MichiganTech

Office Memo

Office of the Provost and
Vice President for Academic Affairs

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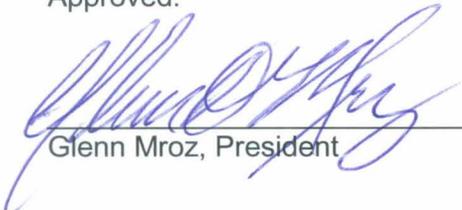Fax: (906) 487-2935

TO: Glenn Mroz
President

FROM: Max Seel
Provost and Vice President for Academic Affairs

SUBJECT: Mathematical Sciences Proposed Charter Amendments

DATE: August 18, 2014

I have reviewed and endorse the Department of Mathematical Sciences proposed charter which was amended to reflect Senate policy.

Approved:

_____   _____
Glenn Mroz, President   Date

cc: Bruce Seely, Dean
    Mark Gockenbach, Mathematical Sciences
    Brian Barkdolll, University Senate President

Atch: Charter dated March 31, 2014

Charter
Department of Mathematical Sciences
Michigan Technological University
March 31, 2014

1. Approving and Amending the Charter and Department Voting

1.1 Voting Members

All tenured/tenure-track faculty and lecturers with appointments of 50% or more in Mathematical Sciences are voting members. Academic issues and strategic planning require a vote of the voting members. Staff vote on non-academic issues as determined by the Chair.

1.2 Amending and Updating the Charter

1.2.1 Adoption of a new Charter

A new charter may be proposed by the Advisory Committee. The proposed charter must be circulated to the faculty at least ten days before a faculty meeting at which it will be discussed. Following this faculty meeting, a ballot will be conducted and the new charter will be adopted if it is approved by at least two-thirds of votes cast.

1.2.2 Amendment of the Charter

Any department faculty member or committee may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten days before the meeting at which they will be discussed. Following this meeting, a ballot will be conducted. Amendments approved by at least two-thirds of votes cast are approved.

1.2.3 Updating Charter to Assure Compliance

The Advisory Committee is responsible for reviewing the charter annually in September and proposing amendments to update the charter and ensure compliance with university policies.

1.3 Conflict with University Policies

In any event in which these precepts are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

2. Duties and Responsibilities of the Department Chair

2.1 Unit Governance

The Department Chair is the chief administrative officer of the Department, and serves as a representative and advocate for the Department, balancing these responsibilities with those of a university administrator.

The Chair's responsibilities are twofold: to perform executive functions and to maintain effective communication with faculty and staff.

Executive functions include, but are not limited to, managing the budget, hiring faculty and staff, advising faculty on professional development, making recommendations about reappointment, promotion, and tenure, recommending salary increases, and taking an active role in fundraising and alumni relations.

To facilitate effective communication, the Chair will present, at the beginning of each academic year, a draft of goals and plans and an outline of a budget for the coming academic year. The Chair will also hold department meetings, as necessary, to discuss significant initiatives that affect the faculty, including strategic planning and academic issues. The agenda for each meeting, as well as any formal proposals to be discussed, must be distributed at least 24 hours before the meeting. Significant initiatives require a ballot, to be held following a discussion at a department meeting.

The Chair implements departmental policies passed by ballot. The Chair may veto a policy approved by department ballot; however, a veto can be overridden by a vote of two-thirds of votes cast. A ballot to override a veto shall be held upon the request of at least three eligible voters.

The chair is evaluated regularly according to university policy. The Advisory Committee may also choose to conduct an extraordinary evaluation of the department chair, outside the time frame mandated by university policy, in order to express its views and/or concerns to the dean.

2.2 Evaluation of Teaching

The evaluation of teaching is the responsibility of the chair, subject to departmental and university policy.

2.3 Compensation

Salaries, wages, and distribution of merit pay are the responsibility of the chair and will be based on each faculty member's cumulative record of teaching, research, and service.

2.4 Workload

The chair determines faculty and staff workload, including teaching assignments. Teaching assignments will be made in accordance with departmental policy whenever possible.

3. Reappointment, Tenure and Promotion Procedures and Guidelines

The following guidelines are for decisions concerning promotion, tenure, and reappointment of faculty in the Department of Mathematical Sciences.

Committee Structure and Duties
The Promotion/Tenure/Reappointment (PTR) committee is an elected committee consisting of five tenured faculty members not under consideration for promotion or tenure, and must include at least three full professors. This committee is elected annually in the fall semester. The Department Chair and the departmental representative to the College PTR committee are not eligible to serve.

The purpose of the PTR committee is to conduct reviews of candidates for promotion, tenure, and reappointment, and to report its recommendations to the Department Chair and the College Dean. The entire committee will review all cases involving Lecturers and Assistant Professors, and cases of Associate Professors up for tenure only, while cases involving promotion to or tenure at the rank of full Professor will be considered by the subcommittee consisting of the full Professors.

In the case of promotion or tenure, before writing its report, the committee will hold a department meeting to obtain feedback from the department concerning the candidates. This meeting is open to all tenured faculty, unless the case involves promotion to or tenure at the rank of full Professor, in which case the meeting is restricted to tenured full Professors.

The PTR committee must deliver a written report to the Department Chair. The Chair forwards this report to the Dean, along with the Chair's recommendation. The report must contain the recommendation of the committee, and should indicate whether the recommendation was unanimous or by majority vote. If the decision is not unanimous, the vote of the committee (but not the individual members) should be included in the report.

The candidate will be given a chance to review the committee's report before it is delivered to the department chair. The candidate is allowed to submit written comments contesting statements of fact, omissions, and/or interpretations in the report. The committee must review these comments and, if appropriate, revise the report before it is submitted.

Department Chair's role
For tenured and tenure-track candidates, the Chair solicits external letters of review for each candidate for promotion or tenure. The Chair will try to obtain four or more letters, at least two from reviewers selected by the candidate and at least two from other reviewers.

The Chair makes a recommendation to the College Dean on each case involving promotion, tenure, and reappointment. The Chair takes into account the external letters, the recommendation of the PTR committee and feedback obtained at the department meeting.

The candidate will be given a chance to review the Chair's recommendation before it is delivered to the Dean. The candidate is allowed to submit written comments contesting statements of fact, omissions, and/or interpretations in the recommendation. The Chair must review these comments and, if appropriate, revise the recommendation before it is submitted.

Guidelines for promotion to Associate Professor and for tenure
The guidelines for promotion to Associate Professor and for tenure at the rank of Associate Professor are generally the same. However, in some cases, early promotion to Associate Professor may be warranted to recognize outstanding research achievements. In such a case, promotion may precede tenure.

Candidates for promotion to Associate Professor are evaluated on their contributions to research, teaching, and service. The fundamental requirement is that the candidate be making progress towards national recognition as a scholar.

Research Research contributions are judged primarily based on peer-reviewed publications, funding activity, and supervision of graduate student research.

1. The total publication record of a candidate will be judged; the primary consideration will be the quality of the candidate's top five publications (as chosen by the candidate).
2. Candidates are expected to demonstrate a sustainable research program. Evidence could include one or more of the following: collaboration with a variety of colleagues, singly-authored papers, papers co-authored with students, senior authorship on papers (in sub-disciplines where this distinction is recognized), being the Principal Investigator on a grant or contract, or direction of a student to the completion of the PhD (as sole advisor).
3. Candidates are expected to have been active in seeking external funding and to have shown some degree of success. Reviews of unsuccessful grant proposals can be submitted as evidence that the candidate is submitting quality proposals and is "close" to receiving funding. The normal expectation for a candidate for tenure is that he or she has directed one or more students to completion of a (research-based) MS or is directing one or more PhD students. It is not expected that the candidate will have directed a PhD student to the completion of the PhD.

   Contributions to other aspects of the mission of the department may replace this requirement. Such contributions must go well beyond standard contributions to teaching and curriculum development; examples might include sustained direction of undergraduate research, outreach to schools, direction of the undergraduate majors program, etc. A candidate who wishes to pursue such contributions must develop a written plan with the chair in advance of the tenure decision. This plan should be approved by the Promotion, Tenure, and Reappointment Committee.

Teaching Teaching refers to classroom teaching, and the quality of classroom teaching is evaluated based on student evaluations and reviews by the PTR Committee and the Department Chair. Candidates are expected to do a good job in the classroom by these measures. In addition, candidates are expected to be willing to carry a fair load by teaching a range of courses, teaching at various levels (introductory service courses, intermediate undergraduate courses, and advanced courses), and contributing to assessment activities.

Service Contributions to service include departmental service, college and university service, and service to the profession. Candidates are expected to contribute to the department in some of the following ways:
1. serving on departmental committees;
2. writing and grading PhD examinations;
3. serving as course coordinator for multisection courses;
4. serving on MS and PhD thesis committees for students (other than as principal advisor).

It is expected that candidates will demonstrate some degree of service to the profession, such as by refereeing papers, helping to organize a conference, or participating in professional organizations (beyond mere membership). College or university service will also be considered, but is not necessarily expected.

Generally, the amount of service should increase with experience, and untenured Assistant Professors are not expected to carry a heavy service load.

Guidelines for promotion to Professor

Candidates for promotion to Professor are also evaluated on their contributions to research, teaching, and service. A candidate is expected to have shown substantial growth in these areas since promotion to Associate Professor (or as compared to a typical new Associate Professor). Moreover, the candidate is expected to have gained national recognition as a scholar.

The following specific criteria apply.

1. The total publication record of a candidate will be judged; the primary consideration will be the quality of the candidate's top five publications (as chosen by the candidate) since previous promotion or the beginning of the candidate's appointment at MTU.
2. Candidates are normally expected to have shown success in obtaining external funding. Some judgment must be exercised by the PTR committee and the chair in evaluating the level of funding that is considered successful, given the candidate's area of research.
3. Candidates are normally expected to have directed one or more students to completion of the PhD. Candidates who work in an area in which the department does not have a graduate degree are expected to develop an alternate contribution to the department's mission, as described above.
4. Senior members of the faculty are expected to bear a heavier share of the service work, to allow untenured Assistant Professors time to develop their scholarship and teaching. Therefore, candidates for promotion to Professor must have demonstrated an increased contribution to departmental and university service.

Guidelines for promotion to Senior Lecturer

Lecturers are employed to meet ongoing teaching needs and to contribute to the mission of the department. Normally a lecturer will have a well-defined role in some aspect of the department's mission (such as the Director of First-Year Mathematics, the Director of Instructional Computing, etc.), although this is not required.

The primary qualifications for promotion are:

1. Demonstrated excellence in teaching as measured by student teaching evaluations and classroom evaluations by the Chair and members of the PTR Committee.
2. Demonstrated ability to mentor less-experienced instructors (graduate teaching assistants or other faculty).
3. High quality service contributions.

Guidelines for promotion to Principal Lecturer

There are two requirements for promotion to Principal Lecturer:

1. Demonstrated growth in the areas that form the basis for promotion to Senior Lecturer:

   a. Demonstrated and increased excellence in teaching as measured by student teaching evaluations and classroom evaluations by the Chair and members of the PTR Committee.
   b. Leadership in mentoring less-experienced instructors (graduate teaching assistants or other faculty).
   c. Fundamental service contributions.

2. Exceptional achievements in teaching, research, and/or service that make fundamental contributions to the University's mission or have a national or international impact.

4. Professional Staff and Other Non-Tenured/Tenure-Track Members

Staff includes the regular professional and clerical members of the Department. Non-voting members of the faculty include visiting faculty, instructors (whose service, by university definition, is part-time or temporary), research faculty and staff, and other faculty whose appointment in the department is less than 50%-time.

Faculty who transfer into administrative positions within the university will be considered voting faculty if they continue to actively participate in the Department, as evidenced by teaching at least one course per year, or advising departmental graduate students, or serving on departmental committees.

Staff vote on non-academic issues as determined by the Chair. They participate in the evaluation of the Chair as specified in university policy.

At the discretion of the chair, non-voting faculty may attend department meetings and participate in discussions, but do not vote.

Students have no role in departmental governance.

5. Sabbatical Leave Recommendations

The final decision to support a request for sabbatical leave rests with the Chair.

If there are multiple requests for leave in a given year and the budget does not allow the Chair to support all of the requests, the Advisory Committee will rank the requests according to merit. The primary criteria are

1. Past research productivity of the faculty member.
2. Potential benefit to the department of the proposed sabbatical leave.

If the Chair declines to support a sabbatical leave request because of the merits of the proposal, the faculty member requesting leave may appeal to the Advisory Committee, which will review the proposal and, if appropriate, recommend reconsideration by the chair.

6. Emeritus/Emerita Recommendations

A faculty member retiring from Michigan Tech after at least ten years of service may be nominated for emeritus/emerita status by any voting member of the faculty, including the retiree. If the nomination is approved by a majority of votes cast by academic faculty on a ballot, the chair will recommend emeritus/emerita status to the president of the university.

If the nomination is not approved by the faculty vote, the retiring faculty member shall have the right to appeal. The appeal shall be a written argument presented to the academic faculty and discussed at a subsequent faculty meeting. After the discussion, a second ballot shall be issued. The second ballot shall be considered final.

7. Grievance Procedure

If an individual has a grievance, an attempt should first be made to resolve it informally. If there is no informal resolution, the individual may request that a grievance committee be formed. Internal grievance procedures will adhere to University grievance policy.

A Grievance Committee consists of three tenured faculty members: one appointed by each of the two parties involved in the dispute and one acceptable to both parties. The Grievance Committee tries to resolve disputed issues without assessing blame. Failing a resolution of the dispute, the Grievance Committee prepares a written file including a summary of the charges, the committee's assessment, and the committee's recommendation for a resolution of the dispute. If both parties agree, the process can be stopped at any time.

If the disputing parties accept the recommendations of the Grievance Committee, the dispute is considered resolved. Otherwise, the grievance file is passed on to the next stage of the University Grievance Procedure.

8. Miscellaneous

8.1 Rights and responsibilities of faculty

8.1.1 The responsibilities of individual faculty members are research, teaching, and service, with specific teaching and service duties determined jointly by the individual and the Chair.

8.1.2 Faculty members are free to choose research directions and methods of teaching, but are expected to follow departmental course descriptions and policies.

8.1.3 Hiring priorities for tenure-track positions, proposed by the Chair, must be approved by a majority of votes cast by the voting faculty on a ballot.

8.1.4 Following interviews for a tenure-track position, there will be a ballot allowing voting faculty to rate candidates as acceptable or unacceptable, and to rank the candidates. The chair can only offer positions to candidates voted acceptable by a majority of votes cast by tenured and tenure-track faculty.

8.2 Administrative positions

8.2.1 The Chair appoints faculty to fill administrative positions; these positions include, but are not limited to, the Director of Graduate Studies, the Director of Undergraduate Studies, the Director of First-Year Mathematics, and the Director of the Mathematics Learning Center. These positions have fixed three-year terms, which can be renewed.

8.2.2 The existence and duties of administrative positions are subject to review by the voting faculty.

8.3 Standing committees

8.3.1 The Department Advisory Committee consists of the Department Chair, Director of Graduate Studies, Director of Undergraduate Studies, and four elected members of the Academic Faculty. It

meets at least once a semester to advise the Chair and to provide for communication between the Chair and other members of the Department. The Advisory Committee is also responsible for conducting regular and extraordinary evaluations of the Department Chair as specified in Section 2.1.

8.3.2 The Promotion, Tenure, and Reappointment (PTR) Committee is an elected committee consisting of five Tenured Faculty members, including at least three Full Professors, which makes recommendations to the Department Chair. The functioning of the PTR Committee is described in Section 3 (Promotion, Tenure, and Reappointment Procedures).

8.3.3 The Recruitment Committee is an elected committee responsible for soliciting and screening candidates for all tenure-track positions, choosing candidates to be invited for interviews, and facilitating discussions about candidates. The number of members on the Recruitment Committee is variable (but shall be at least four tenured and tenure-track faculty) and is determined by the Chair based on the number of open positions.

8.3.4 The Undergraduate Committee is an elected committee consisting of five members, which oversees the Department's undergraduate curriculum. This committee assesses undergraduate programs, recommends undergraduate course changes, and updates syllabi and catalog course descriptions when changes are made.

8.3.5 The Graduate Committee is an elected committee, chaired by the Director of Graduate Studies and consisting of one representative from each graduate area. Each area selects its own representative for the Graduate Committee. The Graduate Committee develops guidelines for the graduate program, oversees the graduate curriculum, selects faculty to prepare proficiency and qualifying exams, and ensures the course syllabi for the department's graduate courses are kept current. It also assists the Director of Graduate Studies in processing applications, making admissions and assistantship decisions, and monitoring the progress of students.

8.4 Ad hoc committees

An ad hoc committee may be formed to address an issue that does not fall under the scope of any standing committee.

8.5 Procedures for forming standing and ad hoc committees

8.5.1 The Chair will seek volunteers for each departmental committee from among eligible faculty. Any faculty member can volunteer for any committee on which he or she is eligible to serve.

8.5.2 If the number of volunteers for a given committee is greater than the number of positions on the committee, an election will be held by ballot. All volunteers will be listed on the election ballot.

8.5.3 If the number of volunteers for a given committee is less than the number of positions, the Chair will appoint additional members to complete the committee. On the request of at least three eligible voters, an acceptability ballot will be held for nonelected committees. In this case, a majority of votes cast must approve the committee. If a majority fails to approve the committee, the process will be repeated. However, if it is necessary for the chair to appoint members to fill open positions, a second approval vote is not necessary.

8.6 Enactment of policy

8.6.1 Department policies are written documents passed by ballot following a department meeting in which they are proposed. Proposed policies must be distributed at least twenty-four hours before the department meeting, and the expected discussion must appear on the agenda. Minor changes may be made during the meeting. However, substantive changes are made by resubmitting the policy.
8.6.2 Ballots on department policies shall be distributed to all voting faculty, except for policies that pertain to the graduate program or to promotion, tenure, or reappointment of tenured and tenure-track faculty, in which case only tenured and tenure-track faculty vote. Policies are passed if approved by a majority of votes cast.

8.6.3 Department policies are decided by secret ballot. Eligible voters will have a minimum of three business days to cast ballots. The voting deadline may be extended at the discretion of the chair, assuming previously cast ballots have not been tallied. Ballot results will be reported promptly to the department by the chair, and eligible voters will have access to the official ballot report upon request.

8.6.4 Any faculty member can designate (in writing or E-mail to the department coordinator or to the Chair) a proxy for any specific departmental or departmental committee vote, ballot or nomination. Voting by email (to the departmental coordinator) is permitted.