recommend the evaluation methods to be used; (b) recommend the procedures to be followed; and (c) ensure that tenure evaluations are conducted and the results transmitted, in a timely fashion, to the persons evaluated and to those individuals and groups empowered to make tenure recommendations.

17.§6.5.2 It is the responsibility of the faculty of each department to develop their own procedures for making timely recommendations to the department chair and the dean in accordance with the procedures contained in the Department Policy Statement and in compliance with the timetable as stipulated in 17.§10. These procedures shall contain a provision allowing candidates to appeal a recommendation by the DTC prior to the committee's

presentation of recommendations to the chair and dean. Faculty members shall be informed, in writing, of the evaluation of their professional performance in those areas that were found insufficient by the faculty of the department, as well as those areas found to be satisfactory. This correspondence shall include complete copies of all recommendation letters and appended supplementary materials, positive or negative, that the DTC proposes to send forward to the department chair and the dean, so that the faculty member has the opportunity to appeal before recommendation is sent forward. DTCs shall include in their considerations material submitted by candidates and appropriate evidence solicited from and/or submitted by other sources subject to the provisions in Article 11, Faculty Records.

17.§6.5.3 Notification of Recommendation. The names of faculty members reviewed shall be forwarded to the department chair along with all supporting data (see Article 17.§10 for specific date). To allow affected faculty to appeal to the DTC, the DTC chair shall provide written notification to each affected faculty member of the DTC's positive recommendation or negative recommendation prior to the deadline for transmittal to the department chair (see Article 17.§10 for specific date). This notice shall include complete copies of all recommendation letters and appended materials, positive or negative, that the DTC proposes to send forward to the department chair so that the candidate has the opportunity to review and respond to all recommendation documents before they are sent forward. This notice shall, in the case of a negative recommendation, advise the affected faculty member of the areas in which his/her professional performance was found to be insufficient. Department Tenure Committees shall include in their considerations material submitted by candidates and appropriate evidence solicited from and/or submitted by other sources subject to the definition in Article 11, Faculty Records.

17.§6.6 *Chair's Review* The department chair shall have the right and responsibility to make recommendations concerning the award or denial of tenure to department faculty who hold tenure-track appointments. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMU-AAUP Agreement.

17.§6.6.1 Faculty members shall be informed, in writing, of the evaluation of their professional performance in those areas that were found insufficient by the department chair, as well as those areas found to be satisfactory. This correspondence shall include complete copies of all recommendation letters and appended supplementary materials, positive or negative, that the chair proposes to send forward to the dean, so that the faculty member has the opportunity to appeal before the recommendation is sent forward.

17.§6.7 *Dean's Review.* The dean shall have the right and responsibility to make recommendations to the provost concerning the award or denial of tenure to department

faculty who hold tenure-track appointments. At the time of any review other than the final tenure review, all reviews of probationary faculty that are positive at all levels (DTC, chair, dean) will conclude at the dean's level; only faculty members who receive a conditional review (positive with conditions, negative with conditions, and negative) at any previous level will have their recommendations and supporting materials forwarded to the provost for review. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMU-AAUP Agreement.

17.§6.7.1 Faculty members shall be informed, in writing, of the evaluation of their professional performance in those areas that were found insufficient by the dean, as well as those areas found to be satisfactory. This correspondence shall include complete copies of all recommendation letters and appended supplementary materials, positive or negative, that the dean proposes to send forward to the provost, so that the faculty member has the opportunity to appeal before the recommendation is sent forward.

17.§6.7.2 At the time the tenure recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member when the dean has overturned any of the preceding decisions. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting material be forwarded to the Provost's Office for review prior to the scheduled hearing.

17.§6.8 *Provost's Review.* The provost shall have the right and responsibility to make recommendations to the Board of Trustees concerning the award or denial of tenure to faculty who hold tenure-track appointments. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMUAAUP Agreement. If the provost reverses an affirmative recommendation of the Department Tenure Committee, chair, or dean, he/she shall provide written notification to the faculty member, the chair, and the dean. The notice to the faculty member shall advise him/her of the area(s) in which his/her professional performance was found to be insufficient for tenure. At the faculty member's request, an appeal hearing shall be held with the provost to discuss his/her decision and whether or not a reevaluation should be conducted.

17.§6.9 *Appeals.* A faculty member has the right to appeal recommendations by the DTC, the chair, the dean, and the provost. DTCs shall inform each affected faculty member of the DTC's recommendation, so that the faculty member may appeal in writing to the DTC before the DTC's recommendation is forwarded to the chair (see Timetable in 17.§10 for specific date). Appeals to the DTC shall be in accordance with policies that shall be developed by the departments in accordance with Article 23, Faculty Participation in Department Governance. Chairs shall inform each affected faculty member of the recommendation of the chair so that the faculty member may appeal to the chair in writing before the chair's recommendation is submitted to the dean. Deans shall inform each affected faculty member of the recommendation of the dean, so that the faculty member may appeal to the dean in writing before the dean's recommendation is submitted to the

provost. The provost shall inform each affected faculty member of his/her recommendation, so that faculty may appeal to the provost in writing before the provost's recommendation is forwarded to the Board of Trustees. In the case of an appeal by the faculty member to the provost, the provost and the President shall consult before the provost renders a decision. At all levels of review, the faculty member shall be given a complete copy of the proposed letters of recommendation and appended supplementary materials, positive or negative, prior to sending that recommendation forward to the next reviewer. In cases where an appeal results in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the tenure file unless the candidate requests otherwise. In cases where the appeal does not result in any change or only in partial change, the original recommendation and appeal materials will remain a part of the tenure file.

## 17.§7 TENURE DECISIONS.

17.§7.1 *Notification of the Award of Tenure.* Following action by the Board of Trustees, faculty members who are awarded tenure shall receive timely written confirmation thereof.

17.§7.1.1 *Implementation.* Tenure awarded by the Board of Trustees and any subsequent salary increase shall normally be effective on July 1 for fiscal-year faculty and with the beginning of the fall semester for academic-year faculty.

17.§7.2 *Non-Renewal of Continuing Probationary Tenure-Track Appointments.* The circumstances under which a continuing probationary tenure-track appointment may be non-renewed at the expiration of any year-to-year term of such appointment are: (a) unsatisfactory performance in professional competence at the time of a first year review, if required by Western<sup>1</sup>; or unsatisfactory performance in professional competence and/or professional recognition at the time of the second year or subsequent review; or (b) failure to make satisfactory progress toward tenure in the period between two or more reviews by not remedying noted serious deficiencies, so that meeting professional standards for tenure awarded by the end of the probationary appointment is not likely.

Where such an appointment is not renewed in these circumstances, written notice of non-renewal (or *pro rata* pay in lieu of notice) shall be given by the provost according to the following schedule:

17.§7.2.1 Not later than February 7 for a faculty member serving in the first year of a six (6) year probationary period, or, if the appointment did not coincide with the start of an academic year, at least three (3) months prior to the date of non-renewal of the appointment.

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<sup>1</sup> Western and the Chapter agree that a first-year review is unusual, and constitutes an exception to the norm of providing for a more extended period of time in the probationary period prior to undergoing performance review. A first year performance review shall be called for only under exceptional circumstances, where there is considerable concern regarding performance in the area of professional competence.

17.§7.2.2 Not later than December 15 for a faculty member serving in the first year of a five (5) year probationary period, or for a faculty member serving in the second year of a six (6) year probationary period, or, if the appointment did not coincide with the start of an academic year, at least six (6) months prior to the date of non-renewal of the appointment.

17.§7.2.3 Not later than twelve (12) months prior to the date of the non-renewal of the tenure-track appointment for all other probationary faculty members.

17.§7.2.3.1 In cases involving the denial of tenure or the non-renewal of probationary faculty, the department faculty shall have the right to make a recommendation to Western in writing. If such recommendation is not accepted, the department faculty may make a second recommendation within sixty (60) days. Western shall have the responsibility, in each instance, for the final decision.

17.§7.2.3.2 Final decisions concerning the non-renewal of a probationary faculty member shall be subject to the grievance procedure of this Agreement.

17.§7.3 *Termination of Continuing Probationary Tenure-Track Appointments.* The circumstances under which a continuing probationary tenure-track appointment may be terminated at any time during its course are: (a) failure to achieve the terminal degree in a timely manner as stipulated by the terms of the appointment, provided, however, that at the discretion of the provost, the stipulated period may be extended for good cause due to extenuating circumstances beyond the control of the faculty member; (b) dismissal for cause; (c) disability, Article 28, Accommodation for Disability; (d) layoff; or (e) resignation. Except for terminal notice due to layoff, which is governed by the notice provisions of Article 25, Layoff and Recall, termination for any of these reasons shall be effective as of the date Western's final decision is given to the faculty member.

17.§8 GRIEVANCE. Final decisions made by Western shall be subject to the grievance procedures in this Agreement as stipulated in Article 12, Grievance Procedure.

17.§9 BOARD PREROGATIVES. Nothing contained in this Agreement shall be construed to prohibit the Board of Trustees from conferring academic rank and tenure upon persons occupying administrative positions. However, Western will solicit and consider the recommendations of the department to which the administrator would be appointed before granting tenure. Sole power to confer tenure rests with the Board of Trustees, which awards tenure by official action approving the President's tenure recommendations. Under no circumstances shall tenure be acquired by default.

17.§9.1 *Board Tenure Denial.* In cases involving the denial of tenure by the Board of Trustees, the department faculty shall have the right to make a recommendation to the Office of the Provost within ten (10) business days of the Board's action. Western shall have the responsibility for the final decision.



17.§10 TIMETABLE. The timetable related to tenure shall be as follows:

January 15, 2018 January 15, 2019 January 15, 2020	Latest date for department chair to notify faculty members of eligibility for tenure consideration in the next academic year.
February 1, 2018 February 1, 2019 February 1, 2020	Latest date for faculty desiring an early tenure review to notify their department chair who in turn shall inform the department tenure committee (DTC).
In the academic year preceding the candidate's final review February 15, 2018 February 15, 2019 February 15, 2020	If applicable, the latest date for the candidate, the DTC, or the department chair to call for external review
In the academic year preceding the candidate's final tenure review March 15, 2018 March 15, 2019 March 17, 2020	If applicable, latest date for the candidate and DTC to submit the list of external evaluators to the department chair.
In the academic year preceding the candidate's final tenure review April 16, 2018 April 16, 2019 April 15, 2020	If applicable, latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.
In the summer immediately preceding the candidate's final tenure review August 15, 2018 August 15, 2019 August 15, 2020	If applicable, latest date for the department chair to send materials to the external reviewers.
In the academic year of the candidate's final tenure review October 2, 2017 October 1, 2018 October 1, 2019	If applicable, date requested of external reviewers for returning their reviews.
October 16, 2017 October 15, 2018 October 15, 2019	Latest date for department chair to convene the first meeting of the DTC.
October 15, 2017 October 15, 2018 October 15, 2019	Latest date for faculty member to submit tenure file to department chair.
October 24, 2017 October 23, 2018 October 23, 2019	Latest date for secondary DTC and department chairs to inform faculty member of recommendation.

October 27, 2017 October 26, 2018 October 28, 2019	Latest date for faculty member to inform secondary DTC or department chair, in writing, of intent to appeal.
November 1, 2017 November 1, 2018 November 1, 2019	Latest date for recommendations from secondary DTCs and department chairs to be submitted to the home department of the candidate.
November 15, 2017 November 15, 2018 November 15, 2019	Latest date for DTC to inform faculty member of recommendation.
November 20, 2017 November 20, 2018 November 20, 2019	Latest date for faculty member to inform DTC, in writing, of intent to appeal.
December 1, 2017 December 3, 2018 December 2, 2019	Latest date for DTC recommendations, together with supporting data, to be presented to the department chair.
January 8, 2018 January 7, 2019 January 6, 2020	Latest date for department chair to inform faculty member of recommendation.
January 12, 2018 January 11, 2019 January 10, 2020	Latest date for faculty member to inform chair, in writing, of intent to appeal.
January 19, 2018 January 18, 2019 January 17, 2020	Latest date for DTC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean.
February 19, 2018 February 18, 2019 February 17, 2020	Latest date for the dean to inform faculty member of recommendation.
February 23, 2018 February 22, 2019 February 21, 2020	Latest date for the faculty member to inform dean, in writing, of intent to appeal.
March 1, 2018 March 1, 2019 March 2, 2020	Latest date for the dean to present the recommendations of the DTC, and the chair, with the dean's separate recommendations appended, and with the tenure checklist, to the provost. All supporting material submitted by a faculty member shall be held in, or returned to, the office of the dean until the final recommendations are submitted to the Board of Trustees, and, at that time, shall be returned to the faculty member. At the time the tenure recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member where the dean has overturned any of the preceding decisions.
April 16, 2018 April 15, 2019 April 15, 2020	Latest date for the provost to inform faculty member of recommendation.

April 20, 2018 April 19, 2019 April 21, 2020	Latest date for the faculty member to inform provost, in writing, of intent to appeal. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting material be forwarded to the Provost's Office for review prior to the scheduled hearing.
May 21, 2018 May 20, 2019 May 20, 2020	Latest date for the provost to inform the candidate of final recommendation.
May	The recommendations of the provost shall be submitted to the Board of Trustees, to be acted upon at its next regularly scheduled meeting, which shall be held no later than July 31. For fiscal-year appointments, tenure will be effective July 1. For academic-year appointments, tenure will be effective at the beginning of the fall semester.

In the event that a contractually-specified date in the above timetable falls on a weekend, a University holiday, during semester recess, or during a university closure due to inclement weather, that due date shall move forward to the next scheduled work day.

17.§10.1 *Standard Schedules for Tenure and Promotion Reviews.* The table below indicates the standard schedules for tenure and promotion. The eligibilities listed below are based on an assumption of initial appointment as either assistant professor or faculty specialist I, with no years credit for rank. Furthermore, there is an assumption of successful review at each stage, as well as required years in rank.

	Year	Tenure	Promotion
Traditionally-Ranked Faculty	Year 1	Initial Appointment	Initial Appointment
	Year 2	2 <sup>nd</sup> Year Review	
	Year 3		
	Year 4	4 <sup>th</sup> Year Review	
	Year 5		
	Year 6	Final Tenure Review	Promotion to Associate Professor is automatic with the award of tenure.
	Year 13		Eligible to apply for promotion to full professor.
		Year 1	Initial Appointment
Year 2		2 <sup>nd</sup> Year Review	
Year 3			Eligible to apply for promotion to Faculty Specialist II.
Year 4		4 <sup>th</sup> Year Review	
Year 5			

Faculty Specialists	Year 6	Final Tenure Review	Promotion to Faculty Specialist II is automatic with the award of tenure, provided tenure is awarded in year four or later after initial appointment.
	Year 9		Eligible to apply for promotion to Master Faculty Specialist.
	Year 15		Master Faculty Specialist may apply for step increase.

**ARTICLE 18**  
**PROMOTION POLICY AND PROCEDURES**

18.§1 STATEMENT OF PRINCIPLE. Western Michigan University recognizes the ranks of professor, associate professor, assistant professor, and instructor for traditionally-ranked faculty and of master faculty specialist, faculty specialist II and faculty specialist I for faculty specialists. Promotion is the advancement of a faculty member from one of these ranks to the next higher rank. There shall be no restriction on the rank distribution in the University, in any college or division, or in any department, or in the number of promotions granted in any one year. The parties recognize that:

18.§1.1 *Merit-based*. Promotion shall be based on merit, not solely on years of service. Merit can be fairly assessed only after a faculty member has spent a reasonable period in a particular rank.

18.§1.2 *Scope*. Only those faculty with tenure or on tenure-track appointment and those on grants and/or outside funding are eligible for promotion to associate professor or professor or master faculty specialist.

18.§1.3 *Procedures*. Promotion applications shall be considered using the procedures provided for in this article. These procedures are intended to provide for thorough and fair consideration of promotion applications.

18.§1.4 *Administrators Seeking Promotion*. Administrators who hold faculty rank and are considered for academic promotion may be reviewed according to this article in the department of the designated rank. Article 17.§9, Tenure Policy and Procedures, notwithstanding, prior to the letter of offer to an administrator, or the promotion of an administrator, the department representing the administrator's discipline shall be consulted and asked to recommend the academic rank for that administrator. Department faculty shall have the option of declining participation in the promotion reviews of administrators.

18.§1.5 *Relationship Between the Tenure Award and Promotion to Associate Professor or for Faculty Specialist II*. For faculty in rank at the level of Assistant Professor, promotion to the level of Associate Professor shall be concurrent, and automatically conferred, with the granting of the tenure award. For faculty in rank at the level of Faculty Specialist I, promotion to the level of Faculty Specialist II shall be concurrent with the granting of the

tenure award, provided tenure is awarded in year four or later after initial appointment. No separate reviews shall be required.

18.§1.6 *Categories of Review.* Two categories of criteria shall be considered in promotion decisions: qualifying requirements and judgmental criteria.

18.§2 **QUALIFYING REQUIREMENTS.** To be eligible for consideration for promotion, a faculty member must meet minimum qualifying standards in educational attainment and number of years in rank. Meeting the qualifying requirements establishes eligibility, but does not ensure promotion. Exceptions to these criteria are possible, as specified below.

18.§2.1 *Educational Attainments.* In most disciplines, the earned doctorate constitutes the conventional terminal degree for traditionally ranked faculty. For faculty specialists, the terminal criteria are likely to differ. For faculty for whom the doctorate is not normally required, appropriate alternate criteria must be determined and approved as follows:

18.§2.1.1 Departments shall submit their proposed educational attainment criteria as part of the Department Policy Statement in conformance with those procedures outlined in Article 23, Faculty Participation in Department Governance. The appropriate chair, dean, and the provost shall be responsible for ensuring the basic equivalence among departments of educational attainment criteria, and their adherence to the general guidelines of the policy.

18.§2.1.2 The department's approved educational attainment criteria will be official department policy and shall become part of the Department Policy Statement.

18.§2.2 *Length of Service in Rank.* Length of service in rank refers to the number of years that a faculty member has spent in his/her present rank. Faculty service at the same or higher rank at other educational institutions may be included, except that it is limited to a maximum of seven (7) years. Such prior service credit shall be determined at the time of initial appointment and included in the initial appointment letter. To be eligible for promotion to assistant professor, a faculty member shall have been an instructor for at least three (3) years. The exception is for tenure track faculty members who are hired as instructors because they are in the process of completing their terminal degree. They shall be upgraded to assistant professor in the semester following the completion of that degree. To be eligible for promotion to associate professor, a faculty member shall have been an assistant professor for at least six (6) years. To be eligible for promotion to professor, a faculty member shall have been an associate professor for at least seven (7) years. To be eligible for promotion to faculty specialist II, a faculty member shall have been a faculty specialist I for at least three (3) years. To be eligible for promotion to master faculty specialist, a faculty member shall have been a faculty specialist II for at least six (6) years.

18.§2.3 *Exceptions.* Exceptions to the requirements of educational attainment and length of service in rank may be requested by a faculty member no later than February 1 (see Timetable in Article 18.§11 for specific date) of the preceding academic year. Faculty

desiring an early promotion review shall notify their department chair no later than February 1 (see Timetable in Article 18.§11 for specific date) of the preceding academic year, who in turn shall inform the DPC.

18.§2.4 *Notification.* All faculty eligible for promotion shall be notified in writing of such eligibility by the department chair by January 15 (see Timetable in Article 18.§11 for specific date) of the academic year preceding the year in which the review takes place.

18.§3 JUDGMENTAL CRITERIA. No later than October 15 of the academic year of the review, all faculty who are eligible for promotion on the basis of qualifying criteria and who wish to be evaluated for promotion by the department shall submit their promotion files to their department chair. A faculty member who is eligible for promotion in a given year but who does not submit his/her file shall be removed from consideration for promotion during the said year. The promotion files, when submitted, shall contain at least the faculty member's current vita, as well as any additional materials called for by this Agreement and by an approved Department Policy Statement and/or requested by evaluators (e.g., department promotion committee, chair, dean, or provost). In the case of faculty specialists, the letter of appointment shall be included in the file. Areas to be evaluated include professional competence, professional recognition, and professional service for traditionally ranked faculty, and professional competence and professional service for faculty specialists. The review shall include achievements in prior ranks and in the present rank. The department's policy statement shall clearly state the criteria and standards that department faculty must meet. The same standards may not be appropriate for different disciplines. Criteria specified in this section and in approved Department Policy Statements shall be used in making promotion recommendations:

18.§3.1 *Professional Competence.* Competence in teaching is a necessity for promotion for teaching faculty. Although student evaluations of faculty are intended primarily for use in faculty self-improvement, numerical summary data of student ratings shall be included and considered in all promotion decisions. No single item or small subset of items on student rating forms shall be used as the sole basis for a promotion decision. Student ratings should not be the sole source of information about teaching competence, and it is the responsibility of the faculty to provide additional evidence of competence. Western shall seriously consider all such evidence submitted by the faculty member in conjunction with numerical summaries of student ratings in making promotion decisions. Insofar as they are related to the individual faculty member's teaching of assigned courses, successful efforts by the faculty member at curriculum development, teaching innovations, and continuing self-education shall be included in the evaluation. Competence in performance of other professional duties appropriate to certain disciplines (such as faculty in the University Libraries, Counseling Services at Sindecuse and other similar units) is correspondingly a necessity for the promotion of faculty whose responsibility is other than classroom teaching. Attainment of various levels and forms of licensure and certification may be considered as constituting professional competence. Competence in the supervision of master's theses, doctoral dissertations, clinical and practicum work, as well as the general tutelage of graduate students, shall also be considered. Competence in the supervision of master's theses, doctoral dissertations, clinical and practicum work, as well as the general tutelage of graduate students, shall also be considered. Competence in performing

assignments contained in the letter of appointment is especially important for faculty specialists.

18.§3.2 *Professional Recognition.* Professional recognition comes in many forms and may vary with the faculty members' disciplines, but is a necessity for promotion. In all fields, research, publication, and/or evidence of creative work are considered valuable. Consequently, the publication of scholarly books, monographs, and articles constitute the most usual output that should be recognized. Refereed scholarly material in electronic form shall be considered as evidence of professional recognition. In the areas of literature and the fine and performing arts, creative artistic production is also a primary vehicle for achieving professional recognition. In many fields, working with schools, providing consultation for external agencies, serving as a research consultant for colleagues and advanced graduate students, and preparing scholarly projects are appropriate bases for recognition. In addition, holding office in national, regional, and state professional associations and contributing papers or services to such organizations constitute professional recognition. The preparation of professionally sound proposals and/or acquisition of externally funded grants constitute a form of recognition.

18.§3.3 *Professional Service.* The knowledge and skills of the faculty constitute a resource to the community, region, state, and nation in the name of the University. Faculty service to academic units, colleges, the Faculty Senate, the University, and the Chapter provides these skills and abilities for professional and academic accreditation, and University governance and planning. Professionally relevant service in any of these venues, both inside and outside of the institution, shall be an important consideration for granting promotion.

18.§3.4 *Professional Conduct.* The standards of Professional Conduct as delineated in Article 21 of this Agreement may be considered in evaluating the three areas of performance.

18.§3.5 *Additional Judgmental Criteria.* If departments wish to propose additional or more particular judgmental criteria, they shall be developed in accordance with the procedures employed in establishing the Department Policy Statement. If approved, such additional criteria will be official department policy and shall become part of the Department Policy Statement.

18.§3.6 *Interpretation of Judgmental Criteria.* No single statement of criteria can be sufficient for all academic units and disciplines within the University. Each academic unit, through its Department Policy Statement, must interpret and apply these judgmental criteria by the currently prevailing standards of the relevant field/discipline/profession. Departments without an approved promotion policy interpreting judgmental criteria will have their applications for promotion evaluated by faculty committees and administrators on the basis of the general meanings attributed to these criteria.

18.§3.7 *Application of Judgmental Criteria to Traditionally-Ranked Faculty.* In considering candidates for promotion, professional competence, professional recognition,

and professional service are all important. For the purpose of clarification in the promotion review process, the following terms are presented ordinally, from high to low: *outstanding; substantial; significant; satisfactory, unsatisfactory*. A faculty member whose major achievement is outstanding achievement as a teacher may be promoted to assistant or associate professor. Similarly, a faculty member whose primary responsibility is other than teaching who achieves outstanding success in his/her primary non-teaching capacity may be promoted to assistant or associate professor. A competent faculty member whose major achievement is outstanding professional recognition may be promoted to assistant or associate professor. For promotion to full professor, a faculty member must have:

- (a) achieved outstanding professional recognition and a significant record of professional competence; or
- (b) achieved outstanding success in professional competence and gained substantial professional recognition; or
- (c) gained substantial professional recognition, a satisfactory record of professional competence, and rendered significant professional service.

18.§3.8 *Application of Judgmental Criteria to Faculty Specialists*. In considering candidates for promotion, professional competence and professional service are both important. Expectations relative to these two areas will be delineated in the letter of appointment.

#### 18.§4 DEVELOPMENT OF CRITERIA FOR PROMOTION.

18.§4.1 *Development of Criteria*. Each department faculty must, in the Department Policy Statement, develop and make known to its members the department criteria for the application and relative importance of the University standards in the three areas of performance. Each academic unit, through its Department Policy Statement, must interpret and apply these criteria to the three University standards using the prevailing standards of the relevant field/discipline/profession. Each faculty member's performance will be evaluated according to the University standards and standards developed by the department for the relevant field/discipline/profession. The same standards may not be appropriate for different disciplines. Department needs have traditionally been considered in promotion decisions, and the particular skills, expertise, and accomplishments of the faculty member as they relate to the needs of the department shall continue to be considered.

18.§4.1.1 These criteria will be submitted by each academic unit, according to the process for approving policy statements, for approval by Western and the Chapter. Departments without an approved promotion policy interpreting criteria for promotion evaluation will have their applicants for promotion evaluated by faculty committees and administrators on the basis of the general meanings attributed to these criteria as specified in the current Western/WMU-AAUP Agreement.



18.§4.2 *Additional Stipulations.* While the University standards interpreted through the department criteria constitute the minimum University stipulations, departments may propose additional or more particular stipulations. If departments wish to propose additional or more particular requirements, these shall be developed in accordance with the procedures employed in establishing the Department Policy Statement. Departments that write such stipulations should consider the effects of the changes, if any, upon probationary faculty hired prior to the changes.

18.§4.3 *Unaffiliated Academic Units.* The provost shall ascertain that those procedures incorporating the principles set forth in this article are employed in those academic units not affiliated with a college.

18.§5 **EXTERNAL REVIEW PROCESS.** External review in the area of professional recognition for traditionally ranked faculty may be initiated by the candidate, the DPC, or the department chair, for a candidate's promotion review. Reviewers external to the faculty of Western Michigan University shall be appropriate to the promotion candidate's specialty area. By mutual agreement of the candidate and the chair of the DPC, one reviewer may be from Western Michigan University, but external to the department.

18.§5.1 *General Process.* If the external review process is initiated, procedures in the Department Policy Statement shall be followed. Those procedures shall, at a minimum, specify the minimum number of recommended external reviews, with a recommended minimum of four external reviewers. Department Policy Statements shall describe the process by which professionally capable external reviewers will be obtained. In the absence of an approved external review policy in the Department Policy Statement, the recommended minimum of four shall prevail, where practicable, and the process will follow the guidelines found in this section of the Agreement. The candidate and the chair of the DPC shall identify the names of the recommended number of mutually acceptable external reviewers. If they are unable to reach agreement on the recommended reviewers, each will be responsible for identifying an equal number of external reviewers until the recommended number has been obtained. Materials sent to the external reviewers should include a vita and other items that demonstrate professional recognition. The candidate and the chair of the DPC should attempt to reach mutual agreement as to these materials. If they are unable to reach agreement, the chair of the DPC shall make the final decision. The department chair will be responsible for sending the materials to the external reviewers. A letter clearly indicating the purpose of the external review and who shall have access to the letters of recommendation shall be sent by the department chair, with a copy to the candidate, to any potential external reviewer selected by the promotion candidate and the chair of the DPC to participate in the external review process (see Appendix E, External Review Process--Promotion and Tenure). The department chair's request to an external referee must include Western's statement on confidentiality: "Your letter of evaluation, as part of an official review file, will be held in confidence and will not be disclosed to the faculty member under consideration or to the public except as required by law or University policy. In all such instances, the information made available will be provided in a form that seeks to protect the identity, privacy, and confidentiality of evaluators." Nothing in the above is intended to prevent a candidate from soliciting

external letters. External letters of recommendation shall be made part of the adjunctive promotion file, but shall not be placed in the promotion candidate's permanent personnel file. Upon conclusion of the promotion review, the adjunctive file containing all existing copies of the external letters of recommendation shall be returned to the promotion candidate, with removal of institution identifiers and name of reviewer. [Copies of edited letters shall be made available to promotion candidates if a formal appeal is made at any stage in the promotion review process.] Western shall not release the external letters of reference to the public except as Western deems necessary to comply with law, court order, subpoena, or pursuant to any legal, administrative, or arbitration proceeding.

18.§5.2 *Timetable.* The timetable for external review, if applicable, shall be as follows.

In the academic year preceding the candidate's promotion review February 15, 2018 February 15, 2019 February 15, 2020	The latest date for the candidate, the DPC, or the department chair to call for external review
In the academic year preceding the candidate's promotion review March 15, 2018 March 15, 2019 March 17, 2020	Latest date for the candidate and DPC to submit the list of external evaluators to the department chair.
In the academic year preceding the candidate's promotion review April 16, 2018 April 15, 2019 April 15, 2020	Latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.
In the summer preceding the candidate's promotion review August 15, 2018 August 15, 2019 August 15, 2020	Latest date for the department chair to send materials to the external reviewers.
In the academic year of the candidate's promotion review October 2, 2017 October 1, 2018 October 1, 2019	Date requested of external reviewers for returning their reviews.

18.§5.3 Exceptions to the above timetable may be granted by mutual agreement of the candidate and the chair.

18.§5.4 External reviews arriving late shall be immediately added to the candidate's promotion file (See Article 11.§3.1).

## 18.§6 PROMOTION REVIEW PROCESS.

18.§6.1 *Notification of Eligibility.* The department chair shall notify faculty, in writing, of their promotion eligibility no later than January 15 (see Timetable in 18.§11 for specific date) of the preceding academic year.

18.§6.2 *Promotion File.* No later than October 15 (see Timetable in 18.§11 for specific date), all faculty who wish to be considered for promotion review shall submit their promotion files to their department chair. At a minimum, the promotion file must contain those materials specified by the office of the provost. The promotion file of the candidate with collateral documentation shall be held in the office of the dean until the final recommendations are submitted by the provost to the Board of Trustees, and at that time it shall be returned to the candidate. Collateral documentation refers to the books, reprints, artistic work, syllabi, and other products of performance that usually accompany applications.

18.§6.2.1 Copies of all guidelines supplied by the provost to department and college committees shall be sent to the Chapter.

18.§6.2.2 If the dean reverses a previous recommendation, the file and all collateral documentation shall be forwarded by the dean's office to the Provost's Office for the provost's review.

18.§6.3 *General process.* Department faculty members at or above the rank sought by the promotion candidates shall have the right and responsibility to make negative and positive recommendations, with supporting data, for promotions of colleagues according to this article, the Department Policy Statement, and in accordance with the established criteria and contractual timetable. Each promotion committee shall explicitly state whether it is a positive or a negative recommendation for promotion, with substantiating narrative. For purposes of promotion, the rank of associate professor is considered equivalent to the rank of master faculty specialist, the rank of assistant professor is considered equivalent to the rank of faculty specialist II, and the rank of instructor is considered equivalent to the rank of faculty specialist I. Traditionally ranked faculty at the rank of assistant professor will be promoted to associate professor with the awarding of tenure. For faculty in rank at the level of Faculty Specialist I, promotion to the level of Faculty Specialist II shall be concurrent with the granting of the tenure award, provided tenure is awarded in year four or later after initial appointment.

18.§6.4 *Joint Appointments.* For faculty holding joint appointments, recommendations from the secondary department or unit promotion committee, as well as the recommendations of the chair of the secondary department or unit must be submitted to the home department no later than November 1 (see Timetable in Article 18.§11 for specific date) of the review year. The review letters from the secondary department and chair shall become part of the faculty member's file; they must be considered by the primary department when formulating its promotion recommendations and in all subsequent

reviews. Professional competence, professional recognition and professional service in both departments must be considered explicitly by both departments during the review process; for faculty specialists holding joint appointments, only professional competence and service are required for consideration. The home department must take these recommendations into consideration in making its promotion recommendation (see Article 14.§2.3).

18.§6.5 *Department Review.* Designated department faculty members shall have the right and responsibility to make recommendations, with supporting data, concerning the promotion of their colleagues, according to this article, the Department Policy Statement, and in accordance with the established criteria and contractual timetable. Only department faculty members at or above the rank sought by the promotion candidates shall be eligible to participate in the review of candidates for promotion, and in the development and rendering of the department promotion recommendations. If a department has fewer than three (3) full professors to serve on the DPC, a promotion committee with no fewer than four (4) full professors shall be formed by appointing full professors from other units to the DPC. These faculty shall be determined by mutual consent of the department chair and the full professors in the department. Within the guidelines contained herein, it is the responsibility of the faculty of each department to determine: (a) the evaluation methods to be used; (b) the procedures to be followed; and (c) that promotion evaluations are conducted and the results transmitted, in a timely fashion, to the persons evaluated and to those individuals and groups entitled to make promotion recommendations. DPCs shall contain a majority of traditionally ranked faculty. Candidates for promotion shall not be ranked by either the DPC or the CPC.

18.§6.5.1 Within the guidelines contained herein, it is the responsibility of the faculty of each department to: (a) recommend the evaluation methods to be used; (b) recommend the procedures to be followed; and (c) ensure that promotion evaluations are conducted and the results transmitted, in a timely fashion, to the persons evaluated and to those individuals and groups empowered to make promotion recommendations.

18.§6.5.2 It is the responsibility of the faculty of each department to develop their own procedures for making timely recommendations to the department chair and the college promotion committee (CPC) in accordance with the procedures contained in the Department Policy Statement and in compliance with the timetable as stipulated in 18.§11. These procedures shall contain a provision allowing candidates to appeal a recommendation by the DPC prior to the committee's presentation of recommendations to the chair and dean. Faculty members shall be informed, in writing, of the evaluation of their professional performance in those areas that were found insufficient by the faculty of the department, as well as those areas found to be satisfactory. This correspondence shall include complete copies of all recommendation letters and appended supplementary materials, positive or negative, that the DPC proposes to send forward to the department chair and the dean, so that the faculty member has the opportunity to appeal before the recommendation is sent forward. DPCs shall include in their considerations

material submitted by candidates and appropriate evidence solicited from and/or submitted by other sources subject to the provisions in Article 11, Faculty Records.

18.§6.5.3 *Notification of Recommendation.* The names of faculty members recommended for promotion and those not recommended shall be forwarded to the department chair and the CPC along with all supporting data (see Timetable in Article 18.§11 for specific date). To allow affected faculty to appeal to the Department Promotion Committee (DPC), the DPC chair shall provide written notification to each affected faculty member of the DPC's positive recommendation or negative recommendation prior to the deadline for transmittal to the department chair and the CPC (see Timetable in Article 18.§11 for specific date). This notice shall include complete copies of all recommendation letters and appended materials, positive or negative, that the DPC proposes to send forward to the department chair and the CPC so that the candidate has the opportunity to review and respond to all recommendation documents before they are sent forward. This notice shall, in the case of a negative recommendation, advise the affected faculty member of the areas in which his/her professional performance was found to be insufficient for promotion. Department Promotion Committees shall include in their considerations material submitted by candidates and appropriate evidence solicited from and/or submitted by other sources subject to the definition in Article 11, Faculty Records. Candidates may remove their names from the promotion process at this or any other time. A candidate who withdraws from consideration for promotion prior to the forwarding of files to the dean may remove from his/her faculty record any documentation pertaining to the aborted review.

18.§6.6 *Chair's Review.* The department chair shall have the right and responsibility to make recommendations concerning the award or denial of promotion to department faculty. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMU-AAUP Agreement.

18.§6.6.1 Faculty members shall be informed, in writing, of the evaluation of their professional performance in those areas that were found insufficient by the department chair, as well as those areas found to be satisfactory. This correspondence shall include complete copies of all recommendation letters and appended supplementary materials, positive or negative, that the chair proposes to send forward to the dean, so that the faculty member has the opportunity to appeal before the recommendation is sent forward.

18.§6.7 *College Promotion Committee.* The college faculty shall have the right and responsibility to make recommendations to the dean concerning the award or denial of promotion to college faculty who hold tenure-track appointments. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMU-AAUP Agreement.

18.§6.7.1 *Membership.* A College Promotion Committee (CPC) shall be established in each college (exclusive of the Honors College and the Graduate

College). The College of Arts and Sciences shall have a separate CPC for each of its three divisions: humanities, natural sciences, and social sciences. Each CPC shall be composed of one representative from each department who is a tenured full professor elected by the department faculty. Each CPC shall elect its own chair. The chair of each CPC shall notify the dean and the Chapter of the names of the members and chair of the CPC.

18.§6.7.2 Election Procedures. Committee members shall serve three-year terms. Terms shall expire on October 1. Departments whose representative's term expires shall nominate and elect a replacement by September 15 of the same academic year.

18.§6.7.3 Responsibilities. The CPC shall consider all promotion recommendations received from departments and present its recommendations, along with supporting data, to the dean no later than the January deadline (see Timetable in Article 18.§11 for specific date). To allow affected faculty to appeal to the CPC, the CPC chair shall provide written notification to each affected faculty member of the CPC's positive or negative recommendation prior to the January deadline for transmittal to the dean (see Timetable in Article 18.§11 for specific date). This notice shall include complete copies of all recommendation letters and appended materials, positive or negative, that the CPC proposes to send forward to the dean so that the candidate has the opportunity to review and respond to all recommendation documents before they are sent forward. This notice shall, in the case of a negative recommendation, advise the affected faculty member of the areas in which his/her professional performance was found to be insufficient for promotion. Any CPC member may, without prejudice, decline the opportunity to participate in the promotion review of an administrator.

18.§6.8 *Dean's Review.* The dean shall have the right and responsibility to make recommendations to the provost concerning the award or denial of promotion to college faculty who hold tenure-track appointments. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMU-AAUP Agreement.

18.§6.8.1 Faculty members shall be informed, in writing, of the evaluation of their professional performance in those areas that were found insufficient by the dean, as well as those areas found to be satisfactory. This correspondence shall include complete copies of all recommendation letters and appended supplementary materials, positive or negative, that the dean proposes to send forward to the provost, so that the faculty member has the opportunity to appeal before the recommendation is sent forward.

18.§6.8.2 At the time the promotion recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member when the dean has overturned any of the preceding decisions.

18.§6.9 *Provost's Review.* The provost shall have the right and responsibility to make recommendations to the Board of Trustees concerning the award or denial of promotion to faculty who hold tenure-track appointments. Such recommendations shall be in accordance with established criteria and the timetable as stipulated in the Western/WMU-AAUP Agreement. If the provost reverses an affirmative recommendation of the Department Promotion Committee, chair, or dean, he/she shall provide written notification to the faculty member, the chair, and the dean before presenting the recommendation to the Board of Trustees. The notice to the faculty member shall advise him/her of the area(s) of his/her professional performance found to be insufficient for promotion.

18.§6.10 *Appeals.* A faculty member has the right to appeal recommendations by the DPC, the chair, the dean, and the provost. DPCs shall inform each affected faculty member of the DPC's recommendation, so that the faculty member may appeal in writing to the DPC before the DPC's recommendation is forwarded to the chair (see Timetable in Article 18.§11 for specific date). Appeals to the DPC shall be in accordance with policies that shall be developed by the departments in accordance with Article 23, Faculty Participation in Department Governance. Chairs shall inform each affected faculty member of the recommendation of the chair so that the faculty member may appeal to the chair in writing before the chair's recommendation is submitted to the dean. Deans shall inform each affected faculty member of the recommendation of the dean, so that the faculty member may appeal to the dean in writing before the dean's recommendation is submitted to the provost. The provost shall inform each affected faculty member of his/her recommendation, so that faculty may appeal to the provost in writing before the provost's recommendation is forwarded to the Board of Trustees. In the case of an appeal by the faculty member to the provost, the provost and the President shall consult before the provost renders a decision. At all levels of review, the faculty member shall be given a complete copy of the proposed letters of recommendation and appended supplementary materials, positive or negative, prior to sending that recommendation forward to the next reviewer. In cases where an appeal results in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the promotion file unless the candidate requests otherwise. In cases where the appeal does not result in any change or results in partial change, the original recommendation and appeal materials will remain a part of the promotion file.

## 18.§7 PROMOTION DECISIONS.

18.§7.1 *Notification of Promotion.* Following action by the Board of Trustees, faculty members who are promoted shall receive timely written confirmation thereof.

18.§8 IMPLEMENTATION. Promotions approved by the Board of Trustees and the subsequent salary increase shall normally be effective on July 1 for fiscal-year faculty and with the beginning of the fall semester for academic-year faculty.

18.§9 GRIEVANCE. Final decisions made by Western shall be subject to the grievance procedures in this Agreement as stipulated in Article 12, Grievance Procedure.

18.§10 BOARD PREROGATIVES. Nothing contained in this Agreement shall be construed to prohibit the Board of Trustees from conferring academic rank and tenure upon persons occupying administrative positions. However, Western will solicit and consider the recommendations of the department to which the administrator would be appointed before granting tenure. Sole power to confer tenure rests with the Board of Trustees, which awards tenure by official action approving the President's tenure recommendations. Under no circumstances shall tenure be acquired by default.

18.§10.1 *Board Promotion Denial*. In cases involving the denial of promotion by the Board of Trustees, the department faculty shall have the right to make a recommendation to the Office of the Provost within ten (10) business days of the Board's action. Western shall have the responsibility for the final decision.

18.§11 TIMETABLE. The timetable related to promotion shall be as follows:

January 15, 2018 January 15, 2019 January 15, 2020	Latest date for department chair to notify faculty members of eligibility for promotion consideration in the next academic year.
February 1, 2018 February 1, 2019 February 1, 2020	Latest date for faculty desiring an early promotion review to notify their department chair who in turn shall inform the department promotion committee (DPC).
In the academic year preceding the candidate's promotion review February 15, 2018 February 15, 2019 February 15, 2020	If applicable, the latest date for the candidate, the DPC, or the department chair to call for external review.
In the academic year preceding the candidate's promotion review March 15, 2018 March 15, 2019 March 17, 2020	If applicable, latest date for the candidate and DPC to submit the list of external evaluators to the department chair.
In the academic year preceding the candidate's promotion review April 16, 2018 April 15, 2019 April 15, 2020	If applicable, latest date for the department chair to solicit external reviewers, and for the candidate to present materials for the external review process to the department chair.
In the summer immediately preceding the candidate's promotion review August 15, 2018 August 15, 2019 August 15, 2020	If applicable, latest date for the department chair to send materials to the external reviewers.
In the academic year of the candidate's promotion review October 2, 2017 October 1, 2018 October 1, 2019	If applicable, date requested of external reviewers for returning their reviews.



October 16, 2017 October 15, 2018 October 15, 2019	Latest date for department chair to convene the first meeting of the DPC.
October 16, 2017 October 15, 2018 October 15, 2019	Latest date for faculty member to submit promotion file to department chair.
October 24, 2017 October 23, 2018 October 23, 2019	Latest date for secondary DPCs and department chairs to inform faculty member of recommendation.
October 27, 2017 October 26, 2018 October 28, 2019	Latest date for faculty member to inform secondary DPC or department chair, in writing, of intent to appeal.
November 1, 2017 November 1, 2018 November 1, 2019	Latest date for recommendations from secondary DPCs and department chairs to be submitted to the home department of the candidate.
November 15, 2017 November 15, 2018 November 15, 2019	Latest date for DPC to inform faculty member of recommendation.
November 20, 2017 November 20, 2018 November 20, 2019	Latest date for faculty member to inform DPC, in writing, of intent to appeal.
December 1, 2017 December 3, 2018 December 2, 2019	Latest date for DPC recommendations, together with supporting data, to be presented to the department chair and to the college promotion committee (CPC).  Latest date for the dean to convene the first meeting of the CPC.
January 8, 2018 January 7, 2019 January 6, 2020	Latest date for department chair to inform faculty member of recommendation. Latest date for CPC to inform faculty member of recommendation.
January 12, 2018 January 11, 2019 January 10, 2020	Latest date for faculty member to inform chair or CPC, in writing, of intent to appeal.
January 19, 2018 January 18, 2019 January 17, 2020	Latest date for DPC and CPC recommendations, with the separate recommendations of the chair appended, together with supporting data, to be presented to the dean.
February 19, 2018 February 18, 2019 February 17, 2020	Latest date for the dean to inform faculty member of recommendation.
February 23, 2018 February 22, 2019 February 21, 2020	Latest date for the faculty member to inform dean, in writing, of intent to appeal.

March 1, 2018 March 1, 2019 March 2, 2020	Latest date for the dean to present the recommendations of the DPC, CPC, and the chair, with the dean's separate recommendations appended, and with the promotion checklist, to the provost. All supporting material submitted by a faculty member shall be held in, or returned to, the office of the dean until the final recommendations are submitted to the Board of Trustees, and, at that time, shall be returned to the faculty member. At the time the promotion recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member where the dean has overturned any of the preceding decisions.
April 16, 2018 April 15, 2019 April 15, 2020	Latest date for the provost to inform faculty member of recommendation.
April 20, 2018 April 19, 2019 April 21, 2020	Latest date for the faculty member to inform the provost, in writing, of intent to appeal. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting material be forwarded to the Provost's Office for review prior to the scheduled hearing.
May 21, 2018 May 20, 2019 May 20, 2020	Latest date for the provost to inform the candidate of final recommendation.
May	The recommendations of the provost shall be submitted to the Board of Trustees, to be acted upon at its next regularly scheduled meeting, which shall be held no later than July 31. For fiscal-year appointments, promotion will be effective July 1. For academic-year appointments, promotion will be effective at the beginning of the fall semester.

In the event that a contractually-specified date in the above timetable falls on a weekend, a University holiday, during semester recess, or during a university closure due to inclement weather, that due date shall move forward to the next scheduled work day.

18.§11.1 *Standard Schedules for Tenure and Promotion Reviews.* The table below indicates the standard schedules for tenure and promotion. The eligibilities listed assume successful review at each stage, as well as required years in rank. The actions in the table are based on an assumption of initial appointment as either assistant professor or faculty specialist I, with no years credit for rank.

Year	Tenure	Promotion
Year 1	Initial Appointment	Initial Appointment
Year 2	2 <sup>nd</sup> Year Review	

Traditionally-Ranked Faculty	Year 3		
	Year 4	4 <sup>th</sup> Year Review	
	Year 5		
	Year 6	Final Tenure Review	Promotion to Associate Professor is automatic with the award of tenure
	Year 13		Eligible to apply for promotion to full professor
Faculty Specialists	Year 1	Initial Appointment	Initial Appointment
	Year 2	2 <sup>nd</sup> Year Review	
	Year 3		Eligible to apply for promotion to faculty specialist II
	Year 4	4 <sup>th</sup> Year Review	
	Year 5		
	Year 6	Final Tenure Review	Promotion to Faculty Specialist II is automatic with the award of tenure, provided tenure is awarded in year four or later after initial appointment.
	Year 9		Eligible to apply for promotion to Master Faculty Specialist
Year 15		Master Faculty Specialist may apply for step increase	

**ARTICLE 19**  
**FACULTY EVALUATION OF ADMINISTRATION**

19.§1 Bargaining unit faculty members may evaluate chairs and deans, and this provision is intended to encourage bargaining unit faculty members, on their initiative, to conduct such evaluations on a regular basis. The Chapter may also conduct evaluations of administrators, including chairs and deans, and the results of such evaluations shall be transmitted to the administrator being evaluated and may be forwarded to those who make personnel decisions concerning such administrators. Evaluations of chairs and deans conducted and forwarded by department faculty shall be considered when Western evaluates the performance of the chairs and deans.

19.§1.1 Bargaining unit faculty members may, if requested, participate in Western's evaluations of administrators. Faculty may refuse participation for any reason, without penalty.

**ARTICLE 20**  
**FACULTY SPECIALISTS**

20.§1 **STATEMENT OF PRINCIPLE**. Western Michigan University and the Chapter recognize that growth in the diversity of mission, complexity of programs, and graduate education has created new challenges. Therefore the parties agree to a new bargaining unit appointment category designated as faculty specialist to replace the bargaining unit category designated as academic career specialist. Faculty specialists are a specialized type of faculty member.

20.§1.1 There are six types of faculty specialists: lecturers, clinical specialists, professional specialists, aviation specialists, language specialists, and counseling specialists.

20.§1.2 Persons holding this appointment shall be fully participating faculty members in the academic community; however, departments, through their Department Policy Statements, may limit the participation of faculty specialists in tenure and promotion reviews of traditionally-ranked faculty.

20.§2 **CHARACTERISTICS**. Faculty specialists are a special type of faculty who differ from other faculty in the following ways:

20.§2.1 Faculty specialists may obtain tenure through the procedures listed in Article 17. Since it is recognized that their positions are more specialized than those of other faculty, however, there is an explicit recognition that if the need for those positions no longer exists, those faculty may be laid off following procedures described in Article 25, Layoff and Recall.

20.§2.2 Faculty specialists are evaluated for tenure, promotion and merit based upon professional competence and professional service. A wide variety of activities, including but not limited to the following, can demonstrate professional competence: attainment of various levels and forms of licensure and certification; working with the schools; providing consultation for external agencies; serving as a consultant for colleagues and advanced graduate students; holding office in national, regional, and state professional associations; acquisition of externally funded grants; presentation of conference papers or the publication of articles or books.

20.§2.3 Faculty specialists' maximum full-time workload shall be thirty (30) credit hours of regularly-scheduled courses or their equivalent in any one (1) academic or alternate-academic year and seven and one-half (7½) credit hours or the equivalent in the Summer Sessions, unless noted otherwise, as in 20.§4.6.1.

20.§2.4 Faculty specialists may hold and be promoted through the progressive ranks of faculty specialist I, faculty specialist II, and master faculty specialist.

20.§2.5 Other differences that refer to specific types of faculty specialist are delineated later in this article.

20.§3 RIGHTS AND PRIVILEGES. Faculty specialists shall have all of the rights and privileges provided by the current Western/WMU AAUP Agreement.

20.§4 DESCRIPTION OF TYPES OF FACULTY SPECIALISTS.

20.§4.1 *Lecturer.* The primary responsibility of lecturers is teaching, although they may be assigned other related responsibilities. Lecturers may hold academic or fiscal year appointments.

20.§4.2 *Clinical Specialist.* The clinical specialist is a qualified, certified or licensed specialist who provides undergraduate or graduate level clinically related instruction and/or supervision to students preparing for professions. The clinical specialist has the appropriate qualifications to educate students as established by the relevant discipline or professional organization. The clinical specialist provides instruction to students engaged in practice-related educational activities. These may include activities of a habilitative or rehabilitative nature and may be completed in on-campus or off-campus settings. Clinical specialists may also teach classes.

20.§4.3 *Professional Specialist.* The professional specialist may plan, schedule, monitor, coordinate, implement, or evaluate academic programs that provide, enhance, complement, or support classroom or laboratory learning. Activities may include, but not be limited to, representing academic programs to the broader community; marketing and student recruitment including providing orientation events for incoming students; staffing advisory committees; arranging for experiential student internships; managing and supervision of grant and contract staff; coordinating academic programs at branch campus sites; conducting surveys, focus groups, and other capstone events for matriculating students. Professional specialists may also teach classes. Professional specialists shall not have supervisory authority over other bargaining unit faculty members.

20.§4.4 *Aviation Specialist.* The aviation specialist has an appointment in the College of Aviation and provides instruction in an aviation discipline (including, but not limited to, flight, ground, simulator and engineering). This is done in accordance with an approved syllabus that is in compliance with FAA regulations. The aviation specialist holds the necessary forms of licensure and certification as detailed by the appropriate regulatory authority (Civil Aviation Authority, Joint Aviation Authorities, Federal Aviation Administration). Aviation specialists differ from most other faculty specialists in the following ways.

20.§4.4.1 The workload for aviation specialists shall be forty (40) scheduled hours per week. It is recognized that this may at times include work on the week-end; and that in any given week the required hours may be greater or less than forty (40), as determined by the aviation specialist's supervisor, but reasonable effort will be made to approximate forty (40) hours per week. In the event that the forty (40) - hour work week is routinely exceeded, the aviation specialist and his/her immediate supervisor will meet to arrange for compensatory time off to be taken at mutually agreeable times within a reasonable period after its accrual.

20.§4.4.2 All aviation specialists working thirty (30) or more hours per week shall be members of the bargaining unit except that recent graduates of the aviation program shall be considered non-bargaining instructional staff for the first eighteen (18) months following their graduation.

20.§4.4.3 Aviation specialists shall be evaluated to comply with regulatory and safety requirements and college standards.

20.§4.4.4 Letters of appointment for aviation specialists may include, but are not limited to, the following types of information: help to be provided by the University in obtaining a visa or green card, repatriation and/or relocation commitments, licensing arrangements, physical and rating provisions.

20.§4.5 *Language Specialist.* Language specialists are faculty specialists with appointments in the Career English Language Center for International Students (CELCIS). Language specialists differ from most other faculty specialists in the following ways.

20.§4.5.1 The academic year for language specialists is considered to be fall and spring semesters and either a summer I or summer II session. Thus, language specialists must teach either summer I or summer II as part of a normal academic year load. This is not considered a fiscal year appointment and their ten (10) - month salary is considered 1.22 FTE.

20.§4.5.1.1 The normal workload for language specialists is fifteen (15) credit hours per semester and seven and one half (7 ½) credit hours per session.

20.§4.5.1.2 Language specialists are responsible for assigned work the first week of the semester and during exam week. They are also responsible for participating in various student activities during the semester or session.

20.§4.5.1.3 Language specialists have preference for a fourth course in semesters or sessions in which they are scheduled to teach. The pay for the fourth course will be at overload rates. The director of CELCIS will determine which language specialist(s) will teach an additional course in any given semester or session. This will be done in a systematic way that is fair to all language specialists.

20.§4.5.1.4 Language specialists will receive preference for courses that are available in the summer I or summer II session in which they are not scheduled to teach as part of their academic year load. When they do so, they will be paid eighteen percent (18%) of their ten (10) -month base salary for a full load seven and one half (7 ½) credit hours and a proportional amount for less than a full load.

20.§4.5.1.5 Language specialists do not have preference in replacing people who are on leave. When they do agree to teach classes for colleagues on sick, funeral, or necessity leave, they shall be paid forty dollars (\$40) for each fifty (50) -minute class period.

20.§4.5.2 Salary minima do not apply to language specialists. At such time that the salaries of language specialists become base-funded through the general fund, the salary minima shall then apply to language specialists.

20.§4.5.3 The layoff provisions below for language specialists recognize the need for CELCIS to independently fund its operation. These provisions and not Article 25 govern the layoff and recall for language specialists.

20.§4.5.3.1 The number of CELCIS classes offered in any semester or session shall be determined by Western. CELCIS classes shall be assigned to language specialists based on bargaining-unit seniority as determined by their date of appointment. Language specialists shall be laid off in any fall or spring semester or in their regular session in which they are not assigned to teach at least ten (10) credit hours or equivalent workload.

20.§4.5.3.2 When enrollment projections indicate a potential for layoff, layoff notification shall be issued to the language specialist no later than the end of the second week of any semester or the summer I session in which the layoff is anticipated for the following semester. During the semester/session prior to layoff language specialists shall be afforded a full appointment equivalent to fifteen (15) semester credit hours or seven and one half (7½) session credit hours. These assignments shall be made in accordance with seniority.

20.§4.5.3.3 Prior to the effective date of layoff and for a period of two (2) years following the effective date of layoff for language specialists who held tenure at the time of layoff, Western shall give special consideration for placement within the bargaining unit at the University to a language specialist who has been laid off, provided that a suitable vacant position is available for which the language specialist is qualified.

20.§4.5.3.4 Language specialists on layoff shall be recalled by bargaining unit seniority, provided the assignment method specified in this contract results in the language specialist being offered the equivalent of three (3) classes (at least two [2] classes and another appropriate assignment) in a semester or session after layoff.

20.§4.5.3.5 Layoffs shall be considered temporary until a language specialist has been laid off for a consecutive period of two (2) years, at which point the language specialist's bargaining unit and University seniority terminates.

20.§4.5.3.6 If the University decides to close CELCIS, bargaining-unit language specialists shall receive written notice of permanent layoff at least one (1) semester or one combined summer I/summer II period prior to the effective date of the closure, or be paid in lieu of such notice of permanent layoff, an amount equal to their regular pay for the notice period of one (1) semester or one (1) summer I/summer II period.

20.§4.5.3.7 Layoff decisions shall not be referred to and do not require either approval or ratification by the Board of Trustees.

20.§4.6 *Counseling Specialist.* The counseling specialist has one-hundred percent (100%) service appointment in Counseling Services in Sindecuse Health Center. The counseling specialist performs only counseling and counseling-rated services. Services are performed in accordance with accreditation standards approved by the AAAHC (or any subsequent accrediting body). The counseling specialists holds the necessary forms of licensure and certification as detailed by the appropriate regulatory authority(s). Counseling specialists are unique and differ from most other faculty specialists in the following ways.

20.§4.6.1 The workload for counseling specialists shall be forty (40) scheduled hours per workweek, including on-call hours. To serve the student population, it is recognized that this may at times include evenings or weekends and that in any given workweek the required hours may be greater than 40 (as determined by the counseling specialist's supervisor) or less than 40, but reasonable effort will be made to approximate 40 hours per workweek. When the 40-hour workweek is exceeded, the counseling specialist and his/her supervisor will in writing arrange for the counseling specialist to receive compensatory time off (1 hour of compensatory time for each approved hour worked beyond 40 hours in the workweek) to be taken at mutually agreeable times within a reasonable period after accrual.

20.§4.6.2 Counseling specialists shall be evaluated for compliance with any regulatory and safety requirements, accreditation requirements, Sindecuse policies, as well as for services provided to students. The Director of Counseling Services in Sindecuse Health Center will conduct these evaluations.

20.§5 EXCLUSIONS. Explicitly excluded from the category of faculty specialist are current faculty positions in the University Libraries.

## **ARTICLE 21**

### **PROFESSIONAL CONDUCT**

21.§1 STATEMENT ON PROFESSIONAL ETHICS. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their



scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, their interests must never seriously hamper or compromise their freedom of inquiry.

21.§1.1 As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

21.§1.2 As colleagues, all those holding academic rank at Western Michigan University have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

21.§1.3 As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

21.§1.4 As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or University. As citizens, engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

21.§2 RULES OF CONDUCT. Rules, procedures, and penalties governing faculty conduct and responsibilities are set forth throughout this Agreement, as are provisions enumerating faculty rights and protections and guarantees thereof. Subject to said rules, procedures, penalties, and provisions--including, but not limited to, Articles 9, Chapter Membership and Dues; 10, Anti-Discrimination and Affirmative Action and Sexual Harassment; 12, Grievance Procedure; 13, Academic Freedom and Responsibility; 15, Nepotism; and 22, Progressive Review and Discipline

for Cause--Western and the Chapter further agree that the following specific violations of the Agreement or of University policy may subject a faculty member to corrective action and/or penalties ranging from informal directives, through formal written notice of warning, up to and including dismissal:

21.§2.1 *Neglect of Duty.* That is, failure to meet scheduled classes, post and maintain reasonable office hours, fulfill other reasonable and appropriate duties.

21.§2.2 *Impaired Performance of Duties.* That is, attempting to carry out properly assigned duties while ability and judgment are materially impaired due to willful use or consumption of alcohol or similarly debilitating substances.

21.§2.3 *Irresponsibility in Safety and Security Matters.* That is, willful violation of safety or security rules and/or practices or other conduct that demonstrably damages the property of the University, its students, or its personnel.

21.§2.4 *Unprofessional Conduct.* That is, willful violation of the AAUP Professional Code of Ethics.

21.§2.5 *Neglect of Required Certification or Licensure.* That is, failure to maintain certification and/or licensure required by external regulatory bodies and/or accreditation associations. This provision applies only to situations where certification and/or licensure was a required condition of employment at initial hire.

21.§3 INTERPRETATION. Prior to the issuance of a formal notice of violation or imposition of corrective action or penalty for alleged violation of these rules by a faculty member, Western shall take steps to ensure consistency of rule interpretation and application and appropriateness of any proposed corrective action through consultations among the Office of the Provost, the appropriate dean and department chair, and the Director of Academic Labor Relations.

21.§4 NOTIFICATION. The Chapter shall be notified within five (5) business days of any complaints filed by bargaining unit faculty members under the "Employee Conduct and Disciplinary Action" section of the Employee Handbook.

## **ARTICLE 22** **PROGRESSIVE REVIEW AND DISCIPLINE FOR CAUSE**

22.§1 BASIC PROVISIONS. When reason arises to investigate a possible violation of Article 21, Professional Conduct, or other relevant articles in this Agreement, the procedures contained in this present article shall be followed. A summary of the formal review process follows: a) investigatory meeting that may progress to b) disciplinary hearing that may progress to c) disciplinary action that could include discipline by documentation, dismissal for cause, suspension, or financial penalty. In the case of dismissal, suspension, or financial penalty, the process includes the opportunity for the faculty member to call for a peer review. The process also allows for a grievance to be filed. The progressive review may conclude at any point in the process when the concerns raised have been satisfactorily addressed.

22.§1.1 Not all concerns about the conduct and/or performance of a bargaining unit faculty member need result in formal discipline, and the provisions of this article shall not be construed so as to prohibit Western from informally meeting with, counseling, advising, or informing a bargaining unit faculty member orally of a problem or concern, without initiating disciplinary action.

22.§1.2 *Time Limits.* In computing any time limits specified under this article, the specific time limits are provided. Time limits may be extended by mutual agreement.

22.§1.3 *Legal Counsel.* At all levels of the progressive review and discipline process, the parties shall have the right to have legal counsel present at their own expense. A party who plans to bring legal counsel to a meeting or hearing shall so notify the other party.

22.§1.4 *Extension of Time Limits.* Unless extended by mutual consent, in writing, the time limits specified herein shall be the maximum time allowed. During those periods when classes are not in session, proceedings will be held in abeyance unless mutually determined otherwise by the Provost or his/her designee and the Chapter.

22.§2 PROGRESSIVE REVIEW. When serious allegations arise, however, which are related to the performance of, or conduct of, a bargaining unit faculty member, and said allegations are brought to the attention of Western, Western shall under all circumstances, unless legal and/or compelling ethical considerations exist which provide justifiable cause for not doing so, arrange an investigatory meeting with the bargaining unit faculty member within thirty (30) days of the date the allegations are brought to the attention of Western as the initial step in the review and discipline process.

22.§2.1 *Convening the Investigatory Meeting.* If circumstances warrant, the appropriate administrator (an administrator not party to the dispute) shall notify the bargaining unit faculty member, in writing, of the nature of the allegations, and the potential disciplinary actions to which the investigatory meeting might lead. The faculty member shall be invited in the same communication to an investigatory meeting to discuss the circumstances with the appropriate administrator, and in the same letter shall specify two proposed times and dates, and the scheduled location for the investigatory meeting. If the faculty member finds it is impossible to meet on either of the proposed dates/times he/she shall immediately notify the administrator who sent notice of the meeting with an alternative time and date. The meeting may be rescheduled for a date no more than five (5) business days after the last of the two proposed dates. The faculty member shall have the right to bring up to two (2) Chapter representatives, and have legal representation at, the investigatory meeting and shall be so advised in the letter.

22.§2.2 *Notification.* Whenever an investigatory meeting or any other hearing is scheduled under this article, the Chapter will be informed in writing five (5) business days prior to that meeting .

22.§2.3 *Conduct of the Investigatory Meeting.* The intent of the investigatory meeting is threefold:

22.§2.3.1 To provide a meeting in which information and documentation about the source of the concern and discussion of the applicable article of the Western/WMU-AAUP Agreement, as well as the possible consequences are explained to the bargaining unit faculty member;

22.§2.3.2 To allow the bargaining unit faculty member to receive the information, to seek clarification of the issues, and to provide, if so desired, an explanation of the concerns. The information, evidence, and/or documentation of the concern and its source available to Western shall be presented at this time, although Western shall not be precluded from using additional evidence which becomes available subsequent to the investigatory meeting. Any subsequent evidence to be used by Western shall be made available to the bargaining unit faculty member;

22.§2.3.3 To allow the bargaining unit faculty member an opportunity to respond to the concerns and to provide an explanation concerning the issues. At the investigatory meeting, the bargaining unit faculty member may respond, stand silent and simply receive the information, or respond through an intermediary. The bargaining unit faculty member should be aware that anything he/she says may be used in any subsequent disciplinary hearings.

22.§2.4 *Conclusion of the Meeting.* The faculty member may be informed of the decision at the end of the meeting or conference, which is the administrator's prerogative, but shall be notified, in writing, of the action no later than five (5) business days from the end of the investigatory meeting or clarification conference. After the investigatory meeting, the administrator may decide on:

22.§2.4.1 *Informal Resolution.* If the allegation is unsubstantiated, the faculty member shall be notified verbally or by means of an informal letter stating that a meeting occurred on a given date to discuss mutual concerns. This letter does not become part of the personnel file;

22.§2.4.2 *Letter of Notice.* Document the meeting through a "letter of notice" (see definition below) to the faculty member;

22.§2.4.3 *EAP.* Arrange for employee assistance. Western and the faculty member may agree that the problem may best be resolved through the EAP;

22.§2.4.4 *Clarification Conference.* If the evidence and/or circumstance is unclear after the investigatory meeting, the administrator may schedule a subsequent clarification conference and review the situation again, and the faculty member shall have the same rights as apply to the investigatory meeting; or

22.§2.4.5 Disciplinary Hearing. Schedule a formal disciplinary hearing based upon the extent of the evidence and the seriousness of the alleged transgression.

22.§2.5 *Letter of Notice.* In situations where the University has decided there is no basis for faculty discipline but where the University wishes to inform a faculty member that a complaint of alleged misconduct has been received by the University, or to document an investigatory meeting or clarification conference, the parties agree that

22.§2.5.1 The letter does not constitute discipline or the first step in the progressive discipline process;

22.§2.5.2 The letter shall not be placed in the faculty record except as noted in 22.§2.5.3;

22.§2.5.3 The letter may be placed in a confidential file for such letters maintained by the Director of Academic Labor Relations;

22.§2.5.4 The letter neither substantiates occurrences of misconduct, nor contains unsubstantiated complaints or material of any kind, but verifies only the conference, the discussion of facts and evidence, and nature of the complaints, and may include reference to the alleged misconduct or other circumstance;

22.§2.5.5 The letter may be used in the future only for purposes of documenting that the University put the bargaining unit faculty member on notice that a complaint had been received by the University and to document the meeting and the nature of the complaint as well as any conclusions the University made regarding the complaint.

22.§2.5.6 The bargaining unit faculty member may respond, in writing, to the content of the letter of notice, and may document any disagreement about the investigatory meeting and/or the content of the letter. The faculty member's written response, if any, is attached to and filed with the letter of notice.

22.§2.5.7 The letter of notice may be grieved based on a violation of any of the above six points.

### 22.§3 DISCIPLINARY HEARING.

22.§3.1 *Letter of Charge.* When reason arises out of the investigatory meeting or the clarification conference to consider the formal discipline for cause of a bargaining unit faculty member, the appropriate administrator (an administrator not party to the dispute) shall notify the bargaining unit faculty member, in writing, of the preliminary charges and the relevant articles of the Agreement under which the charges are being brought, including the evidence and/or the behavior which is the basis for the allegation. The bargaining unit faculty member shall also be informed of the names of any witnesses scheduled to testify at the disciplinary hearing. The bargaining unit faculty member shall be invited, in the same communication, to attend a disciplinary hearing to review the charges and circumstances

with the appropriate administrator. In the same letter, the bargaining unit faculty member shall be advised of two proposed times, and dates, and the scheduled location for the hearing. The bargaining unit faculty member shall confirm one of the scheduled meetings or, if the bargaining unit faculty member finds it impossible to attend the conference as scheduled, on either occasion, he/she shall immediately notify the administrator who sent the letter of charge with a proposed alternative date and time so that the hearing may be rescheduled for a date no more than ten (10) business days later than the last of the two proposed dates. Failure to confirm the meeting within ten (10) days of the faculty member's receipt of the letter of charge shall be considered as a declaration of intent to waive the hearing. The faculty member shall have the right to bring up to two (2) Chapter representatives from the WMU-AAUP to the hearing and may be represented by counsel.

22.§3.2 *Conduct of the Disciplinary Hearing.* The hearing shall not be open to the public and shall be conducted by the appropriate administrator who shall determine the order of review of the evidence and circumstances pertaining to issues cited in the letter of charge. The faculty member shall have the right to have legal representation at the hearing, not at Western's expense, and to confer with counsel when needed. The faculty member shall have the opportunity to enter evidence and testimony in response to arguments, and rebut the evidence and testimony presented. The hearing shall be limited to the specific charges and articles noted in the Letter of Charge. Unless there is mutual consent, no new evidence or witnesses may be introduced at the hearing (except for rebuttal) without notice of at least five (5) days before the hearing is held. The hearing may be rescheduled to comply with the five (5) day notification requirement. The proceedings of the hearing shall be duly recorded by Western and, at its option, by the WMU-AAUP, and a copy of the record shall be given to the bargaining unit faculty member and the WMU-AAUP.

22.§3.3 *Hearing Conclusion.* After the hearing or after the hearing is waived by written request or by failure to attend, the appropriate administrator shall either: (a) dismiss the charges; or (b) confirm (or modify) the charges and state the formal disciplinary action to be taken which may range from a formal discipline by documentation (see 22.§5 below) to dismissal for cause, although nothing prevents the writing of a letter of notice at this time. The bargaining unit faculty member shall be notified in writing of the action, including the findings of facts and conclusions, within five (5) business days of the hearing.

#### 22.§4 HANDLING OF EVIDENCE.

22.§4.1 *Existing Evidence.* In cases where documentary evidence, not in the faculty record (see Appendix C, Location of Personally-Identifiable Information), exists at the time of the initiation of discipline proceedings, including meetings, conferences, and hearings, the material shall be handled as follows:

22.§4.1.1 A copy of the material shall be presented to the faculty member with the written notice of charges;

22.§4.1.2 Any conference or hearing to discuss the documentary evidence shall be set for a date at least ten (10) business days from the investigatory meeting, in order

to give the faculty member the opportunity to review and prepare a response to the material;

22.§4.1.3 The faculty member may respond to the material prior to the conference or hearing, at the conference or hearing, after the conference or hearing, or not at all;

22.§4.1.4 At the conclusion of the proceedings, the material shall be handled in the following way:

22.§4.1.4.1 If the charges are dismissed, all documentary evidence shall be delivered to the faculty member for his/her disposition;

22.§4.1.4.2 If the charges are confirmed in modified or original form, the material shall be placed in the faculty record.

22.§4.2 *New Evidence.* When new documentary evidence comes into existence or into Western's possession in the course of the disciplinary or dismissal proceedings, Western shall immediately provide copies of the documentary evidence to the faculty member. The faculty member shall have ten (10) business days from the time of receipt to review and respond to the documentary evidence. If Western fails to provide copies of any such documentary evidence to the faculty member, it shall not be used.

22.§4.3 *Testimony.* Testimony may be presented by either party and it shall not be necessary to follow formal rules of evidence. All evidence need not be documentary, but shall be judged for its relevance and accuracy.

22.§5 DISCIPLINE BY DOCUMENTATION. In situations where progressive discipline by documentation is deemed appropriate, the following progression is recommended and normally shall be followed:

22.§5.1 *Letter of Warning (Step One).* The "letter of warning" shall include a summary of the disciplinary hearing. The letter shall contain a summary of the incident and its substantiation which gave rise to the meeting/conference and hearing, a citation of the appropriate article within the Agreement allegedly violated, and an indication of future anticipated action should the behavior continue. The letter shall state that the warning will be placed in the faculty record.

22.§5.2 *Letter of Discipline (Step Two).* The "letter of discipline" is written only after the disciplinary hearing of a second substantiated incident of misconduct similar to the incident cited in the first letter. The requirements of content are the same as in Step One (22.§5.1): a summary and substantiation of the incident which gave rise to the discipline; citation of the section in the Agreement allegedly violated; and a clear description of the potential consequences should the behavior continue. This letter, as with the preceding letter of warning, if one exists concerning the same issue, is placed in the faculty record.

22.§5.3 *Letter of Reprimand (Step Three)*. The requirements of the content are the same as in Steps One (22.§5.1) and Two (22.§5.2): a summary and substantiation of the section in the Agreement allegedly violated, and is intended to include a summary of the incident, reference to previous letters, and clear indication of the serious consequences which would result if the behavior continues. This letter, as with the preceding letter concerning the same issue, is placed in the faculty member's record. Normally, this letter would be preliminary to a severe reprimand up to and including suspension or dismissal should the same type of behavior occur on a fourth occasion.

22.§5.4 The disciplinary decision shall be considered final after each letter is given, but may be pursued by the bargaining unit faculty member as a Type C grievance for alleged violation of the procedures or other requirements as stipulated in this Agreement.

22.§6 DISMISSAL/SUSPENSION FOR CAUSE. If the discipline resulting from a disciplinary hearing is dismissal for cause, suspension, or other financial penalty (does not apply to Article 9, Agency Shop) the decision may be pursued by a request for a peer review panel as provided below. If a faculty member does not request review of this judgment in accordance with the following provisions, the judgment as stated in the post-hearing written notice shall be considered final; when a review is requested and conducted, the University President shall make the final decision. The faculty member's employment status shall continue at the same compensation level until the internal grievance process, up to and including the final decision by the University President (see 22.§7.4) has been completed.

#### 22.§7 PEER REVIEW.

22.§7.1 *Request for Review*. Within ten (10) business days of the receipt of notice of dismissal, suspension, or financial penalty, the faculty member may demand by letter to the Chapter and the notifying signatory, a review by the committee of his/her peers of the alleged facts resulting in the charges, all the evidence presented at the hearing, and the findings of fact and conclusions, with rationale, by the hearing administrator.

22.§7.2 *Review Committee*. If so demanded, a committee of five (5) members shall be appointed by the University President from a list of ten (10) persons holding academic rank and tenure, nominated by the Chapter, from a list of such persons developed and maintained by the WMU-AAUP Chapter for this purpose. The committee shall be named within five (5) business days of the faculty member's request and shall meet for the first time no later than five (5) business days from the date it is named. The faculty member may submit to the committee a written response to the charges against him/her. The committee shall proceed by considering the charges and the faculty member's written response, if any. The committee, in consultation with the president or his/her designee and the faculty member, shall exercise its judgment as to whether the hearing should be public or private. The testimony of witnesses and other evidence concerning the matters in dispute shall be received. Conduct of the hearing, the order of proof, the questioning and testimony of witnesses, and participation of other parties before the committee are solely the responsibility of the committee. Where necessary, the committee shall have the authority to secure all evidence it deems important to the case. The committee shall select its own



chair and shall serve with autonomy without influence of others, either the University or the Chapter. The committee shall schedule and complete the hearing within ten (10) business days of the first meeting, if feasible.

22.§7.2.1 The faculty member shall have the option of assistance by another faculty member, except a member of the committee, and/or by legal counsel of his/her choice. The faculty member shall have the aid of the committee and University, when needed, in securing the attendance of witnesses. Testimony may be presented by Western, the Chapter and the faculty member, and each shall have the right to question. All of the proceedings shall be recorded by the committee, with copies sent to Western and the WMU-AAUP.

22.§7.3 *Committee Recommendation.* The committee shall reach its recommendation in private on the basis of evidence adduced in the hearing. Its recommendation shall be presented, in writing, to the University President, the faculty member, and the Chapter no later than ten (10) business days after the close of the hearing.

22.§7.4 *President's Decision.* The University President, after first considering the committee's recommendation, shall within twenty (20) business days decide upon which disciplinary measures, if any, shall be taken. He/she shall set forth in writing this final decision and reasons for it. The committee, the faculty member, and the Chapter shall receive copies.

22.§8 GRIEVANCE. Final discipline decisions made by Western under this article shall be subject to the grievance procedure in this Agreement as stipulated in Article 12, Grievance Procedure.

## **ARTICLE 23**

### **FACULTY PARTICIPATION IN DEPARTMENT GOVERNANCE**

23.§1 STATEMENT OF PRINCIPLE. By virtue of their command of their disciplines, University faculty have as a unique resource, the abilities to assist in the governance of the departments in which they will exercise their respective disciplines. Faculty, therefore, should participate in the governance of their departments in order to create and maintain harmonious relationships among colleagues, and to fashion and maintain the departments in such a way as to make them maximally appropriate for instruction, research, service, and other professional activities of the disciplines. Fundamentally, what is desirable and what is intended by the sections that follow is to ensure meaningful participation by department faculties, with the ultimate power of decision-making by Western, but with an assurance of procedural regularity and fair play.

23.§2 CONTRACTUAL GOVERNANCE. Department faculty shall develop Department Policy Statements, which shall govern the means by which the faculty make recommendations to Western on a variety of matters. Both Western and the Chapter recognize the importance of department policy statements as a means of assisting faculty in the governance of their departments. Department Policy Statements shall contain two mandatory components (a mandatory first paragraph and mandatory policy procedures) and an optional component (permissive policies).

Department Policy Statements shall not conflict with provisions of the collective bargaining agreement, or with established University policies.

23.§2.1 *Mandatory First Paragraph for Every Department Policy Statement.* Each Department Policy Statement will contain the following first paragraph: It is the right, the responsibility, and the privilege of University faculty to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

23.§2.2 *Mandatory Policies.* Department faculty must have procedures and develop policies for making recommendations to Western concerning tenure, promotion, appointment and reappointment of faculty (including faculty specialists), equitable distribution of opportunities to teach in summer sessions and Extended University Programs, evaluation of faculty, and sabbatical leave proposals.

23.§2.3 *Permissive Policies.* Department faculty may have procedures for making recommendations to Western concerning alternate academic-year appointments, class schedules, class sizes, and appointment and removal of the department chair/director. Department faculty may also have procedures for measuring workload in terms of credit hours as stipulated in Article 42. Department faculty may have procedures for making recommendations to Western concerning department degree requirements and curricular offerings, department program development and discontinuance, and department budget allocations. These recommendations, when approved, become part of the Department Policy Statement.

23.§3 POLICY REVIEW. Department policies shall conform to the stipulations of relevant articles in the Agreement, and faculty are advised to refer to relevant articles while developing department policies to make certain such conformity exists.

23.§3.1 Department Policy Statements describe the process and structure by which faculty make recommendations to Western and may include standing recommendations about a variety of matters, but shall not extend faculty prerogative beyond the stipulations of the Agreement.

23.§3.2 The review of Department Policy Statements by the Chapter and Western is to ensure compliance with the Agreement. Specific contract language shall be cited when policy statement language is considered to be in conflict with the Agreement.

23.§4 APPROVAL OF DEPARTMENT POLICY STATEMENTS. Each department shall appoint a committee that shall develop a written Department Policy Statement. Each committee shall also designate a faculty contact person.

23.§4.1 Following ratification of the policy by majority vote of the department faculty, the ratified policy statement is given to the department chair, who shall then review it. Following review, the chair shall provide written feedback to the committee within fifteen (15) business days of receiving the policy statement. The committee may choose to alter the Policy Statement based on this feedback. The committee shall inform the department chair of the Committee's response to the feedback. One (1) copy of the Statement or additions or amendments thereto, together with the comments of the department chair, shall be forwarded to the Chapter, the department chair, the dean, and Western's Director of Academic Labor Relations.

23.§4.2 Western's Director of Academic Labor Relations and the WMU-AAUP Contract Administrator shall review Department Policy Statements simultaneously for compliance with the Agreement and University policy. Each response will be made in writing, stating specific violations or conflicts with either the Agreement or University policy. Western and the Chapter may make written recommendations for policy revisions that are not based on contractual violations or violations of University policies, but may not delay or withhold approval contingent upon such recommendations. These responses shall be forwarded to the department faculty contact person within thirty (30) business days.

23.§4.2.1 Western and the Chapter shall have the right to an extension of ten (10) business days for review of a policy document upon written notification to the department.

23.§5 MODIFICATION. It is important that department policy statements remain relevant and functional as programs evolve and circumstances change. Department faculty have the right to review Department Policy Statements periodically and to modify them. Once each academic year, the department chair may request in writing a faculty review of some or all sections of the Department Policy Statement. That request should identify which sections of the policy statement in particular, department faculty should review, and whether those sections may be in violation of the Agreement or University policy. Department faculty shall, within one calendar year of the chair's request, inform the chair of any changes made or to be made (subject to the approval process in section 23.§4) in the Department Policy Statement as a result of his/her request.

23.§6 CONSIDERATION. Western shall give serious and timely consideration to recommendations made by the faculty in accordance with this article. Any policy that is not responded to by Western within thirty (30) business days shall automatically stand approved for one (1) year.

## **ARTICLE 24** **FACULTY SENATE**

24.§1 STATEMENT OF PRINCIPLE. Western and the Chapter agree that the right of the WMU Faculty Senate to freedom of debate and communication shall not impinge on the rights of the duly elected exclusive bargaining agent for the faculty, nor upon the rights of the University as employer.

24.§1.1 Neither the Chapter nor Western shall be bound by any discussion, communication, nor recommendation from the Faculty Senate.

24.§1.2 Any Faculty Senate recommendation received unilaterally, either by Western or the Chapter, shall be copied and sent in a timely fashion to the other party.

24.§1.3 Neither the Chapter nor Western shall implement unilaterally a Faculty Senate recommendation on any matter within the permissible scope of collective bargaining under Michigan statute or under the terms of the Agreement between Western and the Chapter.

24.§1.4 In case of a dispute between the Chapter and Western as to whether any Faculty Senate recommendation is subject to bargaining, either the Chapter or Western may appeal to the Bureau of Employment Relations (BER), State of Michigan, for a ruling, and the Chapter may file a grievance under the existing contract grievance procedures on the issue of bargainability. The Chapter may file a grievance under the existing contract grievance procedures on Western's compliance with the terms of this Agreement.

24.§1.5 The President of the Faculty Senate shall be granted six (6) credit hours of assigned time during fall and spring semesters to fulfill his/her responsibilities as Senate President. The Office of the Provost shall provide funding for replacement costs.

## **ARTICLE 25** **LAYOFF AND RECALL**

25.§1 PREAMBLE. Western and the WMU-AAUP recognize that a diverse and multifaceted professionally-qualified faculty represent a major asset. Western reaffirms its concern for the lives and careers of its faculty and its students. It agrees to this article to provide for a fair and orderly procedure for layoff of faculty should such occur. The Chapter acknowledges that layoffs may be affected under the procedures called for in this article. Western and the Chapter agree that layoff of faculty is a very serious step for a University to take.

25.§2 DEFINITION. Layoff shall be defined as the cessation of the active employment of any appointment.

25.§2.1 Layoff may take place in the following circumstances:

25.§2.1.1 When Western deems it prudent and appropriate to curtail, modify or eliminate programs, services, offerings, or courses of instruction; or

25.§2.1.2 When a *bona fide* financial crisis exists.

25.§2.2 Laid-off persons have certain specific rights: these rights are specified in this article and are different from the rights of active employees, employees on leave, and employees who are terminated.

25.§2.3 Leaves of absence, the termination of faculty members on temporary and term appointments when those appointments expire, the termination of faculty members on probationary tenure-track appointments for reasons of inadequate performance, and the dismissal of any faculty member for cause constitute examples (not all-inclusive) of the termination, cessation, or interruption of active employment for reasons other than layoff that are not subject to the provisions of this article.

25.§3 ORDER OF LAYOFF. After Western has given the sixty-day notice referred to in 25.§4.1 of this article, the Chapter and the affected departments or similar units shall have an opportunity to recommend alternatives to such anticipated action, and, if a financial crisis layoff is anticipated, Western agrees to consult with the Chapter, upon request, during the sixty-day period, regarding the financial crisis. Western agrees to give serious consideration to recommendations of alternatives. Alternatives to layoff of individual faculty members may include, but are not limited to: early retirement per Article 35, Retirement, or reduced load per Article 35.§4; reassignment of faculty, not limited to reassignment of specific individuals subject to layoff; alternate academic-year appointments; extended university courses up to a full workload; and shared load in another program.

25.§3.1 Consistent with the operating needs of the University, Western, after such consultation as is provided for herein, may lay off employees with work assignments no longer deemed necessary by Western. The decision of Western to implement layoff and the programmatic changes making layoffs necessary shall be ratified by the Board of Trustees prior to the issuing of layoff notices to individual faculty members. Layoffs shall be in the following order, subject to the ability of those remaining faculty members, if any, to adequately perform all remaining work responsibilities assigned to the college, department, unit, or program area affected by layoffs:

25.§3.1.1 Faculty members on part-time temporary appointment and other non-bargaining unit faculty members (excluding chairs) and graduate assistants;

25.§3.1.2 Bargaining unit faculty members on proportional term appointment;

25.§3.1.3 Bargaining unit faculty members on term appointment.

25.§3.1.4 Bargaining unit faculty specialists on tenure track appointment in inverse order of continuous service with the University.

25.§3.1.5 Non-tenured bargaining unit traditionally-ranked faculty members on tenure-track appointment in inverse order of continuous service with the University.

25.§3.1.6 Tenured bargaining unit faculty specialists in inverse order of continuous service with the University.

25.§3.1.7 Tenured bargaining unit traditionally-ranked faculty members in inverse order of continuous service with the University.

25.§3.1.8 When two or more faculty specialists in 25.§3.1.4 or 25.§3.1.6 above have the same length of continuous service, the faculty member with the lesser rank shall be first to be laid off.

25.§3.1.9 When two or more faculty specialists in 25.§3.1.4 or 25.§3.1.6 above have the same length of continuous service and the same rank, the department chair or similar officer shall determine which shall be the first to be laid off, based on the operating needs of the department or similar unit. If the determination is grieved, the grievance/arbitration will be strictly limited to whether Article 25's contractual procedures were followed and/or whether the determination was arbitrary. If the grievance is sustained, the WMU-AAUP will not support/process/advance a grievance on behalf of other non-selected faculty specialists having the same length of continuous service and the same rank (i.e., there will be no more than one grievance/arbitration regarding any one Article 25.§3.1.9 decision/determination).

25.§3.1.10 When two or more traditionally-ranked faculty in 25.§3.1.5 or 25.§3.1.7 above have the same length of continuous service, the faculty member with the lesser rank shall be first to be laid off.

25.§3.1.11 When two or more traditionally-ranked faculty in 25.§3.1.5 or 25.§3.1.7 above have the same length of continuous service and the same rank, the department chair or similar officer shall determine which shall be the first to be laid off, based on the operating needs of the department or similar unit. If the determination is grieved, the grievance/arbitration will be strictly limited to whether Article 25's contractual procedures were followed and/or whether the determination was arbitrary. If the grievance is sustained, the WMU-AAUP will not support/process/advance a grievance on behalf of other non-selected traditionally-ranked faculty having the same length of continuous service and the same rank (i.e., there will be no more than one grievance/arbitration regarding any one Article 25.§3.1.11 decision/determination).

25.§3.2 For purposes of determining continuous service of employees, prior service at the University in a professional/administrative category or on a full- or part-time temporary, term, term/temporary, grant/contract, or tenure-track faculty appointment, without interruption of employment, shall be counted.

25.§3.3 In the case of a potential layoff of a bargaining unit faculty member serving in a position at a level of organization below the level of an academic department or comparable unit (hereinafter "academic department") who has seniority in the academic department (as determined by application of 25.§3.1 and 25.§3.2 to the academic department), the procedure is to be as follows:

25.§3.3.1 Western shall give consideration to the retention of such faculty member in such academic department. Such consideration shall consist of the judgment of Western with respect to the present ability of such faculty member to perform the

required professional obligations of a position remaining in the academic department after the layoff(s). Upon timely request by the department, made during the 60-day notice period, Western shall consult with the department or similar academic unit during the 60-day notice period regarding the retention of such faculty members in the academic department.

25.§3.3.2 With due regard for the operating needs of the academic department, the criteria for consideration for retention pursuant to 25.§3.3, as appropriate, may include, but shall not be limited to, demonstrated mastery of subject matter, teaching experience, professional experience, research, and University service.

25.§3.3.3 If Western, pursuant to the provisions of 25.§3.3, makes a determination in favor of the retention of a faculty member having seniority, the following procedure shall apply: where practical, the most junior faculty member in the department performing a professional obligation which, in the judgment of Western, a faculty member having seniority has the present ability to perform shall be subject to layoff.

25.§3.3.4 Review in the grievance procedure of the provisions of 25.§3.3 shall be limited to the procedural issue of whether consideration for retention was given. Such issue may be processed as a Type B grievance through Step Two only.

#### 25.§4 NOTICE.

25.§4.1 *Sixty-day Notice*. Following the decision respecting the level of organization of the University appropriate for layoff, and prior to the issuance of individual layoff notices, Western shall inform, in writing, the Chapter, the college, the department or other unit, and the faculty members likely to be affected, of the level of organization at which layoff will occur and of the reason(s) for the layoff(s). Such notification shall be provided at least 45 business days prior to the issuance of layoff notices to individual faculty members.

25.§4.1.1 After the sixty-day notice, upon request, Western shall consult with the Chapter, the affected unit(s), and faculty members regarding the layoff(s) and provide them with all available data relating to such layoff(s).

25.§4.2 *Individual Notice*. Western will issue written layoff notices to those faculty members subject to layoff in advance of the effective date of their layoffs. Where circumstances permit, the following notice shall be provided:

25.§4.2.1 For faculty members on a term appointment: at least forty-five (45) business day's notice if the effective date of layoff occurs within the term of their appointment.

25.§4.2.2 For non-tenured faculty with three (3) years of service or less on a tenure-track appointment: at least four (4) month's notice of layoff.

25.§4.2.3 For tenured faculty and faculty members on a tenure-track appointment with more than three (3) years of service: at least twelve (12) month's notice of layoff.

25.§4.3 *Certified Notice.* Notice of layoff shall be sent by certified mail and shall contain a statement of the reasons for layoff. If notice of layoff is less than the notice provided for in 25.§4.2, the reasons for the shorter notice shall also be provided. A copy of the notice shall be sent to the Chapter.

25.§4.3.1 When circumstances do not permit layoff notice as specified above, the faculty member shall receive pay in lieu of notice for the time remaining in the layoff notice period had notice been given as specified above.

## 25.§5 SPECIAL CONSIDERATION.

25.§5.1 *Principle.* Prior to the effective date of layoff and for a period of two (2) years following the effective date of layoff and three (3) years in the case of laid-off faculty who held tenure at the time of layoff, Western shall give special consideration for placement within the bargaining unit at the University to a faculty member who has been notified of pending layoff, or who has been laid off, provided that a suitable vacant position is available for which Western deems the faculty member qualified.

25.§5.2 *Procedure.* The procedure for special consideration shall be as follows:

25.§5.2.1 Western will periodically notify each faculty member who is entitled to special consideration as provided in this section of vacant bargaining unit faculty member positions. To facilitate communication concerning this notification of vacancies, it shall be the faculty member's responsibility to ensure that the Office of the Provost and Human Resources office records reflect the faculty member's current address. Western's obligation to notify of vacancies under this provision shall be satisfied by sending a certified letter to the last address of record.

25.§5.2.2 A faculty member entitled to special consideration shall have the right to apply for any vacant bargaining unit faculty member position for which the faculty member believes himself/herself to be qualified.

25.§5.2.3 Special consideration shall be defined as meaning that applications submitted by faculty members entitled to special consideration will be acted upon before applications submitted by other persons. To obtain such action, a faculty member must submit the application in a timely manner and must specify in the application that the application is being submitted in accordance with the special consideration procedure.

25.§5.2.4 Review in the grievance procedure of the provisions of 25.§5.1 and 25.§5.2 shall be limited to the procedural issues of: (1) whether notice of vacancies



was given as provided; and (2) whether "special consideration" was given. Issue (2) may be processed as a Type B grievance through Step Two only.

25.§5.2.5 A faculty member who is hired under the special consideration procedure shall be hired with the salary, rank and appointment type of the vacant position for which he/she applied. This will not necessarily be the same salary, rank and appointment type previously held by the faculty member.

25.§5.2.6 In addition to the above, a faculty member who has been notified of pending layoff, or a faculty member who has been laid off, may apply for any vacant position in the University for which he/she considers himself/herself qualified and will be considered for the position by Western on the same basis as any internal applicant for a vacant position. If the faculty member is hired, the salary and other terms of employment shall be those of the vacant position, which will probably differ from those of the previous position.

25.§5.2.7 A faculty member who accepts employment under this section shall have no further rights under this section, but shall retain any rights he/she would otherwise have under 25.§6 following.

#### 25.§6 RECALL.

25.§6.1 *Process*. Recall offers pursuant to this section shall be made to eligible persons in inverse order of layoff.

25.§6.1.1 Western shall not add full-time faculty members in a department or similar unit in which a layoff is effective until such time as all persons eligible for recall in that department or similar unit have been offered such a recall, subject to the ability of those eligible for recall to adequately perform the teaching and other work responsibilities assigned to the department or similar unit.

25.§6.1.2 For a period of two (2) years following layoff and three (3) years in the case of laid-off faculty who held tenure at the time of layoff, a faculty member removed as a result of layoff shall be recalled to the same position from which he/she was laid off should an opportunity for such recall arise. This offer shall be made prior to any announcement or notice of a vacancy. The term "same position" shall mean a position in the same department or unit equivalent in its content, duties, responsibilities, requirements, and obligations to that held by the employee at the time of layoff.

25.§6.1.3 To facilitate communication concerning recall, it shall be the faculty member's responsibility to ensure that the Office of the Provost and Human Resources office records reflect the faculty member's current address. Western's obligation to recall a laid-off person shall be satisfied by sending a certified letter to the last address of record.

25.§6.1.4 Any such recall offer must be accepted within thirty (30) business days of the date the offer is sent, such acceptance to take effect not later than the beginning of the semester immediately following the date the offer was made. In the event such recall offer is not accepted within said thirty (30) days, the faculty member shall be deemed to have refused recall and to have no further rights arising out of past employment at the University.

## 25.§7 FACULTY RIGHTS.

25.§7.1 *On Recall.* In the event a recall offer under 25.§6 is accepted, the faculty member, upon commencement of active employment, shall receive the following benefits:

25.§7.1.1 Incremented base salary as if employment had been continuous.

25.§7.1.2 The same rank and appointment status held before layoff.

25.§7.1.3 The same continuous service (seniority) for purposes of layoff as held on the date of layoff.

25.§7.1.4 Years of service for promotion and tenure decisions as held upon date of layoff.

25.§7.1.5 Sick-leave accruals as held on the date of layoff.

25.§7.2 *On Layoff.* A person on layoff status whose recall rights as provided herein have not expired, shall have the right: (1) to purchase, through Western, insurance coverage identical to that offered other bargaining unit faculty member at group rates, but with the full cost paid by the laid-off person; and (2) to file timely grievances in accordance with the provisions of this Agreement.

25.§7.3 *On Notification.* On an annual basis, Western will provide the Chapter with a list of faculty members to whom the provisions of this section apply. The Chapter shall be provided with a copy of any recall offers made pursuant to provisions of this section.

25.§8 GRIEVANCES. Review in the grievance procedure of the provisions of this article shall be limited to issues of whether contractual procedures have been followed, and whether any more senior person as defined in 25.§3 who is subject to layoff is qualified to assume the duties of a less senior person as defined in 25.§3. The decision of Western to implement layoff and to curtail, modify or eliminate programs, services, offerings, and courses of instruction are not grievable.

## **ARTICLE 26** **SABBATICAL LEAVE POLICY**

The primary purpose of a sabbatical leave is to encourage and promote the professional growth of the faculty and to enhance their scholarly and teaching effectiveness. Such leaves contribute to the accomplishment of these ends by enabling the faculty to undertake specific, planned activities

involving study, research, scholarship, and creative work of mutual benefit to the faculty member and the University.

## 26.§1 ELIGIBILITY FOR SABBATICAL LEAVE.

26.§1.1 *Service.* A sabbatical leave may be granted in the seventh year of service or thereafter to any tenured faculty member at Western after six (6) years of service at the institution. Such leave shall not be awarded to the same person more than once in every seven (7) years, and sabbatical leave time shall not be cumulative. For proportional appointment tenured faculty, the sabbatical leave shall be at the same FTE proportion as the faculty member's appointment. The granting of a sabbatical leave shall be without distinction as to rank, department or college affiliation, full-time or proportional status, or total years of service at Western.

26.§1.2 *Leave of Absence.* One (1) year in any six (6) year period spent on approved leave of absence from Western for purposes of professional growth shall count toward the sabbatical eligibility period.

26.§1.3 *Final Probationary Year.* A bargaining unit faculty member on a tenure-track appointment may, in his/her sixth (6<sup>th</sup>) and final probationary year, apply for a sabbatical leave. In such a case, however, if the provost approves the sabbatical leave, the final recommendation shall be submitted to the Board of Trustees at the same time as, and only if, a positive tenure recommendation is made.

## 26.§2 REQUIREMENTS FOR SABBATICAL LEAVES.

26.§2.1 *Duration.* The sabbatical project shall require a lengthy period of continuous release from normal faculty responsibilities, at least one (1) full semester, and shall not be accomplishable in shorter intervals or with other forms of assistance already available for professional growth (e.g., the summer I or summer II sessions, faculty research grants, assigned or released time, etc.).

26.§2.2 *Finances.* Applicants for sabbatical leaves shall inform Western of other salaries, grants, fellowships, or financial support they expect to receive or do receive during the period of leave. The total funding from such sources and the sabbatical grant from the University shall not exceed the faculty member's salary, research expenses, travel, and relocation costs associated with the leave.

26.§2.3 *Return.* A person granted sabbatical leave shall agree to return to his/her University duties for at least two (2) academic years or the equivalent following the leave. This requirement may be waived in whole or in part at the sole discretion of Western. A faculty member who fails to return to his/her employment at the expiration of his/her sabbatical, shall be deemed to have voluntarily resigned his/her position unless unable to return by reason of injury or illness.

26.§2.4 *Report.* Recipients of sabbatical leaves shall file a written account of their sabbatical activities and accomplishments with their chair, their dean, and the University Sabbatical Leave Committee. Such reports will become a permanent part of the faculty record.

26.§2.5 *Restrictions.* Teaching assignments through Western shall be precluded during the period of the sabbatical.

### 26.§3 SELECTION PROCESS.

#### 26.§3.1 *Department and College Review.*

26.§3.1.1 Each department shall establish and set forth in its Department Policy Statement the procedures and criteria by which department recommendations for sabbatical leaves shall be made. The criteria shall include the proposal's merits: (a) in its own right, (b) for the individual, and (c) for the University, and shall be evaluated according to these criteria and the prospect of success of the sabbatical.

26.§3.1.2 Applications and proposals for sabbatical leave shall be submitted by the faculty member to the department according to established deadlines. The appropriate department committee shall review all applications and proposals and forward its recommendations in priority order to the department chair.

26.§3.1.3 The department chair shall review all department recommendations and forward them to the dean, indicating in each case his/her recommendation on each proposal. The department chair shall also submit to the dean a specific written proposal for reallocation of the workloads of faculty members recommended for sabbatical leaves.

26.§3.1.4 It shall be the responsibility of the dean to: (a) review all recommendations received; (b) determine whether the granting of the approved leave(s) would seriously impair the department's effectiveness; and (c) forward to the University Sabbatical Leave Committee all recommendations and proposals received, and his/her recommendations in ranked order of priority, with concurrent notice to each applicant and appropriate department chair of his/her recommendation. Notification of the ranking to the faculty member shall not be necessary.

#### 26.§3.2 *The University Sabbatical Leave Committee.*

26.§3.2.1 The University Sabbatical Leave Committee shall be a standing committee consisting of one faculty member elected from each college, and one representative of the unaffiliated units, serving staggered three (3) -year terms to assure continuity. The committee shall select its chair. The provost shall be responsible for certification of the committee's membership and convening the first meeting each year.

26.§3.2.2 The committee shall evaluate all proposals forwarded by both departments and deans to assure that they meet established University criteria and that the total number granted in any one (1) year would not adversely affect the institution's academic program. They shall then submit their recommendations to the provost for his/her decision, which shall be forwarded to the Board of Trustees. The number of awards granted shall not be less than a number equal to four percent (4%) of the bargaining unit faculty member, provided that the number of proposals acceptable to the University Sabbatical Leave Committee reaches the calculated four percent (4%) figure.

26.§3.2.3 The committee shall inform each applicant whether the committee is or is not recommending that his/her application be approved, with concurrent notice of said decision to the department chair and the dean. Appeals to the committee shall be in accordance with procedures developed by the committee. The committee shall not recommend and/or entertain revised proposals that differ from those submitted initially.

26.§3.2.4 The committee shall publish annual reports to the faculty, the provost, and the Chapter on the results of the selection process, and shall keep on file a cumulative record of those reports.

26.§3.2.5 The committee shall be responsible for reviewing and recommending revision of sabbatical leave policies and practices to the provost and the Chapter, who, by their joint approval of any such recommendation, may revise the policy or practice.

26.§3.3 *Calendar.* Applications and proposals must be filed with the department no later than October 1 of the year preceding the fiscal year of the effective leave. Proposals forwarded by the department and the department chair shall reach the dean no later than November 1, and the dean's recommendations and proposals shall reach the University Sabbatical Leave Committee no later than November 15; the committee's recommendations shall reach the provost no later than December 15. The provost shall inform the faculty member of his/her final recommendation no later than January 31. Final recommendations shall be submitted at the next scheduled Board of Trustees meeting after January 31.

#### 26.§4 FUNDING AND DURATION ..

26.§4.1 *Duration Alternatives.* Duration alternatives shall be permissible as follows:

26.§4.1.1 A faculty member may apply for a non-sequential, two-semester sabbatical leave (i.e., fall followed by fall, spring followed by spring, or spring followed by fall). When granted, such leave shall not extend beyond a period of two fiscal years. Such accommodations are rare and shall be approved when these arrangements lessen the disruption of academic programs, or when the nature of the

faculty member's proposed sabbatical leave activities is dependent on such alternative arrangements (e.g., to facilitate longitudinal research). When such arrangements are recommended and forwarded by the dean and approved by the provost, eligibility for a subsequent sabbatical shall be determined from the end of the year in which the final semester of leave occurred. If the leave is awarded, the faculty member shall receive a sabbatical grant of seventy-five percent (75%) of his/her base salary for the period of the sabbatical.

26.§4.1.2 A faculty member shall have the option of taking a one (1) semester sabbatical leave and receive a sabbatical grant of one hundred percent (100%) of his/her base salary in lieu of a two (2) semester sabbatical leave of either a sequential or non-sequential type. If awarded, eligibility for a subsequent sabbatical leave shall be determined from the end of the academic year in which the one-semester sabbatical leave was taken.

26.§4.2 *Sabbatical Delay.* The effective date of an approved sabbatical may be delayed for one (1) year if the contracted arrangements with an external agency necessary for the successful completion of the sabbatical are canceled or political strife, natural disaster, or economic disruption endangers the safety and well-being of the faculty member at the approved sabbatical site. Requests for such delays must include proposed options to the approved sabbatical and recommendations to minimize the disruption of academic programs. Such delays require the approval of the department chair, the college dean, and the provost, as well as the Board of Trustees.

26.§5 SABBATICAL LEAVE REPLACEMENT FUND. Western shall allocate at least one hundred thousand dollars (\$100,000) to the Sabbatical Leave Replacement Fund for each year of this Agreement to supplement, but not supplant, salary residuals of faculty on sabbatical leave. Any unused portion in the fund at the close of the fiscal year shall be made available for allocation in the next fiscal year.

26.§5.1 Western shall prepare and distribute to the Chapter an annual report setting forth the distribution of the sabbatical leave replacement funds to the colleges.

**ARTICLE 27**  
**LEAVES OF ABSENCE**

27.§1 ANNUAL LEAVE

27.§1.1 Western shall provide annual leave to those bargaining-unit faculty on full-time fiscal-year appointments according to the following schedule:

<b>Length of Service</b>	<b>Lump Sum Allotment (Hours) Per Fiscal Year</b>	<b>Maximum Accumulation</b>	<b>Maximum Pay-Off</b>
0-5 years (0-60 months)	20 days (160 hours) <sup>1</sup>	224 hours	200 hours
6-10 years (61-120 months)	22 days (176 hours)	224 hours	200 hours
11-20 years (121-240 months)	24 days (192 hours)	224 hours	200 hours
20 or more years (241 or more months)	25 days (200 hours)	224 hours	200 hours

A fiscal-year faculty member may carry-over into the following fiscal year up to twenty-four (24) hours of Annual Leave. On July 1 of each fiscal year, the faculty member will be credited with his/her entire (based on Length of Service) fiscal year Lump Sum Allotment.<sup>1,2</sup>

27.§1.2 *Use of Annual Leave.* The following conditions will obtain relative to the faculty member's use of annual leave or Western's payment thereof to survivors.

27.§1.2.1 *Use of Leave.* Faculty who retire, who resign their employment, or who transfer from a fiscal-year to an academic-year position are expected to use all of their annual leave prior to the effective date of retirement, resignation, or transfer.

27.§1.2.2 *Pay Off.* In the event that circumstances associated with this position change or preclude such usage, faculty who retire, resign or transfer shall, at the time of such retirement, resignation, or transfer, be compensated<sup>3</sup> for their annual leave as follows:

- Depending on when the employee retires, resigns or transfers during the fiscal year (i.e., his/her length of service during the fiscal year), the employee will be paid his/her unused accumulated Annual Leave from the prior fiscal year which is carried forward to July 1, and a pro-rated amount of his/her unused Annual Leave hours for the current fiscal year maximum payout of 200 hours.

27.§1.2.3 Survivor. The surviving spouse, designated eligible individual or estate of any faculty member who dies shall be paid<sup>4</sup> for all annual leave up to a maximum of two hundred (200) hours.

27.§1.2.4 Termination. Bargaining unit faculty member terminated for any reason will be compensated<sup>5</sup> for their annual leave. Bargaining unit faculty member, any time after being laid off, may elect to be compensated<sup>4</sup> for their annual leave.

27.§2 FAMILY AND MEDICAL LEAVE ACT ("FMLA"). FMLA language from the 2014-2017 Agreement between Western and the Chapter shall be in effect through December 31, 2017. On January 1, 2018, the following shall apply.

The provisions of 27.§2 are intended to comply with the Family and Medical Leave Act of 1993, and any terms used herein will be as defined in the Act. To the extent that these provisions are in violation of the Act, the language of the Act will prevail. The FMLA provisions do not nullify any rights granted under other sections of Article 27, Leaves of Absence, or other provisions of this Agreement. Time off for an FMLA qualifying purpose will be counted as FMLA; FMLA leave runs concurrently with paid leave, including sick, annual, and parental leave.

27.§2.1 *Eligibility*. A bargaining unit faculty member is eligible for a FMLA leave if he/she has been employed by WMU for at least the equivalent of one academic year during the prior twelve (12) months and at least 1200 hours (150 days) during the twelve (12) month period immediately preceding the member's request for leave or the date on which the leave commences, whichever comes first.

27.§2.2 *Purpose*. An eligible bargaining unit faculty member will be granted up to twelve (12) workweeks of unpaid FMLA leave during any twelve (12) month period for one or more of the following events:

27.§2.2.1 for the birth of a son or daughter of the member and to care for such child;

27.§2.2.2 for the placement of a child with the member for adoption or foster care;

27.§2.2.3 to care for a spouse, designated eligible individual, child, or parent of the member or a parent of the member's spouse or designated eligible individual if the former has a serious health condition; or

27.§2.2.4 because of a serious health condition of the member which renders him/her unable to perform the functions of the member's position. The bargaining

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<sup>1</sup> An employee on unpaid leave as of July 1 will – upon returning to payroll - receive

<sup>2</sup> New hires will receive a prorated Annual Leave Lump Sum Allotment

<sup>3</sup> Annual leave payoff is made as a contribution by Western to a 403 (b) special pay plan account established on the faculty member's behalf, to the extent allowable by plan provisions. Contributions in excess of the 403 (b) plan limit, if any, will be made by Western to a 425 (m) plan account.

<sup>4</sup> See fn. 3.

<sup>5</sup> See fn. 3.



unit faculty member will be required to use his/her sick leave (Section 27.7) when absent on approved FMLA. Upon exhausting all available sick leave, the faculty member may be eligible (if he/she still has FMLA time remaining) for continued unpaid leave under FMLA.

27.§2.3 *Benefits.* The taking of a FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced, provided, however, that nothing in this sentence shall be construed to entitle any bargaining unit faculty member who returns from leave to the accrual of any seniority or employment benefits during the period of the leave, or to any right, benefit, or position other than that to which the member would have been entitled had the member not taken the leave.

27.§2.4 *Return to Position.* Bargaining unit faculty members who take a FMLA leave for the intended purpose of the leave shall be entitled, on return from the leave, to be restored by the Employer to the position of employment held by the member when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If an equivalent position is provided, the bargaining unit faculty member will be restored to the original position in a timely manner.

27.§2.5 *Health Benefits.* During the period of a FMLA leave, Western shall maintain coverage under any group health plan as defined by the FMLA for the duration of such leave and at the level and under the conditions of the coverage that would have been provided if the member had continued in employment for the duration of the leave. Western shall have the right to recover the premiums paid for maintaining coverage for the employee under such group health plan during the period of a FMLA leave if the member fails to return to work for reasons other than the continuation, recurrence, recovering, or onset of a serious health condition entitling the member to leave under 27.§7.2, use of sick-leave credit or other circumstances beyond the member's control. In this situation, Western may require certification of inability to return to work as specified and allowed by the FMLA.

27.§2.6 *Annual Leave.* If the requested leave is for the birth/care of a child, the placement of a child for adoption or foster care, or to care for a spouse, designated eligible individual, or child who has a serious health condition, the bargaining unit faculty member is required to exhaust any available paid annual leave (fiscal-year faculty only) and necessity leave and paid parental leave concurrent with up to twelve (12) weeks of FMLA leave.

27.§2.7 *Birth Year.* An unpaid family leave of up to twelve (12) workweeks for the birth/care of a child or for the placement of a child for adoption or foster care may be taken at any time within the twelve- (12) month period which starts on the date of such birth or placement of adoption or foster care. However, regardless of when the leave commences, it will expire no later than the end of the twelve (12) month "birth year." For example, a bargaining unit faculty member who requests a leave at the start of the eleventh month [of the twelve (12) month birth year counted from the date of birth or placement] is entitled to only eight (8) workweeks of unpaid leave (months 11 and 12). Upon request of the bargaining unit faculty member and the recommendation of the department, the dean may

approve an unpaid leave, as specified in Section 27. §3, to immediately follow the FMLA leave.

27.§2.8 *Spouses Employed.* Spouses, both of whom are employed by Western, are limited to a combined total of twelve (12) workweeks of unpaid leave during any twelve- (12) month period for the birth/care of their child, placement of the child for adoption or foster care, or for the care of a parent with a serious health condition. However, each bargaining unit faculty member may use up to twelve (12) workweeks of unpaid leave during any twelve- (12) month period to care for her/his child or spouse who is suffering from a serious health condition.

27.§2.9 *Notification of Birth.* An eligible bargaining unit faculty member who foresees that he/she will require a leave for the birth/care of a child or for the placement of a child for adoption or foster care must notify, in writing, the department chair and dean, not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, the bargaining unit faculty member must provide as much written notice as is practicable under the circumstances.

27.§2.10 *Notification of Medical Treatment.* An eligible bargaining unit faculty member who foresees the need for a leave of absence due to planned medical treatment for her/his spouse, designated eligible individual, child, or parent, should notify, in writing, the appropriate department chair and dean as early as possible so that the absence can be scheduled at a time least disruptive to the University operations. Such a member must also give at least thirty (30) calendar days written notice unless impractical, in which case the bargaining unit faculty member must provide a written notice as circumstances permit.

27.§2.11 *Health Provider's Statement.* If the requested leave is to care for a spouse, designated eligible individual, child, or parent who has a serious health condition, the bargaining unit faculty member may be required to file with Western in a timely manner a health care provider's statement that the member is needed to care for the son, daughter, spouse, designated eligible individual, or parent and an estimate of the amount of time that the member is needed for such care.

27.§2.12 *Alternative Assignment.* Under normal circumstances, a class should be conducted from beginning to end by a single instructor. Leaves taken under this article have the potential of disrupting classes, since more than one instructor will teach the classes. In order to keep this disruption to a minimum, Western may deem it wise not to return the faculty member to the classroom for the conclusion of the semester in which a leave is taken. In these cases Western may require the faculty member to transfer temporarily to an alternative position, offered by Western, for which the member is qualified and which has equivalent pay and benefits.

27.§2.13 *Intermittent Leave.* A leave taken under 27.§2.2.1 or 27.§2.2.2 above shall not be taken intermittently or on a reduced leave schedule unless Western and the bargaining unit faculty member agree otherwise. Subject to the limitations and certifications allowed by the FMLA, a leave taken may be taken intermittently or on a reduced leave schedule

when medically necessary, provided, however, that where such leave is foreseeable based upon planned medical treatment, Western may require the member to transfer temporarily to an available alternative position offered by Western for which the member is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the member's regular position.

27.§2.14 *Inform Western.* A bargaining unit faculty member on an approved FMLA leave should keep the department chair informed regarding her/his status and intent to return to work upon conclusion of the leave.

27.§2.15 *Opinion Verification.* In any case in which Western has reason to doubt the validity of the health care provider's statement or certification for leaves taken under 27.§2.2.4, Western may, at its expense, require a second opinion. If the second opinion differs from the first, a third opinion from a health provider mutually acceptable to Western and the Chapter will be provided at Western's expense. The opinion of the third health provider will be final.

27.§3 LEAVE OF ABSENCE WITHOUT PAY. When unpaid leaves are granted, Western shall notify the faculty member, in writing, of all conditions of the unpaid leave. An unpaid leave of at least one year shall not be counted as a year in a probationary faculty member's probationary period and shall not be counted as a year in rank for promotion if approved with these provisions by Western. It shall be counted as a year of service as defined in provisions of this Agreement related to layoff and retirement. The faculty member shall receive no compensation from Western during the unpaid leave, but may maintain his/her health and life insurance as defined in this Agreement at his/her own expense. In addition, a faculty member on an approved unpaid professional leave of absence may maintain his/her long-term disability insurance at his/her own expense for a period not to exceed twelve (12) months. Faculty members on leave of absence without pay will not accumulate sick leave credit during such leave. If a request for leave is rejected, Western will notify the faculty member, in writing, of the reasons for rejection.

27.§3.1 *Personal Leave.* A faculty member granted an unpaid leave for personal reasons shall not be entitled to a salary increment during the leave period.

27.§3.2 *Professional Leave.* A faculty member granted an unpaid leave for the purposes of research, advanced study, or other professional development activities shall, upon return to duty, be entitled to the same salary increment that would have been awarded if he/she had been on regular duty during the period of the leave. Such leave time may, upon department recommendation and the mutual agreement of Western and the faculty member, be counted toward length of service in rank under the qualifying criteria for promotion and/or (where applicable) toward the completion of his/her probationary period, in either instance said time not to exceed one (1) year.

27.§3.3 *Employee Status.* A faculty member on approved leave shall continue to be deemed an employee of Western. A faculty member who fails to return to his/her employment at the expiration of a leave shall be deemed to have voluntarily resigned his/her position unless unable to return by reason of injury or illness.

27.§4 LEAVE FOR COURT-REQUIRED SERVICE. A faculty member who, during an academic period during which he/she is scheduled to work, is summoned and reports for jury duty or is subpoenaed as a witness in a legal action to which he/she is not a party shall immediately notify the department chair of this obligation. The faculty member shall receive his/her regular rate of pay in addition to any amount received for serving as a juror or witness. The foregoing provision shall not apply if the faculty member is a plaintiff or is voluntarily testifying for the plaintiff against the University in a legal action. A faculty member serving jury duty or as a subpoenaed witness is expected to report for regular University duty when his/her attendance at court is no longer required.

27.§5 FUNERAL LEAVE. Western shall grant bargaining unit faculty members up to, but not to exceed, five (5) consecutive University business days of funeral leave with pay to make arrangements for, and to attend, the funeral of a member of his/her immediate family. The immediate family is defined by University policy to include current spouse, designated eligible individual and the faculty member's and his/her current spouse's or designated eligible individual's children, parents (including stepmothers and stepfathers), grandparents, grandchildren, siblings (including stepsisters and stepbrothers). Request for funeral leave shall be made to the appropriate administrator. If funeral attendance requires extensive travel or involves unusual circumstances, the faculty member may request additional unpaid leave from the department chair.

27.§6 MILITARY LEAVE.

27.§6.1 *Military Service*. The reinstatement of rights of any regular faculty member who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

27.§6.2 *Annual Military Duty*. A faculty member who is ordered to active duty during an academic period in which he/she is scheduled to work, upon his/her written request, shall be granted a military leave of absence, normally not to exceed fifteen (15) business days in any fiscal year (July 1 through June 30), to engage in a temporary tour of duty with the National Guard or any recognized branch of the United States Military Service. Such leave shall be credited as continuous service with the University. The faculty member shall be paid the difference between his/her regular rate of pay and the amount received for military duty.

27.§7 SICK LEAVE.

27.§7.1 *Sick-leave Credit*. Paid sick leave will be credited to the following categories of faculty as hereinafter specified:

27.§7.1.1 All full-time, fiscal-year faculty members will be credited with available sick-leave benefits on the basis of .05 hours for each hour paid. Crediting of available sick-leave benefits will be at least four (4) or more hours per pay period.

Crediting of available sick-leave benefits will not exceed an accumulation in excess of one hundred four (104) hours per year up to a maximum of two hundred sixty (260) days, provided that the accumulation for any year shall not exceed thirteen (13) days nor shall the total accumulation of unused sick leave exceed two hundred sixty (260) days.

27.§7.1.2 Full-time Academic-Year Faculty. Sick leave for full-time academic-year faculty shall be credited on the basis of five (5) days per semester (fall and spring) and two and one-half (2½) days per session (summer I and summer II). Credit for sick leave will be granted at the start of each semester or session. Sick leave will be permitted to accumulate to a maximum of thirteen (13) days per fiscal year but not to exceed a total of two hundred (200) days.

27.§7.1.3 Proportional Appointment. All regular Board-appointed faculty with a proportional appointment shall be credited with sick-leave benefits in proportion to the time worked relative to full-time teaching load.

27.§7.1.4 Accumulation of Credits While Absent due to Illness. Bargaining unit faculty members entitled to the accumulation of sick-leave credits under this article will continue to accrue one-half (½) day thereof per pay period as long as they are on the active payroll even though they are absent from duty because of illness or injury.

27.§7.2 *Use of Sick-leave Credit.* Sick leave may be used in any period of the year in which a faculty member is on the active payroll and is scheduled to work, but only for the number of days the faculty member is scheduled to receive remuneration, subject to the following provisions:

27.§7.2.1 A faculty member on fiscal-year appointment may not use more than two hundred sixty (260) accumulated sick-leave days during any fiscal year (July 1 through June 30).

27.§7.2.2 A faculty member on academic-year appointment may not use more than two hundred (200) accumulated sick-leave days during any fiscal year (July 1 through June 30).

27.§7.2.3 All absences of the teaching faculty due to illness or injury of one (1) day or more will be debited against the faculty member's accumulated bank of sick leave, regardless of whether his/her department absorbs his/her workload or the University provides a substitute. The declaration of sick leave shall be made by the day, and such deduction shall be made on the basis of availability for work to the University and not time scheduled for classes.

27.§7.2.4 Nothing in this article shall be interpreted to mean that all absences of bargaining unit faculty members due to illness, injury, or medical treatment shall

not be debited against the faculty member's sick-leave bank based upon the accumulated time of absence during the relevant pay period.

27.§7.2.5 Brief absences due to medical or health care appointments shall not be debited against the faculty member's sick-leave bank unless they conflict with regularly-scheduled work assignments (e.g., teaching, reference desk shifts, counseling appointments).

27.§7.2.6 Bargaining unit faculty member shall be permitted to use sick leave for an immediate family member's illness and doctor or dentist appointments, for up to five (5) days per year for academic-year faculty and eight (8) days for fiscal-year faculty, and provided that the family member resides in the household of the bargaining unit faculty member. "Immediate family" is defined as the bargaining unit faculty member's spouse, designated eligible individual and the employee's or current spouse's, designated eligible individual's children, mother, or father. Sick-leave usage can, at no time, exceed an individual's accumulated balance.

27.§7.2.7 Instead of paid parental leave (the faculty member may exercise his/her rights under 27.§7.2.7 or 27.§8 but not both), bargaining unit faculty member shall be permitted to use sick leave for up to thirty (30) days in a rolling year (all qualifying time will be counted as FMLA if for an FMLA qualifying purpose): (a) for the birth of a son or daughter of the member and to care for such child; (b) for the placement of a child with the member for adoption or foster care; or (c) to care for a spouse, designated other (36.§11), child, or parent who has a serious health condition and who resides in the same household as the member. For bargaining unit faculty member with classroom teaching responsibilities (includes online teaching) the use of additional sick leave may be extended through the end of the current semester and, where appropriate (and with approval of the provost), into the subsequent semester. Any exceptions to this policy must have prior approval from the provost. Bargaining unit faculty member shall be permitted to use sick leave for an additional five (5) days in a rolling year in situations (a) and (b).

27.§7.2.7.1 The residency in the same household requirement in 27.§7.2.7 shall be waived in the case of a parent, or a child under the age of 19.

27.§7.2.7.2 Bargaining unit faculty member, in their first two years, after exhausting any available sick leave and necessity leave, may, upon recommendation of the chair and approval of the dean, be granted up to an additional ten (10) days of paid leave for the purposes specified in 27.§7.2.7.

27.§7.2.8 If a faculty member elects to use sick leave while off duty because of a compensable injury and receives his/her full salary, part of the sick-leave credit may be regained by depositing his/her Workers' Compensation check with the University. Sick-leave credit will be computed by dividing the total of Workers' Compensation payments by the faculty member's rate of pay per day

27.§7.2.9 Western reserves the right to request a physician's statement or sworn affidavit that the claim for sick leave is *bona fide* as a condition precedent to the allowance of paid sick leave.

27.§7.2.10 A bargaining unit faculty member returning from a medical leave of absence of any kind in excess of ten (10) consecutive business days, except for court-required services leaves, funeral leaves, and personal leaves, may be required to furnish a physician's statement as to his/her condition, if Western has reasonable grounds to believe the bargaining unit faculty member may have a medical problem. If medically determined (using the provisions in 27.§2.15) that the member's condition would interfere with performance of his/her regularly assigned duties, or if the duties might result in aggravating the member's condition, reasonable restrictions may be placed on the resumption of duties or may result in the alteration of the bargaining unit faculty member's duties.

27.§7.2.11 When a bargaining unit faculty member has used all of his/her sick-leave credit, he/she will be removed from the payroll until he/she returns to duty.

27.§7.2.12 When bargaining unit faculty members agree to teach classes for colleagues who are using funeral leave or sick leave and who are having their accumulated sick-leave debited for such leave, they (the bargaining unit faculty teaching) shall be paid at least sixty dollars (\$60.00) for each fifty- (50) minute class period. Substitute appointments shall be the responsibility of the chair after receiving timely notification by the affected faculty member.

27.§7.3 *Pregnancy and Childbirth Leave.* Western shall treat absences due to illness or disability associated with pregnancy or childbirth in the same way as absences due to illness or disability for other reasons.

27.§7.4 *Modified Duties Assignment for Childbearing and Child Care.* Bargaining unit faculty members who use paid parental leave (Section 27.8) are not eligible for a modified duties assignment for childbearing and child care.

27.§7.4.1 Upon the request of the bargaining unit faculty member, and with prior approval by the provost, a member of the bargaining unit who has primary responsibility for the care of an infant for the period before and/or immediately following birth of a child or adoption of a child under age five, will be granted a semester of modified duties in order that the parent can prepare and/or care for the infant or child. For adoption of a child age five or older, any reduction or modification in duties is at the discretion of the chair and dean.

27.§7.4.2 The duration of the modified duties assignment may not exceed one semester, including the anticipated short-term disability leave for pregnancy, childbirth, and recovery there from, and should normally coincide with the beginning and ending dates of the semester. Whenever possible, requests for

modified duties status should be submitted, in writing, to the chair and dean at least two months prior to the start of the requested leave, and must include a certified statement by the bargaining unit faculty member certifying that he/she is assuming primary responsibility for the care of an infant or child.

27.§7.4.3 A modified duties assignment may take two forms. For a modified duties assignment in which the equivalent of a full workload is performed, e.g., an alternate-year position, no adjustment in compensation or future assignments may be required. For a modified duties assignment in which a reduced workload is arranged, some adjustment in compensation and/or in-load teaching or other assignments as described in 27.§7.4.5 below, will be required. It is the responsibility of the bargaining unit faculty member to work with the chair and dean to develop an acceptable modified duties plan. The provost or his/her designee must approve conditions and responsibilities of the modified leave status.

27.§7.4.4 During that portion of the semester that they are not away on disability leave, bargaining unit faculty members on modified duties status will be expected to carry out their professional responsibilities as stipulated in the arrangements made with the chair and dean and approved by the provost.

27.§7.4.5 Bargaining unit faculty members on grant/contract appointments may apply for modified duties when the granting of the duties would not be detrimental to the fulfillment of the external grant or contract.

27.§7.4.6 If, in the opinion of a bargaining unit faculty member and the Chapter, the bargaining unit faculty member has been improperly denied modified duties, a grievance may be filed for the purpose of requesting a reconsideration.

27.§8 PARENTAL LEAVE. Effective January 1, 2018, Western shall provide paid parental leave to eligible full-time bargaining unit faculty members. A faculty member becomes eligible twelve months (1 year) after the date of his/her initial appointment.

27.§8.1 Paid parental leave shall be granted upon the request of a bargaining unit faculty member who has primary responsibility for the care of an infant for the period immediately following the birth of a child or adoption of a child under age five (5) (provided the child is not attending daycare, preschool or school five [5] or more hours per day on week days). Paid parental leave may be used during any period of the year in which the faculty member is scheduled to work his or her regularly-scheduled workload (i.e., summer sessions for academic year faculty not on an alternate-academic year schedule are excluded).

27.§8.2 An eligible bargaining unit faculty member may be granted up to six (6) weeks of paid parental leave. In situations where both parents are eligible bargaining unit faculty members, a combined six (6) weeks of paid parental leave may be granted.

27.§8.3 Sick leave and annual leave are not used to extend paid parental leave. Paid parental leave is used in lieu of sick or annual leave.



27.§8.4 When foreseeable, a bargaining unit faculty member shall provide his/her Department Chair with at least a sixty (60) -day written notice of the intent to use paid parental leave. If not foreseeable, the bargaining unit faculty member must provide as much written as is practical under the circumstances. Requests to use paid parental leave should be accompanied by proof of adoption or pregnancy/birth (proof may be requested/required by Western), including the projected adoption/delivery date. Faculty are encouraged to consult their Chair when requesting/scheduling paid parental leave so that disruption to the department and students can be minimized.

27.§8.5 Pay and benefits remain the same while on paid parental leave. Use of paid parental leave may affect the tenure clock (See, Section 17.2.4.2).

27.§8.6 Paid parental leave cannot be used intermittently or for ongoing child care.

27.§8.9 NECESSITY LEAVE. In case of a personal necessity, a faculty member shall, with the approval of the department chair, receive a short-term leave with full compensation of up to five (5) business days, excluding Saturdays, Sundays, and University-recognized holidays. This leave is available on an annual basis and is noncumulative.

27.§10 LEAVE OF ABSENCE FOR POLITICAL OFFICE. In the event a faculty member decides to become a candidate for public office, it is professional courtesy that the faculty member informs the department chair or director of this intention. In the case of a candidacy for any office, the faculty member shall either continue to perform all duties, or take a leave of absence without pay. The faculty member shall inform the department chair or director and appropriate department committee in the event of his/her election to a full-time public office, and the faculty member shall request a leave of absence without pay. No such leave of absence shall be extended beyond two (2) years. In the case of a part-time office, such as membership on city councils, school boards, boards of supervisors, etc., a leave of absence may not be required.

## **ARTICLE 28**

### **ACCOMMODATION FOR DISABILITY**

28.§1 DEFINITION. The Americans with Disabilities Act (ADA extends civil rights protection in hiring, promotion, and other terms of employment by barring discrimination against an individual because of a disability, perceived disability, a record of a disability, or a relationship to someone with a disability. Companion state legislation is defined in the Michigan Handicappers Civil Rights Act, and the provisions in both pieces of legislation pertain to Western.

28.§1.1 An employee with a disability, which is defined as a physical or mental impairment which substantially limits one or more of the major life activities, is protected by the ADA if he/she is otherwise qualified for the position at issue and is able to perform the essential functions of that position with or without accommodation. With certain exceptions defined by law, such an employee is entitled to reasonable accommodation of any disability.

28.§1.2 On the basis of the ADA, an identified disability is a physical or mental impairment which substantially limits one or more of the major life activities. The act provides for reasonable accommodation or change in work environment, without imposing undue hardship on the institution or threatening the safety of co-workers, but which will allow an otherwise qualified individual to perform the essential functions of the position. The individual must be qualified to perform the essential or fundamental functions, as opposed to marginal duties, associated with the position and to be able to perform such functions with or without a reasonable accommodation.

28.§2 PROCEDURE. The University will establish both a procedure and a process for reviewing requests and awarding appropriate accommodations to bargaining unit faculty members with an identified disability under this law. These procedures include periods of review, which are intended to establish a timely process, but given the nature of the requests and complexity of medical matters, both parties agree to extend the time limits based upon a reasonable request by the other party.

28.§2.1 The University will identify an ADA officer and appoint a review committee of five (5) persons which shall include representatives from the offices of: 1) the General Counsel; 2) the Health Center; 3) the Provost; 4) Human Resources; and 5) the relevant college or other administrative officer.

28.§2.2 The committee members need not be standing members and may vary with the nature of the disability and/or requested accommodation.

28.§2.3 The ADA officer will receive all requests for accommodation by bargaining unit faculty members under this act and will provide or make arrangements for an accommodation or schedule and hold a review meeting to review that request within ten (10) business days of the receipt of the request.

28.§3 MEDICAL OPINION. If any difference of opinion between the review committee and the bargaining unit faculty member is based upon the nature or interpretation of a medical opinion, Western shall ask for a review by a second health professional as appropriate to the disability. If the second opinion disagrees with the first, a third shall be identified by mutual agreement of the Chapter and the opinion solicited shall be final and binding upon both parties. Such opinions shall not be solicited from an employee or an independent contractor with an established relationship to the University. Such requests and reviews must be completed in a timely manner to meet, as closely as is reasonable, the schedule of the review process. The professional decisions may not be grieved at any time under the grievance process described in this Agreement.

28.§4 REQUEST. A request for accommodation under the ADA law shall include:

28.§4.1 an identification and/or description of the disability supported by a health professional's statement or other proof of disability;

28.§4.2 an assertion of the manner in which the disability interferes with the functions of the position;

28.§4.3 a description of the preferred accommodation; and

28.§4.4 the request shall be identified as a request for an accommodation under the ADA law, must be made within 182 days after the need for accommodation becomes known, shall be presented to the ADA officer as a complete and written document which includes the components in 28.§4.1, 4.2 and 4.3 cited above, and shall be signed by the bargaining unit faculty member.

28.§5 APPEAL. If the bargaining unit faculty member is dissatisfied with the accommodation, he/she may request an appeal conference with the review committee within fifteen (15) business days after the initial decision by that review committee, and the ADA officer shall schedule a review committee meeting within seven (7) business days of the request. After the appeal conference with the committee, the ADA officer shall prepare the final decision rendered by the committee and so notify the bargaining unit faculty member within five business days. The decision by the review committee following the appeal shall be considered final and shall not be grieved through the grievance process recognized in this Agreement.

28.§6 TERMINATION FOR DISABILITY. A faculty member may be terminated by Western whenever he/she is unable for a period of two consecutive academic years, by reason of a health disability, to perform satisfactorily, with or without reasonable accommodation, the essential functions of the position for which they were employed or the essential functions of a vacant position for which they are qualified and eligible pursuant to the terms of the collective bargaining agreement. During this two-year period, Western will consider reassignment and retraining before making a decision to terminate the employee.

28.§6.1 Before a faculty member can be so terminated, he/she must be notified of the action proposed, supplied with a general summary of the evidence of the disability, and offered an opportunity to consult with the administrative officer who proposed to terminate for such a reason. A copy of such notification and general summary shall be sent to the Chapter at that time.

28.§6.2 If, after such consultation, the disability is disputed by the faculty member, he/she shall be given an opportunity to respond fully with all relevant evidence concerning the issue of disability. The faculty member shall have the option of assistance by another faculty member and/or by legal counsel.

28.§6.3 Following consultation and response, and consideration of any first health care provider opinions supplied by the bargaining unit faculty member, if a dispute exists as to whether the bargaining unit faculty member is disabled, Western may require, at the expense of Western, that the bargaining unit faculty member obtain the opinion of a second health care provider, designated or approved by Western.

28.§6.4 In any case where the second opinion so obtained differs from the first opinion originally offered by the bargaining unit faculty member in support of his/her position that he/she is not disabled, then Western may require, at the expense of Western, that the

bargaining unit faculty member obtain the opinion of a third health care provider jointly approved by Western and the Chapter. The opinion of the third health care provider shall state whether or not the bargaining unit faculty member is disabled under the standard outlined above, and the opinion shall be final and binding on Western, the Chapter, and the bargaining unit faculty member, and shall not be subject to the grievance procedure.

## **ARTICLE 29** **ADDITIONAL EMPLOYMENT**

29.§1 **PRINCIPLE.** The faculty member's primary professional responsibility is to perform satisfactorily all of his/her University duties and assignments; therefore, Western expects that no faculty member will engage in any employment or activity that may prevent him/her from fulfilling that obligation.

29.§2 **PROFESSIONAL WORK.** Professional activities for financial gain such as writing, consultation, research, and artistic activities are desirable when not pursued to the extent that they interfere with the discharge of professional responsibilities and duties required by this Agreement. Faculty members may engage in professionally-relevant employment inside or outside the University without restriction during those academic semesters or sessions in which they are on appointment, provided that:

29.§2.1 The faculty member advises the department chair of the employment. Faculty already engaged in any additional employment inside or outside Western shall notify their chair as soon as it is practical, but no later than October 1 each year. Faculty who begin employment during the life of this Agreement shall notify their chair in advance. If advance notice is not possible, notice to the chair shall be given as soon as possible;

29.§2.2 The department chair, the dean, or the provost may require the faculty member to cease such employment if it interferes with the normal duties of the faculty member;

29.§2.3 Any and all use of the University's personnel, facilities, services, or equipment in conjunction with a faculty member's additional employment be approved by Western, in writing, in advance of such use; and

29.§2.4 Arrangements for the use of University personnel, facilities, services, or equipment shall provide for reimbursement of costs and overhead to the University.

29.§3 **LARGE-SCALE AND UNIVERSITY CONTRACTUAL SERVICE.** When the University undertakes to render service to its various constituencies and clients, such service should be on a contractual basis to permit the hiring of additional personnel or the temporary replacement of personnel to balance any loss in needed internal services. Large-scale service to the community, to industry, or to government should be a matter of regular institutional planning and compensation, not outside employment. Thus, any request by a faculty member for approval to contract for large-scale services shall first require a determination that the matter is not a proper subject for a University contract. The department chair and the dean shall meet with the faculty member to review the proposed project. If it is agreed that the proposed project is a proper subject

for contractual service, a contract shall be executed between the University and the client for the proposed services, and the client shall pay all fees and reimbursements.

29.§3.1 *Private Work* . In the event that the department chair, the dean, and the faculty member determine that the proposed project is properly a private one, approval may be granted subject to the following conditions:

29.§3.1.1 That the project shall not interfere with the normal duties of the faculty member;

29.§3.1.2 That there shall be no conflict of interest or promotion of partisan interest;

29.§3.1.3 That the client be informed that the faculty member is acting privately and not as a representative of the institution; that the University is neither liable nor responsible for the performance of the agreement;

29.§3.1.4 That the University's name shall not be used in connection with the project;

29.§3.1.5 That any and all use by the involved faculty member or the client of the University's personnel, facilities, services, or equipment be approved in advance; and

29.§3.1.6 That arrangements for the use of University personnel, facilities, services, or equipment shall provide for reimbursement of costs and overhead to the University.

29.§3.2 *Faculty Recourse*. In the event the faculty member disagrees with Western's interpretation as to whether the proposed project is properly a matter of private or contractual service, the faculty member shall have the right to appeal the matter through the grievance procedure set forth herein.

## **ARTICLE 30** **eLEARNING**

30.§1 **PRINCIPLE**. This article establishes policies, procedures, and compensation guidelines for the development, preparation, presentation, transmission, or re-transmission for eLearning.

30.§2 **DEFINITIONS**. eLearning courses are those where the instructor and the student are separated geographically so that face-to-face communications are limited or non-existent. eLearning at Western includes distance education and open learning.

30.§2.1 **Distance Education**. Distance education means education that uses one or more of the following modalities to deliver instruction to students who are separated from the

instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The modalities used may include:

30.§2.1.1 The internet (online). Any single offering of a course that is delivered through the internet may be further categorized as hybrid or online:

HYBRID: There is a mix of distance and face-to-face instruction, with at least 51% of the instruction online.

ONLINE: No required face-to-face meetings, delivery is all online.

30.§2.1.2 One way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.

30.§2.1.3 Audio conferencing.

30.§2.1.4 Video cassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the modalities listed in sections 30.§2.1.1 through 30.§2.1.3.

30.§2.2 *Open Learning* (Correspondence Education/Courses). Open Learning is defined as education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. With open learning, interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student.

Correspondence courses are typically self-paced.

Correspondence education is not distance education.

Traditional classes and the use of technology to enhance or support instruction do not meet the definitions of distance education, open learning, or eLearning.

30.§3 ACADEMIC FREEDOM. Faculty members engaged in eLearning shall have academic freedom in discussing their subject. Individual faculty members should have the same responsibility for selecting, developing and presenting content or other materials in courses offered through eLearning technologies that they have in those offered in traditional classroom settings.

30.§3.1 eLearning courses will be developed using a Western Michigan University instructional design process, which may include consultation with an Extended University Programs (EUP) online Education Instructional designer and will adhere to agreed upon course development, quality, and program standards established by the academic department and in accordance with university-approved eLearning standards, provided that the standards are consistent with the provisions of this Agreement. eLearning courses and

course materials must be completely developed prior to enrollment. All eLearning courses must meet all copyright requirements, minimum technical standards, be compliant with all accessibility regulations, as well as align with federal, state, and accreditation standards for quality assurance.

30.§3.2 eLearning courses (or modifications thereof) shall comply with all of the standard procedures and criteria for eLearning including but not limited to, faculty involvement at the level of course development and approval, selection of qualified faculty to teach the course, pedagogical determinations about appropriate class size, copyright clearance of instructional material and resources, and oversight of all final course offerings by the appropriate faculty to ensure conformity with previously established traditions of course quality and relevance to programs.

30.§3.3 Oversight by the faculty member's colleagues within the department or program shall be subject to the usual norms and responsibilities of supervision and oversight associated with the functions of the department or program.

30.§3.4 Assistance to faculty members in designing, developing, and assembling learning objects into eLearning courses, and additional services associated with eLearning courses, shall be provided by Extended University Programs. Faculty will have access to software and hardware to develop learning objects supported by Extended University Programs.

30.§4 **WORKING CONDITIONS.** Bargaining unit faculty members shall be given preference over all non-bargaining unit personnel in the presentation and/or implementation of courses. Faculty members shall not be required to teach eLearning courses unless teaching eLearning courses is included in their letter of appointment.

30.§4.1 Determination of class size for an eLearning course will be based on pedagogical and fiscal considerations.

30.§4.2 The initial course content development of an eLearning course usually takes three to six months prior to the course offering, and it may be spread over a year. Course content development often includes: development of a course storyboard outlining instructional strategies; learning outcome assessment methods; communication strategies and opportunities; test banks with feedback prompts; exercises and activities; design and development of learning objects; development of any supplemental learning activities and materials; establishing student expectations and implementing student success/support strategies. Extended University Programs courses where no course content development occurs are not eligible for the course development stipend.

30.§4.3 Faculty members who develop (EUP) fully online courses through Extended University Programs that have been designated by their department chair, in consultation with Extended University Programs, will receive a course development stipend as described in Article 32. §11. A EUP online course will be developed in consultation with a EUP Online Education instructional designer following university-approved eLearning standards, provided that the standards are consistent with the provisions of this Agreement.

The course development stipend will be paid in two equal installments. The first installment will be paid upon completion of developing a course storyboard with the support of a EUP Online Education instructional designer. The second installment will be paid upon completion of the course development process, which includes consultation with an EUP Online Education instructional designer on pedagogy appropriate to eLearning, and after the course has met all copyright, accessibility, and technical requirements. A faculty member has the right to waive (in writing – via a letter of intent) all, or a portion of, the course development stipend.

30.§4.4 Joint course development of eLearning courses is encouraged and faculty members who jointly develop fully online courses will equally divide the course development stipend and intellectual and usage rights to the course, unless otherwise specified in a written agreement.

30.§4.5 A faculty member may develop an eLearning course if the faculty member's department chair has agreed to offer the course online. A faculty member's acceptance of the course development stipend grants Western Michigan University limited rights of usage of those materials including the rights to determine when the course will be offered and the means of delivery, and the faculty member retains the rights to the content and the use of the material as defined in 30.§5.

30.§4.6 eLearning courses may be included as part of the faculty member's regular load, or may constitute an overload, or be a combination of both, as approved by department chair and college dean. Grades will be issued using normal University policies and procedures.

30.§5 INTELLECTUAL PROPERTY. eLearning courses are subject to the terms noted in Article 43.§3 (OWNERSHIP RIGHTS).

30.§5.1 The faculty member (or an appropriate faculty body) who develops course content for use in eLearning shall (absent agreement as set forth in 30.§5.3) exercise control over the future use, modification, and distribution of instructional material, and shall determine whether the material should be revised or withdrawn from use.

30.§5.2 If the Administration assigns a faculty member to teach an eLearning course that contains another Western Michigan University faculty member's copyrighted material, the Administration must obtain written permission from said Western Michigan University faculty member(s), who retains the rights set forth in the Agreement.

30.§5.3 Extended University Programs and the faculty member may enter into an agreement that identifies ownership rights of the faculty member as set forth in 30.§5.1 and Western Michigan University. Such an agreement must be for specific material and voluntarily entered into by the faculty member.



**ARTICLE 31**  
**COMPENSATION GUIDELINES**

31.§1 OPERATIONAL GUIDELINES. The following principles shall apply to faculty compensation:

31.§1.1 The salary assigned for the academic year or for the alternate academic year shall be the academic-year faculty member's "base salary." The salary assigned for the fiscal year shall be the fiscal-year faculty member's "base salary."

31.§1.2 Board-appointed part-time faculty shall receive a *pro rata* salary equal to the percent of a full-time appointment.

31.§1.3 Academic-year faculty, including academic-year non-teaching faculty, who serve full-time in a Summer I or Summer II session, shall receive twenty-two percent (22%) of base salary. Faculty who serve part-time in Summer I or Summer II sessions shall receive a *pro rata* salary equal to the percent of employment, with twenty-two percent (22%) of base salary as the base of proration.

31.§1.3.1 If a faculty member has extra-department support for research during a Summer I or Summer II session, he/she will not be excluded from consideration for teaching assignment during the other session of that year; that is, extra-department support will not be prejudicial to teaching assignments.

31.§1.3.2 Bargaining-unit alternate-academic-year faculty who serve half time on an "off semester" (Fall or Spring) shall receive twenty-two percent (22%) of base salary. Faculty who serve less than half time on the "off semester" shall receive a *pro rata* salary equal to the percent of employment, with twenty-two percent (22%) of base salary as the base of proration.

31.§1.4 Courses offered through the Division of Extended University Programs are taught by bargaining unit faculty member. If all qualified bargaining unit faculty members choose not to exercise their preference rights as specified in Article 41, Preference, a non-unit faculty member may be employed. Teaching assignments are made with the approval of the department chair, the dean, and the Division of Extended University Programs. However, Extended University Programs assignments shall not be disapproved because of reimbursed time to the University except where the WMU Board of Trustees and Administration determines that the Extended University Program assignment interferes with the duties and responsibilities of the faculty member.

31.§1.4.1 Faculty may teach Extended University Programs courses in addition to their regular workload. In general, when Extended University Programs courses are taught in addition to the regular workload, faculty members are limited to teaching one (1) such Extended University Programs course during a semester and, if fully employed, to one (1) such course during Summer I or Summer II session. Pay rates for bargaining unit faculty members who teach in Extended University Programs

on an "overload" basis (in addition to their regular workloads) are specified in Article 32, Economic Compensation.

31.§1.4.2 The Division of Extended University Programs also provides faculty consultants to public schools, community agencies and organizations, and to industrial, business, and professional groups. Fees for such consulting services shall be established by mutual agreement between the bargaining unit faculty members, the Division of Extended University Programs, and the recipient of the services.

31.§1.5 Western may offer, and bargaining unit faculty member may accept, teaching assignments in addition to the maximum load specified herein at the overload rate as specified in Article 32, Economic Compensation.

31.§1.6 Full-time fiscal-year faculty hired or appointed after September 1, 1977, shall receive one hundred and twenty-five percent (125%) of the academic-year base salary. Whenever fiscal-year faculty are returned to academic-year appointments, their salary adjustments will be based on whatever percentage adjustments were made when they are transferred from academic-year to fiscal-year appointments in the first instance. Faculty whose adjustment percentage is unknown shall be converted at the one hundred and twenty-five percent (125%) rate. Faculty serving part-time fiscal-year appointments shall receive a *pro rata* salary equal to the percent of appointment, with one hundred and twenty-five percent (125%) of academic-year base salary as the base of proration.

31.§1.7 Western will use one hundred fifty (150) days per academic year as a basis for calculation of the daily pay rate for academic-year faculty, including salary calculations for faculty who work for less than a complete Fall or Spring semester and calculations of sick-leave pay and payoffs. It is understood that Western's pay period schedule may or may not coincide with the academic year.

31.§2 LIMITS OF COMPENSATION. The following limits shall apply to faculty compensation:

31.§2.1 Without the express and written permission of the provost, no faculty member shall earn more than one hundred forty-four (144%) percent of academic-year base salary in any fiscal year from teaching-related activities and no more than two hundred and twenty-five (225%) percent from both teaching related activities and grant/contract arrangements referenced in Appendix A of this Agreement. However, if a department chair requests that a faculty member teach overload in the academic year, then the one hundred forty-four percent (144%) limitation does not apply to Summer I teaching.

## **ARTICLE 32**

### **ECONOMIC COMPENSATION**

32.§1 SALARY ADJUSTMENTS. Western shall provide the following adjustments to the base salaries of eligible bargaining unit faculty members who have been employed full-time in a board-appointed faculty position by April 1 of the preceding fiscal year.

<b>Percentage Increase Impact on Faculty Base Salaries</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
Across-the-Board	2.0%	2.0%	2.25%
Research Supplement based on median salary within rank, as of prior Fall semester	1.00% on January 1, 2018	1.00% on January 1, 2019	0.75% on January 1, 2020

32.§2 SALARY MINIMA. Shall be as follows for the life of the Agreement (adjustments to salaries below the minima shall be made on the day following any contractual percentage increases):

	<b>Professor</b>	<b>Associate Professor or Master Faculty Specialist</b>	<b>Assistant Professor or Faculty Specialist II</b>	<b>Instructor<sup>3</sup> or Faculty Specialist I</b>
Academic Year	\$72,000	\$56,000	\$46,000	\$36,500
Fiscal Year	\$90,000	\$70,000	\$57,500	\$45,625

32.§.3 OVERLOAD RATES. Effective with the current Agreement, the pay rates for bargaining unit faculty members who teach Extended University or other classes on an “overload” shall be:

<b>Rank</b>	<b>Per Credit Hour 2017-2018</b>	<b>Per Credit Hour 2018-2019</b>	<b>Per Credit Hour 2019-2020</b>
Professor	\$1,200	\$1,250	\$1,350
Associate Professor or Master Faculty Specialist	\$1,090	\$1,125	\$1,225
Assistant Professor or Faculty Specialist II	\$1,000	\$1,050	\$1,150
Instructor or Faculty Specialist I	\$950	\$975	\$1,075

32.§4 RETIREMENT CONTRIBUTION. The University’s TIAA/CREF retirement contribution is eleven percent (11%) “flat” rate on salary for faculty who have elected the TIAA/CREF

<sup>3</sup> Post-doctoral fellows may be paid at “market value,” which may be less than the instructor minima, when funded by external grants/contracts. The instructor minima shall apply to post-doctoral fellows funded by sources internal to Western.

retirement plan and is “de-linked” from social security contributions. The University’s MPSERS retirement contribution is as required by law. The WMU Board of Trustees and Administration shall also make available a salary reduction plan for retirement contributions.

The University’s TIAA/CREF retirement contribution for bargaining unit faculty members hired on or after January 1, 2013, is nine percent (9%) “flat” rate on salary for faculty who have elected the TIAA/CREF retirement plan and is “de-linked” from social security contributions. If the bargaining unit faculty member elects to contribute one percent (1%) “flat” rate on salary the University will contribute ten percent (10%) “flat” rate on salary. If the bargaining unit faculty member elects to contribute at least two percent (2%) “flat” rate on salary the University will contribute eleven percent (11%) “flat” rate on salary. The WMU Board of Trustees and Administration shall make available a salary reduction plan for retirement contributions. Those eligible for MPSERS will receive MPSERS retirement contributions as required by law.

RETIREMENT CONTRIBUTIONS	
Applicable only to bargaining-unit faculty hired on or after January 1, 2013	
Faculty Contribution to TIAA-CREF	University Contribution to TIAA-CREF
0% < 1%	9%
1% < 2%	10%
2% or more	11%

32.§5 MERIT BASED SALARY ADJUSTMENTS Western shall provide merit based salary adjustments at Western’s discretion. Western is encouraged to increase the base salaries of those faculty whose research, teaching or service have been exemplary. Nothing in this article or any other article in this Agreement shall be construed to prohibit or discourage Western from increasing the base salaries of those faculty whose research, teaching, or service has been outstanding. Nothing in this article or any other article in this Agreement shall be construed to prohibit or discourage a bargaining unit faculty member from requesting Western to increase his or her base salary for outstanding research, teaching, or service. The criteria that Western uses to determine whether a faculty member should have his or her base salary increased for meritorious research, teaching, or service will be made known to the bargaining unit, and any application by a faculty member for a merit increase in his or her base salary will be given thorough and fair consideration. Faculty members who receive a merit increase and then retire at mid-year shall receive the entire merit award earned for that year.

32.§6 RECOGNITION AWARDS. In addition to the initial cash awards, bargaining unit faculty members who receive a Distinguished Scholar, Distinguished Service, or Teaching Excellence Award shall receive a one-time base salary increase of two thousand dollars (\$2,000) effective at the beginning of the year after receipt of the award. The base increases for these awards shall be funded from the Administrative Merit Pool.

32.§7 PROMOTION INCREMENTS. For promotions effective July 1 for fiscal-year faculty, and for promotions effective at the start of the 2017-2018 academic year for academic-year faculty, and thereafter for the life of the current Agreement. The WMU Board of Trustees and Administration shall provide the following promotion increments for faculty promoted-effective at the start of the 2017-18, 2018-19, 2019-20, and 2020-21 fiscal/academic year.

<b>Rank</b>	<b>Academic Year</b>	<b>Fiscal Year</b>
Professor	\$7,000	\$8,750
Associate Professor or Master Faculty Specialist	\$5,000	\$6,250
Assistant Professor or Faculty Specialist	\$3,500	\$4,375

32.§8 STEP INCREASE FOR MASTER FACULTY SPECIALISTS. To be eligible for a step increase of \$2,750 for academic year appointments and \$3,438 for fiscal year appointments, master faculty specialist must have been in rank for six years and must receive a positive review, equivalent to a promotion review. Eligible candidates will be reviewed according to standard promotion procedures. The final decision concerning the step increase will reside with the provost.

32.§9 EXTENDED UNIVERSITY PROGRAMS COURSE DEVELOPMENT STIPEND. Faculty members who develop (EUP) fully online courses, as described in 30.§4.3, shall receive a course development stipend in the amount of \$3,000.

### **ARTICLE 33** **HEALTH CARE BENEFITS AND INSURANCE**

33.§1 HEALTH BENEFIT PLANS. Western shall provide faculty members with a preferred provider organization (PPO) health benefit plan. The “WMU Health Services Plan” as described in this article shall continue for the length of this Agreement. Western retains the right to determine carriers and administrative agents of such benefits and programs at its sole discretion, with the prior consultation of the WMU Chapter of the AAUP. During the life of this Agreement, Western will maintain both the PPO and the WMU Health Services Plan unless changes are required by law or plan design changes are dictated by the carrier and/or administrative agents. The administrative agent posts the plan design on its portal for faculty members to review prior to obtaining services. Upon request, Western will provide the Chapter with a copy of all contracts with health care agents and providers. Human Resources shall assist faculty with questions and concerns regarding these health care plans.

Western will provide health care coverage equivalent to the PPO health benefit plan to WMU-AAUP faculty who are assigned and authorized to work on a regular basis in states other than Michigan.

Bargaining unit faculty member may choose to participate on a voluntary basis in the BCBSM HMO health care plan offered by Western.

#### 33.§2 HEALTH CARE PREMIUMS FOR THE PPO PLAN AND HMO PLAN.

33.§2.1 *Faculty*. Each bargaining unit faculty member with single coverage will pay the following:

Calendar year 2018: 17.5% of the single-person rate

Calendar year 2019: 18.0% of the single-person rate  
Calendar year 2020: 19.0% of the single-person rate

33.§2.2 *Faculty:* Each bargaining unit faculty member with two-person<sup>1</sup> coverage will pay the following:

Calendar year 2018: 24.9% of the two-person rate  
Calendar year 2019: 24.9% of the two-person rate  
Calendar year 2020: 24.9% of the two-person rate

33.§2.3 *Faculty:* Each bargaining unit faculty member with family coverage<sup>4</sup> will pay the following:

Calendar year 2018: 28.7% of the family rate  
Calendar year 2019: 28.7% of the family rate  
Calendar year 2020: 28.7% of the family rate

33.§2.4 *Current Retired Faculty, and All Faculty with an Initial Employment Date of December 31, 2015, or Before:* Western shall continue to provide coverage equivalent to the coverage for faculty on the active payroll for faculty retiring during the term of this Agreement up until the faculty member is covered by Medicare, at which time the PPO plan coverage will become supplemental to Medicare. For faculty ineligible for the MPSERS medical plan, the PPO plan shall supplement Medicare. Faculty who are eligible for MPSERS shall have the medical program offered under the aegis of the state of Michigan. The University shall pay the MPSERS premium for retired faculty who are under the MPSERS program.

33.§2.5 *Spouse, Designated Eligible Individual and Dependents of Current Retirees and of All Faculty with an Initial Employment Date of December 31, 2015, or Before.* Spouses, designated eligible individuals, and eligible dependents may be continued on the PPO plan at the retiree's expense. For faculty ineligible for the MPSERS health plan, the coverage shall be supplemental to Medicare at the time Medicare becomes available to the individual

33.§2.6 *Spouse, Designated Eligible Individual and Dependent Survivor of Current Retirees and of All Faculty with an Initial Employment Date of December 31, 2015, or Before.* Western shall provide the option to surviving spouses, designated eligible individuals, and to dependent survivor(s) of deceased active faculty members to continue on the PPO plan under which the faculty member would have been eligible, for one (1) year following the faculty member's death. Western agrees to continue the same employer's share of the premium costs for that year as Western contributed at the time of death of the faculty member. After that year, a spouse, designated eligible individual,

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<sup>1</sup> Due to Internal Revenue Code provisions, the University must regard the fair market value of an employee's Designated Eligible Individual program health benefits as wages subject to W-2 reporting and appropriate payroll tax withholding.

<sup>2</sup>“Dependents” is used here to refer to children of bargaining unit members by birth, marriage, adoption, or court order, and is distinct from “spouse.”

and/or eligible dependents may remain under the PPO plan at the group rate if the deceased faculty member would have met the requirements to be considered a Western retiree as specified elsewhere in this Agreement (35.§1).

33.§2.7 *Faculty with an initial employment date on or after January 1, 2016:* Faculty who later qualify and retire from Western will, in retirement, have access to Western's then current health insurance plan. The faculty member/retiree will, in retirement, pay all costs (including all premiums) associated with access to Western's then current health insurance plan, including all costs associated with access to the Medicare supplement plan.

33.§2.8 *COBRA.* Western shall provide health care coverage according to the COBRA provisions of federal law to faculty members on unpaid leave of absence or who are terminated due to a disability.

33.§2.9 *Open Enrollment.* Western shall make available to faculty and dependents an open enrollment period for the health plan at the time of employment and annually during the period of employment, at which time faculty may elect to add a spouse, designated eligible individual, or dependents without proof of insurability.

33.§2.10 *Spouse Defined.* “Spouse” means current spouse, by legal marriage.

33.§2.11 *Dependents Defined.* Eligible dependents (as defined by the IRS) shall include natural, adopted, and stepchildren of faculty, retirees, and designated eligible individuals, to age twenty-six (26) (if permitted under current federal law and if permitted by the carrier/administrative agent).

33.§2.12 *Designated Eligible Individual defined.* An individual who resides in the same residence as the faculty member and has done so for the previous eighteen (18) continuous months, other than as a tenant, and is not a “dependent” of the employee as defined by the IRS and by Western at <http://www.wmich.edu/hr/forms/dei-enroll.pdf>

33.§3 PRINCIPLES OF CARE AND SERVICES. Western shall provide health care benefit coverage to all bargaining unit faculty members under the terms and conditions of the PPO health plan. The Benefits Guide serves as an additional reference but the terms and conditions contained in the PPO health plan govern. “Medically necessary” care and treatment is that which is recommended or approved by a physician or health care provider, is consistent with the patient’s condition and accepted standards of good medical practice, and is the appropriate level of services which can be safely provided to the patient.

33.§4 VISION AND DENTAL CARE SERVICES. The following health care services shall be covered.

33.§4.1 *Vision.* Eye examinations, lenses and frames as described in the health plan.

33.§4.2 *Dental.* Dental services as described in the health plan.

33.§5 THE WMU HEALTH SERVICES PLAN. The “WMU Health Services Plan” describes additional benefits applicable to members enrolled in the PPO plan. Western retains the right to amend the health benefit plans as dictated by changes in the law and changes mandated by the carrier/administrative agent.

33.§5.1 *Prescriptions*. Prescription drugs shall be available at the Sindecuse Health Center pharmacy through the PPO plan’s five (5) -tier formulary with co-pay levels of \$10/\$30/\$60/15%-\$120/25%-\$240, for generic, preferred brands, and non-preferred brands, preferred specialty, and non-preferred specialty, respectively. A ninety (90) day supply of maintenance drugs will be available for a 2.25x co-pay, except that “first fill” prescriptions will be limited to a 30-day supply at a reduced co-pay.

33.§5.2 *Laboratory Screening*. Preventive tests shall be available through Sindecuse at a subsidized rate and level of service as defined by that facility.

33.§5.3 *Preventive Care*. Annual physicals shall be available at Sindecuse at the level of service and plan described by that facility. Routine mammograms, with one (1) baseline mammogram between the ages of thirty-five (35) and thirty-nine (39), and one (1) mammogram every calendar year beginning at age forty (40); routine gynecological exams, including breast and pelvic exam, pap smear, and related lab charges, with one exam per year; routine prostate exam, including the Prostate Specific Antigen (PSA) test if indicated, with one exam per calendar year beginning at age forty (40). Annual screening exam(s) done at the University’s Sindecuse Health Center will be covered as per the PPO and/or WMU Health Services plan. These services will be available at the level of service as defined by that facility.

33.§5.4 *Office co-pays, deductibles, and co-insurance*. Sindecuse primary care office visits and specialist office visits are subject to the same co-pays as specified in the PPO plan.

For health care services (including laboratory screening) subject to a deductible per the PPO plan, Sindecuse’s deductible will be fifty percent (50%) of the PPO plan’s deductible. Regardless whether the deductible amount is paid to an off-campus provider or to Sindecuse, all deductible payments made by the faculty member will count towards the faculty member’s total deductible amount.

Sindecuse health care services are subject to the PPO plan’s co-insurance provisions.

Sindecuse will determine/define the types and levels of service(s) it provides.

33.§5.5 *Unified Clinics*. All services provided by the Unified Clinics shall be available as per the PPO and/or WMU Health Services Plan, to PPO plan members and at a level of service as defined by that facility. Such services currently include those offered by the Child Trauma Center, the Low Vision Clinic, the Women’s Health Center, the Substance Abuse Clinic, Occupational Therapy, Speech and Language Services, Voice Services, and Audiology.



### 33.§6 PROMOTION OF HEALTH AND HEALTHY LIFESTYLES.

33.§6.1 *Use of the Recreational Facilities.* Western shall provide the bargaining unit faculty member with scheduled access to and use of recreational facilities such as the Lawson Ice Arena and Gabel Natatorium, Kanley Park and Track, and the outdoor tennis courts. Western shall make available to bargaining unit faculty members a “limited membership” to West Hills Athletic Club. If faculty so choose, they may instead receive a credit toward a full membership. This credit is determined upon the fair value of the limited membership and is currently valued at \$270. However, this amount is evaluated annually and may change. Western shall make available to bargaining unit faculty members an annual membership to the Student Recreation Center. At West Hills and at the Student Recreation Center, faculty will have access to services and facilities normally provided to members. Accepting either or both of these memberships will result in tax consequences of reported income on a faculty member’s W-2, and will cause tax withholding to occur in the pay period in which this option is elected (Membership at the SRC or either of the West Hills options will currently result in approximately \$270 of reported income. However, this amount is evaluated annually and may change.).

33.§6.2 *The Wellness and Fitness Program.* Western shall continue to provide the wellness and fitness program. A limited membership at West Hills will be required for offerings at that facility. Western agrees that it will, for the life of this Agreement, provide a wellness and fitness program that is substantially equivalent to the program that existed as of April 1, 1993.

Bargaining unit faculty members choosing to participate in the voluntary wellness program as modified in 2014 will receive a twenty dollar (\$20) a month reduction in the faculty member's monthly health care premium contribution.

### 33.§7 CONSULTING WITH THE WMU-AAUP.

33.§7.1 Western and the Chapter agree that the Chapter shall have the right to be consulted before the selection of any managed care and/or preferred provider organization that will be involved in the administration of health care benefits for bargaining unit faculty member. Western shall consult with the Chapter before it contracts with or extends or renews its contract with any managed care or preferred provider organization.

33.§8 LONG-TERM DISABILITY. Western shall provide benefits of sixty-six and two-thirds percent (66-2/3%) of basic annual earnings for total disability, up to a maximum of seven thousand dollars (\$7,000) per month, after a thirty- (30) day waiting period or the complete exhaustion of accumulated sick-leave benefits. Disability benefits shall be continued under the conditions and for the periods stipulated in the summary plan description. Western shall contribute eighty percent (80%) of the cost of the long-term disability premium.

33.§9 LTD AND RETIREMENT. Western will make the University’s TIAA contributions for a period not to exceed two (2) years for bargaining unit faculty members who are enrolled in the TIAA retirement plan and who are on long-term disability.

33.§10 TRAVEL ACCIDENT INSURANCE. Western shall provide faculty with accidental death and dismemberment insurance for travel in a University-owned vehicle or other University-authorized professional travel, including accommodations in public or private conveyances.

33.§11 TERM LIFE INSURANCE.

33.§11.1 *Fixed Term*. Western shall provide each bargaining unit faculty member with one hundred thousand dollars (\$100,000) of fixed-term life insurance paid by Western. This fixed-term life insurance is in addition to other policies and shall terminate on the date of separation because of retirement, resignation, or termination.

33.§11.2 *Decreasing Term*. Western shall provide each bargaining unit faculty member with a decreasing term life insurance policy, payable in the event of death from any cause. Western shall pay fifty percent (50%) of the cost of the life insurance premium.

<u>Attained age</u>	<u>Amount of Life Insurance</u>
Less than 51	\$50,000
51-55	\$40,000
56-60	\$30,000
61-64	\$20,000
65-69	\$13,000
70 or over	\$ 5,000

33.§12 WORKERS’ COMPENSATION. Western shall provide Workers’ Compensation Insurance to the extent required by law.

33.§13 DURATION OF BENEFIT.

33.§13.1 *Board-Appointed Faculty*. Bargaining unit faculty members employed on an alternate-year or an academic-year appointment shall be extended the benefits herein described without interruption for the duration of the “extended academic year,” defined as the Fall and Spring semester of the academic year and the following Summer I/Summer II sessions. This period extends from the “beginning date” for the first academic-year salary payment to the day prior to the “beginning date” for the next academic-year salary payment. Bargaining unit faculty members who accept a reduced load and elect an assignment in only one semester, or Summer I/Summer II for those on an alternate year, shall also receive these benefits for the same extended academic year. Benefits shall continue as described in other articles following resignation, retirement, or termination.

**ARTICLE 34**  
**SUPPORT FOR FACULTY RESEARCH, SCHOLARSHIP, AND**  
**CREATIVE ACTIVITIES**

34.1 **PRINCIPLE.** To encourage a high standard of excellence among the members of the faculty of Western Michigan University in significant scholarly research, rigorous scientific inquiry, original artistic activity, and inventive technology, a Faculty Research, Scholarship, and Creative Activities Support Fund, which includes the Faculty Research and Creative Activities Award (FRACAA), the Support for Faculty Scholars Award (SFSA), the Faculty Research Travel Fund (FRTF), and the Final Preparation and Publication of Papers and Exhibition of Creative Works Fund (PPP&E) has been established. The administration of the fund shall follow policies established by the Research Policies Council and approved by the Faculty Senate, and subsequently, recommended to the President of the University by the Faculty Senate and approved by the President of the University and the President of the Chapter. Awards supported by this fund shall be given only to bargaining unit faculty member. The individual merits of a proposal shall be the primary consideration for any award decisions regardless of the ability of any discipline to receive facilities and administrative costs. Faculty may receive travel support for up to two (2) professionally recognized meetings per year.

34.2 **RECOGNITION OF SCHOLARSHIP.** It is mutually recognized by the Administration and the Chapter that all forms of scholarship, including, but not limited to, scholarly research, scientific inquiry, inventive technology, and original artistic activity, advance the institution's research mission, and bring prestige to the university.

34.3 **CARRY FORWARD.** Funds in the travel category not expended in a given year for that purpose shall be carried over within this fund to the travel category in the next fiscal year. Funds in the scholarly/creative activities category not expended in a given year for that purpose shall be carried over within this fund to the scholarly/creative activities category within Faculty Research and Creative Activities Support Fund for subsequent redistribution. An accounting of the fund shall be provided to the Chapter, upon request, each year.

34.4 **WMU-AAUP NOTIFICATION.** A copy of current and annual changes in the Research Policies Council policies shall be sent to the Chapter by the Faculty Senate.

**ARTICLE 35**  
**RETIREMENT**

35.§1 **ELIGIBILITY.** In order for a bargaining unit faculty member hired prior to January 1, 2012 to be eligible for University retirement fringe benefits and to be considered a retiree from Western Michigan University, he/she: 1) must have completed at least ten (10) years or the equivalent of full-time service in a Board-appointed, ranked faculty position; 2) must hold tenure in an academic department at the University prior to the effective date of retirement; 3) must be an employee at the time of retirement; and 4) must be at least fifty-five (55) years old. In order for a bargaining unit faculty member hired on or after January 1, 2012 to be eligible for University retirement fringe benefits and to be considered a retiree from Western Michigan University, he/she: 1) must have completed at least fifteen (15) years or the equivalent of full-time service in a Board-appointed,

ranked faculty position; 2) must hold tenure in an academic department at the University prior to the effective date of retirement; 3) must be an employee at the time of retirement; and 4) must be at least sixty (60) years old.

35.§1.1 Faculty specialists who were full-time employees at Western immediately prior to becoming academic career specialists or faculty specialists may retire under the provisions of *Western's Human Resources Policies/Procedures Manual*, until such time as they meet the qualifications to retire as faculty, under this Agreement.

35.§2 RETIREMENT NOTICE. A faculty member who intends to retire shall notify Western by submitting his/her retirement letter by February 15 for retirement no earlier than the following December 30 and May 1 for retirement no earlier than the following April 30. This notification requirement may be waived at the discretion of Western, particularly for reasons of health, personal emergencies, or retirement income planning, although these stipulations are not considered a requirement for the approval of such waivers.

35§2.1 The written announcement of the decision to retire and its acceptance by the University Board of Trustees is irrevocable unless mutual agreement is attained between the faculty member of the University. Faculty members considering retirement are advised to seek the confidential counsel of the University Benefits Office before submitting a letter of intent to retire.

35.§3 FRINGE BENEFITS. Retirees shall remain eligible for fringe benefits as follows:

35.§3.1 *Life Insurance*. Retirees shall remain eligible for decreasing term life insurance with the University paying the full premium if the faculty member participated in the group life insurance plan for ten (10) years prior to retirement. The amount of coverage shall be at the same level provided to bargaining unit faculty member during the life of this Agreement, but shall decrease to two thousand dollars (\$2,000) at age seventy (70) for retirees.

35.§3.2 *Medical Benefits*. A faculty member who elects to retire before the age of sixty-five (65) and is not eligible for MPSERS benefits, shall remain in the PPO plan as provided to full-time employed faculty until he/she qualifies for Medicare, at which time the University PPO plan becomes supplemental to Medicare. Those who are eligible for retirement benefits under MPSERS shall have a different plan under the aegis of the state of Michigan. The University shall pay the MPSERS premium for retired faculty.

35.§3.3 *Other Fringe Benefits*. Retirees are eligible for all fringe benefits as specified in Article 36, Other Fringe Benefits, of the Agreement to the extent possible and are eligible to obtain a permanent University identification card to use library services.

35.§4 LOAD REDUCTION. A faculty member who is at least fifty-five (55) years of age may request a reduction from the twenty-four (24) credit hours of regularly scheduled courses or the thirty-five (35) scheduled hours per week. If the chair denies the request for load reduction, the faculty member may appeal to the dean. The dean shall respond to the faculty member's appeal

within ten (10) working days. If denial occurs at the level of the dean, the faculty member may appeal to the provost. The provost shall respond to the faculty member's appeal within fifteen (15) working days. The provost's decision shall be binding, and is not subject to the grievance process. The faculty member's salary shall be subject to prorated reduction on a per-credit-hour or hourly basis. The faculty member shall continue to receive all salary increments due under this Agreement on the aforementioned pro rata basis and Western shall continue to offer and make its contribution to the faculty member's fringe benefits, with the contribution to retirement based upon the prorated reduced salary but the retirement contribution shall be at one hundred forty percent (140%) of the contractual contribution rate. The Office of the Provost shall promptly notify the Chapter, in writing, whenever any such request from a faculty member is granted. A load reduction request under this article must include a date certain for retirement and, once the reduced load is approved, said reduction shall remain in effect until the faculty member's retirement. Faculty on such reduced loads shall not be eligible for summer I and summer II assignments.

35.§4.1 The request for a load reduction shall be made by September 15 of the year preceding the reduction. This notification requirement may be waived at the discretion of Western.

35.§4.2 The maximum length of a load reduction is five (5) years.

## **ARTICLE 36**

### **OTHER FRINGE BENEFITS**

36.§1 **DISCOUNTS ON EVENTS AND PROGRAMS.** Western shall offer bargaining unit faculty members discounts on the purchase, for personal use only, of season tickets for admission to selected University athletic and cultural events programs or series. Western shall, on an annual basis, establish the amount of the discount to be offered for each event and/or combination of events and programs.

36.§2 **BOOKSTORE DISCOUNT.** Western will use its best efforts to secure from any bookstore vendor a discount to bargaining unit faculty members of ten percent (10%) on all purchases of one dollar (\$1.00) or more made at Western's Campus Bookstore.

36.§2.1 *Breadth.* Western will apply the bookstore discount to any item ordered specially by the bookstore for a person eligible for the discount if the item is of the type normally carried as a part of the bookstore's merchandise line. The discount shall apply only to the first copy of any given book.

36.§2.2 *Limits.* Discounts shall be awarded on purchases made on behalf of immediate families (spouses, sons, daughters) and not for other relatives, friends, or acquaintances.

36.§3 **PARKING.** Western shall make available to bargaining unit faculty members parking facilities in quantity of about 2,475 "R"-Sticker parking spaces, the number existing in September 1993, on a non-reserved basis in restricted lots. In addition, Western shall make available the choice of either: a) one (1) hangtag and one (1) parking sticker or; b) two (2) parking stickers.

36.§4 PURCHASE OF MEDICINE AND DRUGS. Bargaining unit faculty members shall have access to use any Health Center Pharmacy for the purposes of purchasing prescription drugs and medicines during its regular hours of operation.

36.§5 LIMITED USE OF HEALTH SERVICE. Bargaining unit faculty members shall have access to the University health service in those instances requiring emergency medical treatment for sudden illness or injury that occurs on campus. Further, the health service shall provide flu shots for bargaining unit faculty members and/or immunizations for bargaining unit faculty members and dependents for overseas travel at a nominal cost per injection, and Western shall permit bargaining unit faculty members the use of additional Sindecuse Health Center services at the sole discretion of Western. As a clarification, Western does not offer routine care, on-going treatment, or periodic physical examinations as a contractual service except as specified in the WMU Health Services Plan (see Article 33.§5).

36.§6 EMERGENCY USE OF COUNSELING SERVICES AT SINDECUSE. Counseling Services at Sindecuse are intended to provide counseling services for students. However, in the event of an emergency only, Counseling Services at Sindecuse may provide, if the schedule allows, for brief immediate intervention for faculty by referral from the Employee Assistance Program (EAP). Counseling Services at Sindecuse does not provide long-term care for bargaining unit faculty members. Mental health services are part of the bargaining unit faculty member's medical-insurance program and assessment and referral services are available through the EAP.

36.§7 DIRECT DEPOSITS IN FINANCIAL INSTITUTIONS. Western shall make direct deposits or payroll deductions, on faculty request, to the Honor Credit Union or the Arbor Financial Credit Union. Direct deposit of payroll checks to employee accounts in other financial institutions designated by Western shall also be made available.

36.§8 TAX-SHELTERED ANNUITY. A tax-sheltered annuity benefit program is available to Western Michigan University faculty.

36.§9 TUITION DISCOUNT AND REMISSION PROGRAM. Western shall provide the following:

36.§9.1 *Bargaining Unit Faculty.* Western shall provide a one hundred percent (100%) discount on tuition, records initiation fee, enrollment fee, student assessment fee, and EUP technology fee for graduate and undergraduate courses taken at Western Michigan University by bargaining unit faculty members. The discount is applicable to the first eight (8) hours in a fall or spring semester and the first four (4) hours in a summer I or summer II session, but shall not apply to individual course or lab fees. Accepting the tuition discount for non-job-related graduate courses may create tax liability for the bargaining unit faculty member.

36.§9.2 *For Spouses, Dependents, and Designated Eligible Individual (DEI)s.* Western shall provide a seventy-five percent (75%) remission on tuition, records initiation fee, enrollment fee, student assessment fee, sustainability fee, and EUP technology fee for undergraduate courses taken by a spouse/dependent/DEI meeting admission requirements

at Western Michigan University. Remission is calculated on the following items as charged to the student's WMU account: gross tuition, records initiation fee, enrollment fee, student assessment fee, sustainability fee, and EUP technology fee. Prior to the use of tuition remission funds, the University will first apply to the student's account any external or University award that is limited to paying tuition and mandatory fees. In the event that all tuition and mandatory fees are covered by a tuition-specific external or University award, or a combination of such awards, tuition remission is not provided. If after applying tuition-specific external or University awards there remain tuition and fees unpaid, the tuition remission funds will be applied to cover such costs up to, but not exceeding, 100% of such costs. The remission does not apply to individual course or lab fees. There shall be a lifetime maximum per individual of at least one hundred-thirty (130) credit hours (does not include non-credit courses) at the undergraduate level.

36.§9.3 *Extended Eligibility.* An eligible dependent or spouse who began the remission program prior to the death, retirement, or permanent disability of the faculty member shall have four (4) years of eligibility after the event.

36.§9.4 *Definitions.* "Spouse" means current spouse, by legal marriage. "Dependent" means a person who qualifies as a dependent for the purpose of the eligible employee's federal income tax and is so reported for the period for which tuition remission is granted. "Designated Eligible Individual" is defined in section 36.§11.

36.§10 REPORTS. If requested, Western shall provide the Chapter with an annual report on total contributions made to TIAA for each bargaining unit faculty member and on total medical-insurance payment deductions made for dependency coverage for each bargaining unit faculty member.

36.§11 DESIGNATED ELIGIBLE INDIVIDUAL. The Designated Eligible Individual program remains effective for the duration of this Agreement and expands the eligibility for enrollment in Western Michigan University's benefit plan. Western Michigan University reserves the right to change the eligibility criteria or to suspend or terminate the Designated Eligible Individual benefit program, should a court of competent jurisdiction rule the program to be in violation of the law or Michigan constitution (see article 46.§1). Bargaining unit faculty members who do not already enroll a spouse in the health or other benefit plans may enroll one adult individual for benefit coverage, but only if all the eligibility criteria are met.

36.§11.1 *Designated Eligible Individual,* at the time of proposed enrollment, resides in the same residence as the faculty member and has done so for the previous eighteen (18) continuous months, other than as a tenant, and is not a "dependent" of the employee as defined by the IRS.

36.§11.1.1 Children of a Designated Eligible Individual are also eligible for this benefit if they are members of the faculty member's household and meet IRS dependent criteria as well as university dependent coverage policy (up to age 26 [see Article 33.§2.10]).

36.§11.1.2 Eligibility for coverage of a Designated Eligible Individual, or of a Designated Eligible Individual's dependent, ceases on the date that any of the listed criteria are not met.

36.§11.1.3 Limits of Eligibility. The following individuals are not eligible as designated eligible individuals:

- Children of faculty and their descendants (children, grandchildren)
- Parents of faculty
- Parents' other descendants (siblings, nieces, nephews)
- Grandparents and their descendants (aunts, uncles, cousins)
- Spouse's relatives
- Renters, boarders, tenants

36.§11.2 *Enrollment.* Designated Eligible Individual enrollment must be completed during the open-enrollment period or no more than thirty (30) days after all of the above criteria are met.

36.§11.2.1 *Effect on Faculty Enrollment.* This article does not affect the rights of or criteria applicable to any faculty member qualifying for enrollment in WMU's benefit plans under any other applicable University policy.

36.§11.3 *Additional Benefits for DEI.*

36.§11.3.1 Discounts on Campus Bookstore purchases made by the bargaining unit faculty member on behalf of the designated person as provided in 36.§2.2.

36.§11.3.2 Seventy-five percent (75%) remission on tuition and required fees as provided in 36.§9.2 for undergraduate courses. Accepting discounts on Campus Bookstore purchases and on tuition and required fees will result in tax consequences of reported income on a faculty member's W-2 form.

36.§11.3.3 Funeral leave for the faculty member as provided in 27.§5.

36.§11.3.4 Use of sick leave credits as provided in 27.§7.2.6.

36.§12 OTHER FRINGE BENEFITS. During the period of negotiations, the two parties identified, considered, and agreed to the level of benefits herein described. The parties also recognize, however, that such discussions may have failed to identify benefits, and therefore, the parties agree that established fringe benefits not specifically identified and covered in this Agreement shall be continued at the same level for the duration of this Agreement.



**ARTICLE 37**  
**LONG RANGE PLANNING**

37. §1 The Chapter shall recommend to the President of the University the names of bargaining unit faculty for membership on any long-range, strategic or institutional planning committee which is established during the life of this Agreement, and which includes bargaining unit faculty members appointed by the president.

37. §2 The Chapter shall recommend to the Provost the names of bargaining unit faculty for membership (until such representation is selected) on any long-range, strategic or planning committee which is convened with the approval of the Provost and which includes representation from multiple colleges and is established during the life of this Agreement, and which includes bargaining unit faculty members appointed by the Provost.

37. §3 Committee as used in this article has a broad meaning and includes any group that is organized for the purposes of long-range, strategic or institutional planning.

**ARTICLE 38**  
**UNIVERSITY CALENDAR**

38. §1 UNIVERSITY/ACADEMIC-YEAR CALENDAR. Western shall have the right to determine the University calendar in accordance with the definitions of "semester" and "session" specified in Article 2, Definitions. The Chapter shall have the right to negotiate the specific dates for each academic calendar, which identifies the pertinent dates of each "semester" and "session" which define the workload of bargaining unit faculty members, prior to the publication of such dates by Western. The academic-year calendar is understood to be a subset of the University calendar (see Appendix D, Western Michigan University Calendar).

38. §2 WORK OUTSIDE CALENDAR. Western and the Chapter recognize that a variety of the legitimate responsibilities of academic-year faculty (e.g., registration, department orientation/organization meetings, retreats, committee assignments, and grading situations) fall outside the academic calendar, that is, before the fall semester begins, between the fall and spring semesters, and after the spring semester ends. Western will follow present procedures to cover these assignments. If Western is unable to ensure faculty coverage for such legitimate responsibilities, Western will notify the Chapter before assigning faculty to such tasks.

38. §3 FINAL EXAMINATIONS. In every class taught, all faculty shall give a final examination, i.e., some form of comprehensive evaluative academic exercise appropriate to the course content and according to the published schedule of examinations, during the last week of the semester (which shall be set aside for final examinations), or at or near the scheduled conclusion of the session. The final evaluative exercise may be distributed before the time scheduled for the final exam providing that it is due and collected on the day during the final week of the semester on which the final exam has been scheduled. Exceptions to the requirement of scheduling a final examination (or other appropriate evaluative activity) may be granted, in writing, at the discretion of the appropriate chair and dean, upon request from the faculty member.

#### 38.§4 HOLIDAYS AND BREAKS DEFINED.

38.§4.1 *Academic Year.* Bargaining unit faculty members on academic or alternate-academic year appointments shall not be required to work during the following University-recognized holidays and breaks: two (2) days at Thanksgiving; single days for Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; and a designated Western Spirit Day (none of these days shall be a Saturday or a Sunday); nor during periods between semesters and sessions when classes are not scheduled to meet, except in the limited circumstances envisioned in 38.§2 of this Agreement.

38.§4.2 *Fiscal Year.* Bargaining unit faculty members with fiscal-year appointments shall not be required to work during the following University-recognized holidays: three (3) days for the fall break; two (2) days at Thanksgiving; single days for Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Dr. Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; and a designated Western Spirit Day (none of these days shall be a Saturday or Sunday). In addition, fiscal-year faculty members shall receive one personal day to be mutually agreed upon by the faculty member and his/her supervisor.

38.§4.3 *Calendar.* The academic-year calendars for the duration of this contract and the academic year following are in Appendix D, Western Michigan University Calendar, of this Agreement. University-recognized holidays and breaks (38.§4, above) are specified in Appendix D.

### **ARTICLE 39** **ANNUAL SURVEY OF FACULTY**

39.§1 AAUP REPORT. Western shall continue to participate in the annual survey of faculty compensation conducted by the national office of the American Association of University Professors. Western shall not be required to furnish data that represent a significant substantive alteration in the content of the information heretofore sought. A copy of the data filed with the AAUP will be given to the Chapter.

### **ARTICLE 40** **SUPPORT FOR TEACHING AND LEARNING**

40.§1 SUPPORT FOR TEACHING AND LEARNING. Western Michigan University supports teaching and learning through various units across campus, including the Office of Faculty Development (OFD), the Faculty Technology Center (FTC), Classroom Technology (CT), the Office of Information Technology (OIT), Online Education in Extended University Programs (OE), and the University Libraries. Primary responsibility for university-level support to foster enhanced teaching and learning resides with the Office of the Provost.

40.§1.1 These units provide support for teaching and learning through a variety of services and activities including, but not limited to: workshops, seminars, learning communities, mentoring, one-on-one consultations, technology needs analysis, classroom technology support, technology enhancement of courses (including face-to-face), web-enhanced, hybrid, fully online, compressed video and interactive television (CVIT) and other delivery modes that may be developed.

40.§1.2 Support for teaching and learning may also promote innovation in teaching and learning, foster the growth and vitality of faculty through all career stages, support the leadership development of faculty, and research and implement new faculty development strategies and techniques.

40.§2 OFFICE OF FACULTY DEVELOPMENT ADVISORY BOARD. An advisory board, representing faculty concerns from across WMU, serves as an advisor to the OFD director regarding faculty development needs, issues, and concerns. The Provost appoints membership on this board. The board shall include two (2) members recommended by the Chapter. The board will be a communications mechanism for faculty and academic unit input and information dissemination. In performing this work, the board will work closely with the appropriate councils and committees of the Faculty Senate, Extended University Programs, the University Libraries, and the Office of Information Technology to ensure that support for faculty is comprehensive and integrated. The board will recommend criteria for the review of proposals for Instructional Development Grants (see 40.§4).

40.§3 ELIGIBILITY. All bargaining unit faculty members are eligible to utilize instructional development resources at Western.

40.§4 INSTRUCTIONAL DEVELOPMENT GRANTS. Western agrees to provide a minimum of eighty thousand dollars (\$80,000) each year of this Agreement to be used to support teaching and learning proposals from bargaining unit faculty members. Proposals are encouraged as well from groups of faculty, from departments, and from inter-department consortia of faculty. Topics of proposals may include, but not be limited to: program development, continuing self-education, and international education. Proposals will be reviewed through a process developed by the Office of Faculty Development and approved by the Office of the Provost.

## **ARTICLE 41** **PREFERENCE**

41.§1 PREFERENCE. Bargaining unit faculty members shall have preference for work assignments, as provided in this article. Preference applies to teaching of courses in the faculty member's department that the faculty member is qualified to teach. Pursuant to Article 23.§2.2, there is to be "equitable distribution of opportunities to teach in summer sessions and Extended University Programs." Department policy statements are mandated to include a section of how such opportunities will be equitably distributed, and preference shall be aligned to such policy.

41.§1.1 *Graduate Assistants.* Preference for bargaining unit faculty members shall not operate to prevent graduate assistants from being assigned to teach courses during the

academic year in accordance with Graduate College policies, and bargaining unit faculty members shall not be given preference for these assignments (except as provided in Article 25, Layoff and Recall). In those departments with doctoral programs, graduate assistants may also teach up to the equivalent of one (1) (three [3] or four [4] credit hour) course in their department in either the summer I or summer II session, but shall not displace bargaining unit faculty members, who shall be given preference.

41.§1.2 *Non-unit Faculty*. Preference for bargaining unit faculty member shall be provided based on the appointment year, as follows:

41.§1.2.1 Bargaining-unit academic-year faculty members shall be offered preference over non-unit persons, excluding chairs:

41.§1.2.1.1 for their regular academic-year appointments, as provided in Article 25, Layoff and Recall;

41.§1.2.1.2 for up to a full-time (six [6] credit hours of regularly-scheduled courses for teaching faculty), thirty-five (35) hours per week for faculty in the University Libraries and forty (40) hours per week for faculty in the Counseling Services at Sindecuse, summer I or summer II appointment each year, if available, paid at the contractual percentage of base salary (twenty-two percent [22%] for a full-time summer I or summer II appointment);

41.§1.2.1.2.1 To receive preference, bargaining unit faculty members must notify their chair that they want to be scheduled to teach summer I or summer II classes no later than November 1 of the year preceding.

41.§1.2.1.2.2 Bargaining unit faculty members whose summer I or summer II classes are canceled for low enrollment, if qualified to teach classes assigned to non-bargaining unit faculty members, shall have preference.

41.§1.2.1.3 for up to one (1) Extended University Programs course per semester, if available, at the overload rate;

41.§1.2.1.4 for up to one (1) Extended University Programs course in summer I or summer II, if available, at the overload rate, if the faculty member is fully employed on campus during that session, and if the faculty member is not employed on campus during a summer I or summer II session, he/she shall be given preference for up to eight (8) hours of Extended University Programs courses, if available.

41.§1.2.2 Bargaining-unit alternate-academic-year faculty members shall be offered preference over non-unit persons, excluding chairs:

41.§1.2.2.1 for their regular alternate-academic-year appointments, as provided in Article 25, Layoff and Recall;

41.§1.2.2.2 for up to a half-time [six (6) credit hours of regularly-scheduled courses] fall or spring teaching assignment per year, if available, during the "off semester," paid at twenty-two percent (22%) of base salary for a half-time fall or spring assignment;

41.§1.2.2.3 for up to two (2) Extended University Programs courses per alternate-academic year, plus one (1) Extended University Programs course during the "off semester," if available, at the overload rate;

41.§1.2.2.4 if the faculty member is not employed on campus during the "off semester," he/she shall be given preference for up to eight (8) hours of Extended University Programs courses, if available.

41.§1.2.3 Bargaining-unit fiscal-year faculty members shall be offered preference over non-unit persons, excluding chairs:

41.§1.2.3.1 for their regular fiscal-year appointments, as provided in Article 25, Layoff and Recall;

41.§1.2.3.2 for up to three (3) Extended University Programs courses per year, if available, at the overload rate.

41.§1.3 *Part-time Instructors*. In addition, current bargaining unit faculty members on alternate-academic-year appointments shall be offered preference over part-time instructors for any academic-year appointments for which Western determines that said current faculty are qualified.

41.§1.4 *Non-department Course*. Preference applies only if Western decides to offer courses for which faculty members eligible for preference are qualified. Preference shall not apply to courses offered by Extended University Programs that are not offered through a department or similar unit.

41.§1.5 *Extended University Programs*. Preference shall not operate to allow bargaining unit faculty members to "bump" non-unit persons already assigned to Extended University Programs courses during a summer I or summer II session (or during an "off semester," i.e., fall or spring, for faculty on alternate-year appointments) if the bargaining unit faculty members on-campus course(s) have been canceled because of insufficient enrollment.

41.§1.6 *Notification*. Notification is understood to mean that "overload" teaching opportunities are "posted" by written communication within the department identified with the course, before assignments are made to part-time instructors.

**ARTICLE 42**  
**WORK OF THE UNIT:**  
**WORKLOAD, CLASS SIZES, and SCHEDULING of CLASSES**

42.§1 **WORK OF THE UNIT: PRINCIPLE.** The work that belongs primarily to the faculty includes graduate and undergraduate teaching, research/creative activity, professional librarianship, professional counseling, academic advising, professional work in instructional communications, coaching (except Intercollegiate Athletics), University and professional service, and other scholarly/creative activities. (For faculty specialists, workload shall conform to the provisions of Article 20, Faculty Specialists.) Therefore, the work of bargaining unit faculty members includes, but is not limited to, the following:

42.§1.1 *Instruction.* Classroom and non-classroom teaching and/or providing instructional support in a variety of manners and settings. Classroom teaching comprises regularly scheduled courses, and non-classroom teaching comprises arranged instructional activities, including, but not limited to: work on Honors College and Master's theses, dissertations, comprehensive exams, clinics, laboratory supervision, practica, internships, field supervision, student performances, independent studies, special projects, and professional training workshops.

42.§1.2 Advising, supervising, mentoring, and consulting with students.

42.§1.3 Engaging in scholarly activities, including research, writing, publication and creative artistic activities appropriate to the faculty member's discipline or interdisciplinary work.

42.§1.4 Fulfilling ongoing department needs of both a maintenance and developmental nature.

42.§1.5 Supporting, in many ways, the proper and efficient functioning of the University as a whole in such ways as performing committee work, and providing consultation to the University and its communities.

42.§1.6 Supporting, in a variety of ways, the proper and efficient functioning of the academic and professional societies as a whole in leadership roles, editorial work, conference organization, committee and board work, and other activities essential to the strength of professional societies, related to their academic disciplines.

42.§1.7 Assessing student learning as per Higher Learning Commission and/or other applicable accreditation guidelines and/or requirements.

42.§2 **ADDITIONAL WORK.** Western may offer and bargaining unit faculty members may accept appropriate professional work in addition to their regular workload at the rates specified in

Article 31, Compensation Guidelines, Article 32, Economic Compensation, Article 30, eLearning, and Article 41, Preference. When the Agreement does not specify a rate, work shall be assigned and the rate determined by mutual agreement between Western and the faculty member. Such assignments shall not change the department membership of the faculty member.

42.§3 WORK ASSIGNMENTS: STATEMENT OF PRINCIPLE. Through department chairs, Western may assign bargaining unit faculty members to perform, as part of their regular workload, appropriate professional duties which the faculty are qualified to perform. In determining qualifications, chairs shall seek and give serious consideration to the advice of department faculty. Department faculty may, at their discretion, make recommendations to department chairs concerning the qualifications of individual unit and non-unit faculty members to teach specific courses, to participate in department programs, and to assume other department responsibilities.

42.§3.1 Department faculty, by virtue of their command of their respective disciplines, shall make recommendations to department chairs concerning work assignments. Faculty recommendations shall follow their Department Policy Statement's guidelines for measuring faculty work assignments in terms of credit hours.

42.§3.1.1 Assignments. The making of assignments as provided in this article shall not operate to reduce the regular academic year, alternate-academic year, or fiscal-year pay of any bargaining unit faculty member.

42.§3.1.2 Mutual Agreement. Faculty work shall be performed within the faculty member's own department in accordance with the guidelines in Article 31, Compensation Guidelines, and Article 41, Preference. Assignment outside the department shall be by mutual agreement.

42.§4 DEFINITION OF WORKLOAD. For bargaining unit faculty members who are not faculty specialists, the maximum full-time faculty workload shall be twenty-four (24) credit hours of regularly-scheduled courses or equivalent in any one (1) academic or alternate-academic year, or six (6) credit hours or equivalent in the summer I or summer II sessions. It shall be possible, by mutual agreement between a faculty member and the department chair, to balance out a smaller teaching load in one (1) semester with a larger teaching load in another semester. For faculty specialists, the maximum full-time workload shall conform to the provisions of Article 20, Faculty Specialists.

42.§5 MEASURING WORKLOAD. The bargaining unit faculty members of a department, in consultation with the chair of that department, may develop department guidelines for measuring workload in terms of credit hours. Once approved by the administration, these guidelines will become part of the Department Policy Statement. The guidelines will be based on the department's program requirements and priorities.

42.§5.1 The guidelines will take into account, at a minimum, the following factors for which adjustments of classroom teaching loads shall be available: teaching large classes; heavy advising responsibilities (see 42.§9.1); evident substantial creative and scholarly activity and research; chairing/supervising doctoral dissertations; directing M.A., M.S. theses, or

specialist projects; and supervising field experiences, studios, laboratories, clinics, or other situations which result in contact hours significantly in excess of the nominal credit hours of a faculty member's load.

42.§5.2 The guidelines will also take into account, at a minimum, the following factors for which adjustments of classroom teaching load may be available: graduate-level instruction; upper level courses; new or multiple preparations; individual student projects (such as independent study and reading); supervision of Honors College courses or theses; mentoring new faculty; course or program development and improvement for the department or college; participation in and service to professional and academic organizations; department, college, University or community service, or service to the Chapter.

42.§6 DISTRIBUTION OF SCHEDULED WORKLOAD ASSIGNMENTS. Chairs will give work assignments to individual faculty that are in accordance with the Department Policy Statement's guidelines for measuring workload, the priorities of different assignments, current programmatic needs, resource availability, and faculty requests and recommendations.

42.§6.1 *Requests for Work Assignments.* Individual faculty may make requests for specific work assignments. Department committees may also recommend work assignments for an individual faculty member. These requests and recommendations shall be considered by the department chair in determining work assignments.

42.§6.2 *Work Assignment Notification.* As soon as possible prior to the start of fall and spring semester, the department chair will distribute to the department the scheduled workload assignments of all department bargaining unit faculty members, including faculty with a joint appointment, recognizing that these may be subject to change as the academic year progresses. Workload assignment notification will reflect the total number of credit hours or equivalent assigned to each bargaining unit faculty member.

42.§7 INSTRUCTIONAL SUPPORT SERVICES. Other appropriate adjustments of teaching load include allocation of additional support services (such as teaching assistants) or maintenance of reduced class sizes allowing for extensive writing instruction, intensive preparation for graduate instruction, or sustained mentoring of graduate work. Such adjustments may be made, rather than commensurate adjustment of teaching load, as indicated in the Department Policy Statements.

42.§7.1 The provost shall assign the equivalent of one half (1/2) of a faculty member's workload per semester to one (1) or more faculty members recommended by their respective deans to serve as faculty teaching mentors. Their focus will be on helping faculty who teach large classes, but they may also provide assistance in other areas of teaching. The Chapter will be notified at the beginning of each semester about who the faculty mentors are.

42.§7.2 Bargaining unit faculty members who serve students with registered disabilities may consult with their department chair about receiving support to meet approved student accommodations to achieve full participation and inclusion in the classroom for all students.

42.§8 OTHER KINDS OF FACULTY WORKLOADS.



42.§8.1 The workload for faculty in the University Libraries shall be thirty-five (35) scheduled hours a week, and the Counseling Services at Sindecuse shall be forty (40) scheduled hours a week. This workload shall also apply when academic-year non-teaching faculty receive summer I or summer II session appointments.

42.§8.2 *Professional Development Leave.* Faculty members in the University Libraries, and the Counseling Services at Sindecuse, shall be eligible for up to ten (10) days of professional development leave. Such professional development leave shall be scheduled with the approval of the administrative officer of the faculty member's department or similar unit after a written proposal from the faculty member has been accepted.

42.§8.2.1 The leave assignment will be completed with the filing of a written report from the faculty member to his/her administrative officer.

42.§8.3 *Scholarly Activities Leave.* Bargaining unit faculty members in the University Libraries shall be eligible for scholarly leave dedicated to the pursuit of research, writing, and other scholarly activities as indicated in the Department Policy Statement.

#### 42.§9 OTHER WORKLOAD REQUIREMENTS.

42.§9.1 *Advising.* The academic advising of students is a regular part of the responsibilities of a full-time faculty member, and each faculty member may be assigned up to twenty (20) undergraduate advisees, without workload adjustment. Advising is defined as giving advice on program requirements and curricular matters. Since units may differ significantly with respect to the work required in advising graduate students at the master's and doctoral levels, provisions for appropriate assignment of graduate advisees may be made within each department's policy statement.

42.§9.2 Each faculty member shall bear a fair and reasonable share of necessary department, college, and University committee work.

42.§9.3 *Extended University Programs.* Each faculty member shall be available for involuntary assignment to an Extended University Programs course as part of the contractual workload once during either the fall or spring semester. Involuntary assignment to off-campus courses shall be fairly distributed among department bargaining unit faculty members. Upon mutual agreement, Western may assign Extended University Program courses as part of the workload, up to a full workload. When the Extended University Programs course is assigned as part of the bargaining unit faculty member's contractual workload, he/she shall be entitled to the usual "energy increment" and expenses for meals and mileage in accordance with current Extended University Programs policies, but shall not be entitled to additional compensation. This restriction of one off-campus course by involuntary assignment shall not apply to faculty hired to teach at established off-campus sites, except when these faculty are assigned to teach on other University campuses, in which case they shall receive the mileage/energy/meals expenses as indicated in this section.

42.§9.4 Administrative agents with supervisory responsibility for the University Libraries, and the Counseling Services at Sindecuse, may make such other professionally-relevant assignments as are fair and reasonable in the various working contexts of these units.

42.§9.5 Faculty members who make commitments for advising and independent research, thesis and dissertation supervision shall either work with students or make other arrangements that the faculty member deems appropriate to fulfill the responsibilities associated with the assignment which fall outside of the academic-year calendar or occur during a period in which the faculty member is not on the active payroll.

42.§9.6 *Office Hours*. Each faculty member shall post and hold a reasonable number of regularly scheduled office hours, such schedule to be approved by the department chair, with a copy retained in the department office. When assigned time for advising and/or other administrative duties is approved, the schedule for these hours shall be mutually agreed to by the faculty member and the chair.

42.§9.7 *Submitting Final Grades*. Each faculty member shall submit final grades for each course for which he/she is the instructor of record by the University deadline (see Appendix D, Western Michigan University Calendar).

42.§10 WORKLOAD APPEALS PROCESS. The explicit intention of Article 42, Work of the Unit: Workload, Class Sizes, and Scheduling of Classes, is to prevent serious inequities in the workloads assigned to faculty members.

42.§10.1 A faculty member who perceives that his/her workload exceeds the recommended parameters set forth in this article and in the approved Department Policy Statement shall have the right to appeal to the department chair. The chair shall review that faculty member's workload according to the definition and recommendations set forth in this article and the Department Policy Statement and shall respond within ten (10) business days.

42.§10.2 If the chair's response is not satisfactory, the faculty member may appeal to the appropriate dean. It shall be incumbent upon the dean to assess the faculty member's workload according to the recommendations set forth in this article and the approved Department Policy Statement, and respond to the faculty member within ten (10) business days.

42.§10.3 If resolution is not achieved at the dean's level, the faculty member may demand a review by a panel consisting of the chair, the dean, and three (3) faculty members, two (2) of whom shall be members of his/her department, and one (1) of whom is from another department within the same college.

42.§10.3.1 Faculty members of the review panel shall be selected by the WMU-AAUP Contract Administrator.

42.§10.3.2 The review panel shall render its recommendation to the provost within ten (10) business days.

42.§10.3.3 The provost shall consider the panel's recommendation, and shall render a decision regarding the faculty member's work assignment within fifteen (15) business days. The provost's decision shall be final; however, the faculty member shall retain the right to grieve the provost's decision.

42.§11 FINAL DECISION. Western agrees to give serious consideration to workload guidelines set forth in Department Policy Statements, to requests from faculty for specific work assignments, and recommendations from department committees regarding work assignments of individual faculty (see 42.§6.1). Final determination of all work assignments shall be made by the Administration. Failure of the faculty member to meet unexcused scheduled obligations may result in appropriate action by Western.

42.§12 VITA. To enable Western and the Chapter to assess the workload activities of faculty, each member of the bargaining unit shall submit the following to his/her chair no later than October 15:

42.§12.1 In the first year of this contract, an updated vita and a Professional Activities Report (PAR; see 42.§12.2).

42.§12.2 Annually, a Professional Activities Report (PAR) based on a form specified by the dean of his/her college.

42.§13 CHAPTER SERVICE. During this Agreement, the Chapter shall be able to purchase up to fifty-four (54) credit hours of teaching time per year for up to eight (8) Chapter officials at one-half (1/2) the actual replacement costs, provided the Chapter has given the Office of the Provost the names of the Chapter officials one (1) semester in advance (or at the earliest date practicable) to provide for proper scheduling, and further provided that the fifty-four (54) hours are used in blocks equivalent to at least one full class for each person receiving assigned time for Chapter service. In addition, the Chapter shall be able to purchase up to eighteen (18) additional credit hours of teaching time for up to two (2) Chapter officials at the full replacement cost, provided the same notice is given and the eighteen (18) credit hours are used in blocks as specified above.

42.§13.1 If the Chapter decides to purchase assigned time for non-teaching faculty members, three (3) credit hours of teaching time shall be considered, for this purpose only, as equivalent to one-fourth (1/4) of a semester's or one-half (1/2) of a summer I or summer II workload of a non-teaching faculty member.

42.§14 CLASS-SIZE CAPACITY RECOMMENDATIONS AND APPROVAL PROCESS. Department faculty may submit recommendations on class-size capacities for all courses to their department chair. The chair shall work with the faculty to develop class-size policy recommendations that are mutually agreeable. The department chair shall then carry the process forward to the dean and the provost for their review, input, and approval. The dean and provost shall complete their review within twenty (20) business days. If the provost does not approve the class-size policies as submitted, specific guidance shall be offered to the department faculty and chair for consideration in further development of the proposed class-size policies. When class-

size policies are approved by the department chair, the dean, and the provost as meeting current and foreseeable student and institutional needs with acceptable pedagogic standards, and are also approved by the Chapter as not violating the Agreement, class-size shall not be increased above a recommended and approved cap without the approval of the assigned faculty member or an appropriate department committee except in the following circumstances:

42.§14.1 *One-time Basis.* A class is increased above the recommended and approved cap on a one-time basis by the department chair because of an emergency, such as a faculty member's death, illness, or sudden resignation.

42.§14.2 *Temporary Increase.* A class is temporarily increased by the department chair above a recommended and approved cap by no more than ten (10) students or twenty percent (20%), whichever is less. When department chairs make decisions regarding temporary increases in class size, they will take into account a variety of factors, which may include the nature of the class, the physical facilities available, the concerns of the instructor, and the needs of students. For one or more of these reasons, a chair who finds it necessary to temporarily increase a class size may decide to increase it by less than the maximum temporary increase provided herein, for example, for certain classes, an increase of more than three students might be found unfeasible.

42.§14.3 *Trial.* An individual faculty member agrees to or requests (and the department chair approves) an increase in the size of a class above the recommended and approved cap and/or above the temporary increase allowed by 42.§14.2 above in order to determine if he/she can effectively teach the class in the larger class-size format. If the teaching of the larger class is found to be successful by the faculty member and the department chair, the faculty member may continue to teach that class in the larger format. The department faculty may request a summary of the chair's and the faculty member's conclusions concerning the success of the larger class-size format.

42.§14.4 *Duration.* Approved class-size recommendations in effect in spring of 2005 shall remain in effect for the life of this Agreement. There shall continue to be no contractual restriction on class size in departments that do not have recommended and approved course capacities, established in accordance with this article.

42.§15 SCHEDULING OF CLASSES. Each department chair shall develop a process to ascertain individual faculty course preferences as well as the preferred days and times for offering these courses. Once the tentative schedule is completed, faculty shall be notified of their assignments so that they may discuss them with the chair prior to submission of the schedule to the registrar. Though Western shall give serious consideration to faculty scheduling preferences, final determination of teaching assignments shall be made by Western.

42.§15.1 Specific scheduling recommendations shall reflect the following guidelines:

42.§15.1.1 If a faculty member is assigned an evening class which ends after 8:00 p.m., consideration shall be granted for the starting time of his/her classes the following day.

42.§15.1.2 The time within the same day from the start of a faculty member's first class to the end of his/her last class shall be considered in arranging a faculty member's teaching schedule, to avoid excessively long days.

42.§15.1.3 In order to promote effective teaching and to provide time for careful course preparation and grading, the number of new courses and the number of different courses shall be taken into consideration when planning a faculty member's schedule.

42.§16 Teaching and other work assignments shall be made with due consideration of each bargaining unit faculty member's areas of specialization and competence.

42.§17 No bargaining unit faculty member on academic-year appointment shall be required to teach during summer sessions, and no bargaining unit faculty member on alternate-academic-year appointment shall be required to teach in their off semester.

### **ARTICLE 43** **INTELLECTUAL PROPERTY**

The development of patentable inventions or discoveries is not the primary purpose of the research activities of Western's faculty. However, certain patentable inventions and discoveries may result from such work. To provide incentive for the development and utilization of discoveries arising out of University research, with the assurance that such inventions will not be used in a manner contrary to public interest, it is agreed that:

#### 43.§1 **SHARED ROYALTIES**

43.§1.1 Bargaining unit faculty members whose activities lead to a patentable invention when the activities are part of the work for which Western is paying the faculty member (from any source) or the activities involve the use of any University space or equipment shall share equally with Western in any royalties derived from such patents.

43.§1.2 Bargaining unit faculty members whose activities lead to a patentable invention or copyrightable material when the activities are a part of work performed for which Western is not paying the faculty member (from any source), and no University space or equipment is used, shall be entitled to any or all royalties derived from such patents or copyrights.

43.§1.3 Western shall make a claim for royalties for textbooks, scholarly books, or other written or web-based materials, and copyrightable material successfully published by bargaining unit faculty member while in the employ of the University only when such material was prepared at the request of the University and for which the University provided direct remuneration. The assignment of potential royalties shall be made at the time of the agreement for the work. The preparation of a book while on an approved for

that purpose or other approved leave of absence, in and of itself, does not qualify as direct remuneration by the University for an assignment.

43.§1.4 Contributions by members of the faculty to the profession and the discipline and the transmittal to students of such personal scholarly endeavor is an important facet of the academy. Faculty and the Administration recognize that the inherent and potential conflict of interest when faculty authors select materials that they have developed or authored for use in classes which they teach cannot be avoided, but the donation of the royalties of such sales to student support programs at least recognizes an attempt to assuage those feelings which may result from a perceived conflict of interest. Nothing in this article compels either acknowledgment of royalties or a donation of those royalties to the University. Rather, this article recognizes the potential goodwill of donations of the royalties of such sales to the "faculty author's scholarship fund" or the University library endowment fund or other department, college, or University programs which support students and the academic enterprise. However, the sale, lease and/or rental of educational materials by faculty to students enrolled in their classes, without the explicit permission of the department or college administrator is prohibited.

#### 43.§2 RIGHTS

43.§2.1 *Name and Logo.* The name of the University shall not be used in connection with any campaigns, typically characterized by a large number or repetition of communication and/or size of audience, without prior written permission from the Vice President for Business and Finance. This restriction applies to the use of the name, letterhead, seal, logo, mascot and all other marks associated with the University on any commercial publications, product promotion, expressed opinion, or political action.

43.§2.2 *Sponsoring Agency.* In any instance where the provisions of this article are in conflict with any agreement with a sponsoring agency, the agreement with the sponsoring agency shall govern only if both Western and the bargaining unit faculty member have signed the agency agreement.

43.§2.3 *Option to Rights.* Either party (the bargaining unit faculty member or Western) may waive its rights under this article if it so chooses. The Vice President for Business and Finance will have the authority to act for Western in this matter.

#### 43.§3 OWNERSHIP RIGHTS

43.§3.1 Copyright ownership of textbooks, manuscripts, creative works, and other scholarly works, including course materials created by the faculty member(s) shall be owned by the faculty member(s) except as otherwise set forth in this Article. Such materials or scholarly works shall include but not be limited to books, journal articles, research studies, syllabi, distance learning courses, workbooks, courses, course presentations, computer-assisted instructional content, course content development, examinations, tests, and other digital or physical materials created by the faculty member(s).

43.§3.2 Courses and course delivery shall not be recorded (audio-or video-taped or digitally captured) without prior knowledge and consent of the faculty member. Such recordings are not to be re-used without the written consent of the faculty member.

43.§3.3 A faculty member owns the rights to control his/her scholarly works as identified in 30.§5.1 and 30.§5.2, unless they have executed a written agreement with Western setting forth different terms to the contrary as described in 30.§5.3.

#### **ARTICLE 44** **NO STRIKE, NO LOCKOUT**

44.§1 CHAPTER. The Chapter agrees that, during the life of this Agreement, the Chapter, its officers, affiliates, and members shall not authorize, instigate, aid, or engage in any strike, slowdown, stoppage of work, concerted efforts not to meet classes, or any other concerted acts that interfere with the normal operations of the University over any matter covered by this Agreement.

44.§2 UNIVERSITY. The University agrees that during the life of this Agreement there shall be no lockout of the members of the Chapter over any matter covered by this Agreement.

#### **ARTICLE 45** **WAIVER CLAUSE**

45.§1 AGREE AND ACKNOWLEDGE. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, Western and the Chapter, for the life of this Agreement, each waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any non-mandatory subject of bargaining not specifically referred to or covered in this Agreement, even though such subject may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

#### **ARTICLE 46** **SAVINGS PROVISIONS**

46.§1 PRINCIPLE. If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, Western and the Chapter shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

**ARTICLE 47**  
**EMPLOYEE ASSISTANCE PROGRAM**

47.§1 **PRINCIPLE**. Western agrees to provide an employee assistance program (EAP) to respond to the problems of faculty members and other University employees who demonstrate maladaptive work-related behaviors, including alcohol and substance abuse, mental/emotional illness, and significant personal problems. The program services shall be available through referral by self or others. Western and the Chapter agree that when a faculty member represents an immediate or potential danger to students, staff, or self, the faculty member may be removed from contact with students and other University personnel and referred to the University Employee Assistance Program.

47.§1.1 *Purpose*. The EAP shall emphasize the elements of problem identification, personnel training and education, therapeutic confrontation, and appropriate referral for assessment and treatment. It shall incorporate the right of Western to require examination and/or treatment and to invoke disciplinary procedures when necessary. It shall also incorporate an internal response system and possible relations with appropriate external agencies.

47.§2 **PROGRAM AVAILABILITY**. Western agrees to provide access to EAP services for bargaining unit faculty members during normal working hours.

47.§3 **DURATION**. Western agrees not to discontinue or substantially modify the present EAP for bargaining unit faculty members for the duration of this Agreement.

**ARTICLE 48**  
**PERMANENT INTERDEPARTMENT TRANSFER PROCESS**

48.§1 **TRIAL ASSIGNMENT IN NEW DEPARTMENT**. A tenured or tenure-track bargaining unit faculty member who is under consideration for a permanent transfer from one academic department to another shall be given a trial assignment in the new department. Permanent transfer consideration may be initiated by the faculty member or by Western, and these permanent transfer procedures shall be effective upon mutual agreement of the faculty member and Western, after consultation with the bargaining unit faculty member of the receiving and the original departments.

48.§2 The conditions for approved trial assignments are:

48.§2.1 *Length*. The trial assignment shall be for two (2) or three (3) years.

48.§2.2 *Salary*. The trial assignment shall be, at least, at the faculty member's salary at the time of transfer plus any contractually mandated increases subsequent to the transfer.

48.§2.3 *Rank*. The assignment shall be at the faculty member's rank at the time of transfer, and the faculty member shall not be eligible for promotion during the trial assignment.



48.§2.4 *Department Membership.* The faculty member shall remain a member of his/her original department during the trial assignment, but shall not participate in performance evaluations such as promotion or tenure recommendation processes in the original department unless the bargaining unit faculty member of the original department recommend such participation.

48.§2.5 *Stipulations.* Both prior to the trial assignment and after the first year review, but prior to the second year of the trial assignment, the department faculty may recommend and Western may stipulate what the faculty member must accomplish during the trial assignment in order to be recommended for permanent membership in the new department. All such stipulations shall be directly related to the criteria specified in Article 17, Tenure Policy and Procedures.

48.§2.6 *Reviews.* The faculty member shall be reviewed by the new department in at least the first and last year of the trial assignment.

48.§2.7 *Return to Original Department.* With Western's approval, the faculty member may be returned to his/her original department at the end of any semester during or at the end of the trial assignment. Return may be initiated by the faculty member or by Western. The original department shall not have the prerogative to deny the faculty member's return to the department.

48.§2.8 *Continuous Service.* Continuous service of the bargaining unit faculty member shall not be affected by interdepartment transfer.

48.§2.9 *Modification.* The above conditions may be modified by mutual agreement of the bargaining unit faculty member, Western, and the Chapter. Before agreeing to any such modifications, both the original and the receiving departments shall be consulted, and their recommendations shall be given serious and timely consideration.

48.§2.9.1 The trial period may be eliminated and the faculty member may make an immediate, permanent transfer to a receiving department only if the bargaining unit faculty member in the receiving department recommend the permanent transfer.

48.§2.9.2 The faculty member requesting the immediate transfer shall receive from Western, in writing, the specific terms of the transfer (e.g., assignment, rank, tenure, salary, and other relevant stipulations).

### 48.§3 PERMANENT ASSIGNMENT IN NEW DEPARTMENT.

48.§3.1 *New Department Membership Decision.* In the case of a tenured faculty member, at the end of the trial assignment, the department bargaining unit faculty shall recommend whether the faculty member shall be granted permanent membership in the new department. If the faculty member is granted permanent membership in the new department by Western he/she shall become a permanent member of the new department

denand shall no longer be a member of the original department. A tenured faculty member shall retain his/her tenure throughout the transfer process.

48.§3.1.1 In the case of a tenure-track faculty member, at the end of the trial assignment, the department faculty shall make a recommendation of whether he/she shall be granted permanent membership in the new department. The final tenure review of the faculty member shall be conducted by the new department in the last year of trial assignment, or later, if so stipulated prior to the trial assignment. A tenure-track faculty member may only be recommended for tenure when he/she has had a positive membership recommendation.

48.§3.2 *Rank.* The faculty member shall not have his/her rank reduced by permanent transfer to the new department.

48.§3.3 *Promotion Eligibility.* At the start of the trial period, Western shall stipulate the number of years in rank with which the new faculty member shall be credited for purposes of promotion eligibility in the new department. Based on the years-in-rank credit, the faculty member is eligible for promotion in the new department after becoming a permanent member of that department.

48.§3.4 *Salary.* The faculty member's salary shall not be reduced because of permanent transfer to the new department.

48.§3.5 *Service on Committees.* The original and receiving departments may extend to faculty members transferred under this provision the rights and responsibilities to serve on department committees during the trial period. After obtaining permanent membership, the transferred faculty member shall be granted all rights and responsibilities that apply to any other member of the receiving department, and shall have no rights in the original department.

**ARTICLE 49**  
**DURATION**


49.§1 DURATION. This *Agreement* shall become effective as of the 5th day of September, 2017, and, except as hereinafter set forth, shall continue in full force and effect until 12:01 a.m. on the 6th day of September, 2020, and for continuing periods of one (1) year thereafter unless a written notice is served by one party upon the other at least sixty (60) calendar days prior to the expiration of any subsequent automatic renewal period of its intent to amend, modify, or terminate this *Agreement*.

Regardless of the provisions of the duration clause in this article, the calendar provisions in Article 38, University Calendar, and Appendix D, Western Michigan University Calendar, shall continue through the fiscal year of 2020-2021. This *Agreement* is signed in Kalamazoo, Michigan on this 5<sup>th</sup> day of September 2020.

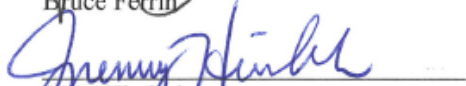
**WMU Chapter of the American  
Association of University  
Professors**

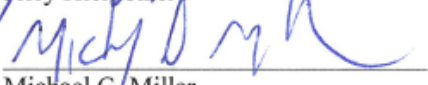
  
Cynthia Klekar-Cunningham, Chief Negotiator

  
Lisa C. Minnick, President

  
Whitney DeCamp

  
Bruce Ferrin

  
Jerry Hierholzer

  
Michael G. Miller

**Western Michigan University**

  
Nancy Mansberger, Chief Negotiator and  
Director of Academic Labor Relations

  
Daniel Guyette

  
Keith Hearit

  
Jan Van Der Kley

## APPENDIX A

### CONTRACT/GRANT PROFESSORSHIPS

The University has long realized that the work performed by professors who conduct research and other programs sponsored by external agencies differs in many ways from the standard University faculty assignments. While the work associated with faculty status is varied and encompasses teaching, research, publishing, creative activity, and advising, faculty members are not typically called upon to administer major operations requiring budget and personnel management or other non-instructional responsibilities without added compensation. The proposed policy recognizes that the tasks performed by a principal investigator or participating scholar differ from the usual assignments. Thus, this policy recommendation reflects that difference and authorizes altered compensation levels for those professors who undertake sponsored projects that substantially change the nature and scope of their responsibilities.

#### Policy Statement:

In recognition of the additional duties and responsibilities with involvement in externally funded grants and contracts, persons involved directly in the projects may be designated as contract/grant assistant professors, contract/grant associate professors, or contract/grant professors. In proposals submitted for external funding under the aegis of the University and administered through the University, involved faculty members may be designated as contract/grant professors and, for the specified proportion of their assigned time on the project, may be budgeted at market value.

Contract/grant professors may be budgeted for spring and summer sessions at the same market value basis, as long as the support for their compensation derives entirely from externally-funded contracts or grants.

The designation and remuneration will apply to all external grants and contracts under the aegis of the University including research grants and contracts, training grants, etc. Faculty consultants on such projects will receive remuneration in accordance with existing policy (see the current Western/WMU-AAUP Agreement). The contract/grant professor policy will not apply to paid leaves of absence, sabbaticals, and other such leaves. All salaries paid from University funds will be at regular salary levels. Only the salary derived from external sources in recognition of altered responsibilities will be at the approved market rate.

## APPENDIX B

### **BULLARD PLawecki EMPLOYEE RIGHT TO KNOW ACT (EXCERPT)**

423.501. Short title; definitions

Sec.1. (1) This act shall be known and may be cited as the "*Bullard-Plawecki Employee Right to Know Act.*"

(2) As used in this act:

- (a) "Employee" means a person currently employed or formerly employed by an employer.
- (b) "Employer" means an individual, corporation, partnership, labor organization, unincorporated association, the state, or an agency or a political subdivision of the state, or any other legal, business, or commercial entity that has four (4) or more employees and includes an agent of the employer.
- (c) "Personnel record" means a record kept by the employer that identifies the employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action. A personnel record shall include a record in the possession of a person, corporation, partnership, or other association who has a contractual agreement with the employer to keep or supply a personnel record as provided in this subdivision. A personnel record shall not include:
  - (i) Employee references supplied to an employer if the identity of the person making the reference would be disclosed.
  - (ii) Materials relating to the employer's staff planning with respect to more than 1 employee, including salary increases, management bonus plans, promotions, and job assignments.
  - (iii) Medical reports and records made or obtained by the employer if the records or reports are available to the employee from the doctor or medical facility involved.
  - (iv) Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
  - (v) Information that is kept separately from other records and that relates to an investigation by the employer pursuant to Section 9.
  - (vi) Records limited to grievance investigations that are kept separately and are not used for the purposes provided in this subdivision.

(vii) Records maintained by an educational institution which are directly related to a student and are considered to be education records under Section 513(a) of Title 5 of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g.

(viii) Records kept by an executive, administrative, or professional employee that are kept in the sole possession of the maker of the record, and are not accessible or shared with other persons. However, a record concerning an occurrence or fact about an employee kept pursuant to this subparagraph may be entered into a personnel record if entered not more than six (6) months after the date of the occurrence or the date the fact becomes known.

423.509 Record of investigation of criminal activity of employee which may result in loss or damage to employer's property; record of criminal justice agency involved in investigation of criminal activity of employee.

Sec. 9. (1) If an employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation. Upon completion of the investigation or after two (2) years, whichever comes first, the employee shall be notified that an investigation was or is being conducted of the suspected criminal activity described in this section. Upon completion of the investigation, if disciplinary action is not taken, the investigative file and all copies of the material in it shall be destroyed.

*P.A. 1978, No. 397, §1, Eff. Jan. 1, 1979.*

## APPENDIX C

### LOCATION OF PERSONALLY-IDENTIFIABLE INFORMATION

*TO:* Faculty Members  
*FROM:* Director of Academic Labor Relations

You have requested a review of your personnel record. This is to notify you that several offices on campus hold files that may contain personnel records or other personnel-related or personally identifiable information that is generally available to you. In addition, there may be offices on campus that have files that contain personally identifiable information about you that is not a personnel file or a personnel-related record.

Listed below are some offices that may hold files that contain information that identifies you, and the types of information that they may hold. The list is not exhaustive, although an attempt has been made to identify all offices and information pertaining to you. The first seven are the most important and comprehensive.

- A. **PAYROLL**  
Payroll history reports; time and attendance records; salary records; retirement plan selection cards; retirement reports; insurance applications; W-2, W-4, and MI-W-5.
- B. **HUMAN RESOURCES**  
Employment application/resume; personnel transaction forms; salary letters; sick leave/disability certificates or letters; medical records and evaluations, ability to work correspondence; unemployment and Workers' Compensation claim records; tuition benefit plan records.
- C. **PROVOST'S OFFICE**  
Employment application/resume; academic transcripts; salary letters; personnel transaction forms; sick leave/disability certificates or letters; materials concerning evaluations, tenure, promotion, and reappointment; disciplinary records; sabbatical leave records; grant applications; leave of absence records; reclassification correspondence; I-9 and citizenship status records; retirement and service award records.
- D. **DEAN'S OFFICE**  
Employment application/resume; academic transcripts; salary letters; personnel transaction forms; sick leave/disability certificates or letters; materials concerning evaluations, tenure, promotion, and reappointment; disciplinary records; sabbatical leave records; grant applications; leave of absence records; reclassification correspondence; I-9 and citizenship status records; retirement and service award records.
- E. **DEPARTMENT OFFICE**  
Employment application/resume; academic transcripts; salary letters; personnel transaction forms; sick leave/disability certificates or letters; materials concerning evaluations, tenure,

promotion, and reappointment; disciplinary records; sabbatical leave records, grant applications; leave of absence records; reclassification correspondence; I-9 and citizenship status records; retirement and service award records.

F. GENERAL COUNSEL

I-9 and citizenship status records.

G. THE OFFICE OF UNIVERSITY RELATIONS

Curriculum vitae, background information, news releases, pictures, and summary of area of expertise.

H. The following offices may have records, if you have participated in their purpose, or used their services:

1. Faculty Senate
2. Admissions and Orientation Department
3. Office of Institutional Equity
4. Office of Vice President for Research
5. Counseling Services at Sindecuse
6. Housing Office
7. Ombudsman's Office
8. Accounting Services and Accounts Payable
9. Department of Public Safety
10. Registrar's Office
11. Sindecuse Health Center
12. WMU Unified Clinics



**APPENDIX D**

**WESTERN MICHIGAN UNIVERSITY CALENDAR**

<b>FALL SEMESTER 2017</b>		
August 31 - September -1		Advising Days
September 4	Monday	Labor Day recess
September 5	Tuesday	Classes begin at 8 a.m.
November 22	Wednesday	Thanksgiving recess (noon)
November 27	Monday	Classes resume
December 11-15		Final examination week
December 16	Saturday	Semester ends – commencement
December 19	Tuesday	Fall grades due at noon
<b>SPRING SEMESTER 2018</b>		
January 4-5		Advising days
January 8	Monday	Classes begin at 8 a.m.
January 15	Monday	Dr. Martin Luther King, Jr. Day recess, convocation & activities
March 2	Friday	Spirit day
March 5	Monday	Spring break
March 12	Monday	Classes resume
April 23-27		Final examination week
April 28	Saturday	Semester ends – commencement
May 1	Tuesday	Spring grades due at noon
<b>SUMMER I SESSION 2018</b>		
May 7	Monday	Classes begin at 8 a.m.
May 28	Monday	Memorial Day recess
June 27	Wednesday	Session ends
June 23	Saturday	Commencement
July 3	Tuesday	Summer I grades due at noon
<b>SUMMER II SESSION 2018</b>		
June 28	Thursday	Classes begin at 8 a.m.
July 4	Wednesday	Independence Day recess
August 17	Friday	Session ends
August 21	Tuesday	Summer II grades due at noon

<b>2017-2018 DAYS CLASSES MEET</b>			
<b>Fall 2016</b>	<b>Spring 2017</b>	<b>Summer I 2017</b>	<b>Summer II 2017</b>
MON – 14	MON – 14	MON – 7	MON – 7
TUES – 15	TUES – 15	TUES – 8	TUES – 7
WED – 15	WED – 15	WED – 8	WED – 6
THURS – 14	THURS – 15	THURS – 7	THURS – 8
FRI – 14	FRI – 14	FRI – 7	FRI – 8
<b><u>72</u></b>	<b><u>73</u></b>	<b><u>37</u></b>	<b><u>36</u></b>
SAT – 13	SAT – 14	SAT – 7	SAT – 7

<b>FALL SEMESTER 2018</b>		
August 27-28		Advising Days
August 29	Wednesday	Classes begin at 8 a.m.
September 3	Monday	Labor Day recess
October 17-19	Wed.-Fri.	Fall Break
November 21	Wednesday	Thanksgiving recess (noon)
November 26	Monday	Classes resume
December 10-13		Final examination week
December 15	Saturday	Semester ends – commencement
December 18	Tuesday	Fall grades due at noon
<b>SPRING SEMESTER 2019</b>		
January 3-4		Advising days
January 7	Monday	Classes begin at 8 a.m.
January 21	Monday	Dr. Martin Luther King, Jr. Day recess, convocation & activities
March 1	Friday	Spirit day
March 4-8	Monday	Spring break
March 11	Monday	Classes resume
April 22 – April 25		Final examination week
April 27	Saturday	Semester ends – commencement
April 30	Tuesday	Spring grades due at noon
<b>SUMMER I SESSION 2019</b>		
May 6	Monday	Classes begin at 8 a.m.
May 27	Monday	Memorial Day recess
June 26	Wednesday	Session ends
June 29	Saturday	Commencement
July 2	Tuesday	Summer I grades due at noon
<b>SUMMER II SESSION 2019</b>		
June 27	Thursday	Classes begin at 8 a.m.
July 4	Thursday	Independence Day recess
August 16	Friday	Session ends
August 20	Tuesday	Summer II grades due at noon

<b>2018-2019 DAYS CLASSES MEET</b>			
<b>Fall 2018</b>	<b>Spring 2019</b>	<b>Summer I 2019</b>	<b>Summer II 2019</b>
MON – 14	MON – 14	MON – 7	MON – 7
TUES – 15	TUES – 15	TUES – 8	TUES – 7
WED – 15	WED – 15	WED – 8	WED – 7
THURS – 14	THURS – 15	THURS – 7	THURS – 7
FRI – 14	FRI – 14	FRI – 7	FRI – 8
<b>72</b>	<b>73</b>	<b>37</b>	<b>36</b>
SAT – 14	SAT – 14	SAT – 7	SAT – 7

<b>FALL SEMESTER 2019</b>		
August 26-27		Advising Days
August 28	Wednesday	Classes begin at 8 a.m.
September 2	Monday	Labor Day recess
October 16-18	Wed.-Fri.	Fall Break
November 27	Wednesday	Thanksgiving recess (noon)
December 2	Monday	Classes resume
December 9-12		Final examination week
December 14	Saturday	Semester ends – commencement
December 17	Tuesday	Fall grades due at noon
<b>SPRING SEMESTER 2020</b>		
January 2-3		Advising days
January 6	Monday	Classes begin at 8 a.m.
January 20	Monday	Dr. Martin Luther King, Jr. Day recess, convocation & activities
February 28	Friday	Spirit day
March 2-6	Monday	Spring break
March 9	Monday	Classes resume
April 20-23		Final examination week
April 25	Saturday	Semester ends – commencement
April 28	Tuesday	Spring grades due at noon
<b>SUMMER I SESSION 2020</b>		
May 4	Monday	Classes begin at 8 a.m.
May 25	Monday	Memorial Day recess
June 24	Wednesday	Session ends
June 27	Saturday	Commencement
June 30	Tuesday	Summer I grades due at noon
<b>SUMMER II SESSION 2020</b>		
June 25	Thursday	Classes begin at 8 a.m.
July 3-4	Fri.-Sat.	Independence Day recess
August 14	Friday	Session ends
August 18	Tuesday	Summer II grades due at noon

<b>2019-2020 DAYS CLASSES MEET</b>			
<b>Fall 2019</b>	<b>Spring 2020</b>	<b>Summer I 2020</b>	<b>Summer II 2020</b>
MON – 14	MON – 14	MON – 7	MON – 7
TUES – 15	TUES – 15	TUES – 8	TUES – 7
WED – 15	WED – 15	WED – 8	WED – 7
THURS – 14	THURS – 15	THURS – 7	THURS – 8
FRI – 14	FRI – 14	FRI – 7	FRI – 7
<b><u>72</u></b>	<b><u>73</u></b>	<b><u>37</u></b>	<b><u>36</u></b>
SAT – 14	SAT – 14	SAT – 7	SAT – 6

<b>FALL SEMESTER 2020</b>		
August 31 – Sept. 1		Advising Days
September 2	Wednesday	Classes begin at 8 a.m.
September 7	Monday	Labor Day recess
October 21-23	Wed.-Fri.	Fall Break
November 25	Wednesday	Thanksgiving recess (noon)
November 30	Monday	Classes resume
December 14-17		Final examination week
December 19	Saturday	Semester ends – commencement
December 22	Tuesday	Fall grades due at noon
<b>SPRING SEMESTER 2021</b>		
January 7-8		Advising days
January 11	Monday	Classes begin at 8 a.m.
January 18	Monday	Dr. Martin Luther King, Jr. Day recess, convocation & activities
March 5	Friday	Spirit day
March 8-12	Monday	Spring break
March 15	Monday	Classes resume
April 26-29		Final examination week
May 1	Saturday	Semester ends – commencement
May 4	Tuesday	Spring grades due at noon
<b>SUMMER I SESSION 2021</b>		
May 10	Monday	Classes begin at 8 a.m.
May 31	Monday	Memorial Day recess
June 30	Wednesday	Session ends
June 26	Saturday	Commencement
July 6	Tuesday	Summer I grades due at noon
<b>SUMMER II SESSION 2021</b>		
July 1	Thursday	Classes begin at 8 a.m.
July 4-5	Sunday - Monday	Independence Day recess
August 20	Friday	Session ends
August 24	Tuesday	Summer II grades due at noon

<b>2020-2021 DAYS CLASSES MEET</b>			
<b>Fall 2020</b>	<b>Spring 2021</b>	<b>Summer I 2021</b>	<b>Summer II 2021</b>
MON – 14	MON – 14	MON – 7	MON – 6
TUES – 15	TUES – 15	TUES – 8	TUES – 7
WED – 15	WED – 15	WED – 8	WED – 7
THURS – 14	THURS – 15	THURS – 7	THURS – 8
FRI – 14	FRI – 14	FRI – 7	FRI – 8
<b><u>72</u></b>	<b><u>73</u></b>	<b><u>36</u></b>	<b><u>36</u></b>
SAT – 14	SAT – 14	SAT – 7	SAT – 7

## APPENDIX E

### **EXTERNAL REVIEW PROCESS -- PROMOTION AND TENURE**

As stipulated in 17.§5 and 18.§5, the candidate, the DTC/DPC, or the department chair may require letters of recommendation from external reviewers who are appropriate to a tenure and/or promotion candidate's specialty area, as part of the tenure/promotion review process. Following the process outlined in 17.§5.1 and in 18.§5.1, the department chair shall be responsible for soliciting external recommendations from those reviewers identified by the DTC/DPC chair and the candidate. The solicitation request for an external recommendation shall include the following language:

You have been identified as a potential external reviewer in the case of (candidate's name)'s tenure and/or promotion review. The purpose of the external review is to have you evaluate the candidate's record in the area of professional recognition. We are not asking you to judge whether or not the candidate should be given tenure/promotion, but only to evaluate his/her scholarly work and its recognition by others outside our University.

Should you choose to participate in the external review process, you should be aware of the following:

- External letters of recommendation shall be made part of (candidate's name)'s adjunctive tenure/promotion file.
- After promotion or tenure is granted, all review letters and documentation shall be extracted from the faculty member's personnel record and returned to the faculty member, except for the final notification of the award. Included with these materials will be copies of external reviews, with removal of institution identifiers and name of reviewer.
- Those who will have access to your letter of recommendation include:
- (candidate's name): After promotion or tenure is granted, all review letters and documentation shall be extracted from the faculty member's personnel record and returned to the faculty member, except for the final notification of the award. Included with these materials will be copies of external reviews, with removal of institution identifiers and name of reviewer.
  - the department tenure/promotion review committee
  - the department chair
  - the college-level review committee (promotion, only)
  - the college dean
  - the provost
  - the University President

- any and all other relevant administrators who participate in the review process
- Western shall not release the external letters of reference to the public except as Western deems necessary to comply with law, court order, subpoena, or pursuant to any legal, administrative, or arbitration proceeding. It must be understood that Western Michigan University is a public institution, and there may be circumstances under which Western is compelled to release external recommendations.

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