




Office of the Provost and
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TO: Richard Koubek, President

FROM: Andrew Storer, Interim Provost & Senior Vice President for Academic Affairs 

COPIES: Janet Callahan, Dean, College of Engineering
John Irwin, Department of Manufacturing and Mechanical Engineering Technology

DATE: November 16, 2022

SUBJECT: Charter, Department of Manufacturing and Mechanical Engineering Technology

The inaugural Charter for the Department of Manufacturing and Mechanical Engineering Technology (Senate proposal number 68-20) was submitted to the provost's office July 17, 2020. The unit has been operating under the submitted version of their charter while working with our office to address comments and recommendations provided by the previous provost and current interim provost.

I have reviewed and endorse the attached version, and recommend this version be approved as Senate proposal 68-20.

I concur X do not concur with this recommendation.



Richard Koubek, President

11/17/22

Date

The University Senate of Michigan Technological University

Proposal 68-20

Department of Manufacturing and Mechanical Engineering Technology

Department Charter

Michigan Technological University
Department of Manufacturing and Mechanical Engineering Technology
Department Charter

Approved unanimously by MMET Faculty, July 6, 2020

1. Approving and Amending the Charter and Department Voting

1.a.1 Voting Members

The department shall have two voting constituencies:

Faculty Voting Members (abbreviated “faculty” in the remainder of this document) consists of all faculty members with the title Assistant Professor, Associate Professor, Professor, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, and Professor of Practice, plus all undergraduate and graduate academic advisors with appointments of 50% or more in the department.

Academic issues, strategic planning, and amendment of the Charter require votes of the faculty. The department chair may vote to break ties.

Staff Voting Members (abbreviated “staff” in the remainder of this document) consists of all staff members (excluding student and temporary employees), research faculty, or post-docs with appointments of 50% or more in the department.

Staff may participate in discussions of academic, strategic planning, and charter issues, but may not vote on these issues. Staff may vote on all other issues that are not exclusively assigned to the faculty, including evaluation of the chair.

1.a.2 Amendment of the Charter

Any faculty member 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 and voted upon. Faculty can approve amendments by a two-thirds majority of the eligible voting faculty. Absentee votes are acceptable if a voting faculty member is not able to attend the meeting where the vote takes place. Absentee votes must be made in writing to the department chair prior to the vote.

1.b. Updating Charter

The department chair shall be responsible for reviewing the Charter with the faculty annually in September to update and assure compliance with Senate and 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.a. Unit Governance

Governance of this department is the responsibility of the department chair, in consultation with the voting faculty. The department chair will determine the standing committees and

their chairs. The department chair may appoint an associate department chair if desired, but this is not required by this Charter. The department chair will hold regular department meetings to keep the department faculty and staff informed, and to solicit their input in the spirit of shared governance. All faculty in the department will be eligible to serve on the Chair Evaluation Committee. The Chair Evaluation Committee will be elected by the faculty and staff voting members. The committee will follow Senate Procedure 506.1.1 for the review.

2.b Evaluation of Teaching

Teaching will be evaluated in accordance with Board of Trustees and other applicable policies. Teaching evaluation will consist of student evaluations and other methods approved by the faculty.

2.c Compensation

Recommendations to the dean regarding salaries, wages, and distributions of merit pay are the responsibility of the department chair.

2.d Workload

The department chair, in consultation with the associate department chair if one is on staff, determines workload, including teaching and committee assignments, and other University and departmental responsibilities.

2.e Development

The department chair takes an active role in fundraising and alumni development activity.

3. Tenure, Promotion, Reappointment Procedures and Guidelines

3.a. Tenure, Promotion, and Reappointment (TPR) Committee

The Tenure, Promotion, and Reappointment Committee will consist of three tenured faculty members elected by the voting members of the faculty at the beginning of the fall semester. The department representative on the College Tenure, Promotion, and Reappointment Committee is ineligible to serve on the departmental committee. If three tenured faculty members are not available within the department, the department chair will solicit volunteers from other departments within the College of Engineering. Terms of the external members are one year and potentially renewable. Terms of the internal members are three years and potentially renewable. The committee will elect a chair. If a candidate is requesting a promotion to Professor, all of the committee members for that year must be full professors.

3.b. Tenure, Promotion, and Reappointment Procedures

Procedures for tenure, promotion, and reappointment will follow the procedures for the College of Engineering and the University as described in Appendix I of the Faculty Handbook.

Faculty members are ultimately responsible for ensuring the completeness of their review packets prior to submission to the department TPR committee, with the exception of the confidential review letters provided by external referees. It is the responsibility of the

department chair to ensure that these external reviews are present in the review packet prior to submission to the department TPR committee.

The TPR committee meets and reviews each dossier. The TPR committee then prepares a confidential written report/recommendation and submits this report/recommendation to the department chair. In tenure and/or promotion cases, this report/recommendation includes the results of the TPR committee's vote on the viability of the candidate's case.

Upon receiving the report/recommendation from the TPR committee, the department chair performs an independent evaluation of each faculty member and forwards the entire package, including a case recommendation to the dean of the College of Engineering.

3.c. Reappointment to Current Rank

Tenure-track faculty members are reviewed yearly, per University policy. "Major" reviews occur in years 2 and 4 for Assistant Professors, unless an extension to the mandatory tenure-decision date has been previously requested and approved. The faculty member will be considered for reappointment if it is deemed that he or she is on a path that is likely to lead to obtaining tenure. If potential issues are evident, it is the responsibility of the TPR committee and department chair to clearly inform the faculty member what needs to be improved in order to maximize the probability of obtaining tenure. If insufficient progress is evident and ability to obtain tenure appears very unlikely, the committee and/or chair may recommend against reappointment.

3.d. Promotion of Tenure-Track Faculty from Assistant Professor without Tenure to Associate Professor with Tenure

Tenure is a long-term commitment to a faculty member, and as such, the successful candidate must be proficient in all three areas of a faculty career: teaching, research/scholarship, and service. The candidate's record should meet the criterion "significant promise of long-term performance."

Every faculty member is different, with different strengths and positive contributions. The TPR committee will consider each case "as a whole" with the following guidelines.

3.d.1 Teaching and Advising

The successful candidate will demonstrate teaching activity that is, at minimum, judged to be effective and competent. Faculty are also encouraged to participate in meaningful ways in student advising (related to curriculum, career, etc.) and/or undergraduate project-based activities such as Senior Design and Enterprise. Contributions to curriculum development, new course development, and assessment are valued.

3.d.2 Research/Scholarship

The research and scholarship record should be such that it can reasonably be extrapolated to continual productivity throughout the faculty member's career. This can be evidenced by the following: a) research funding; b) publication of papers in refereed journals or conference proceedings, including citations and h-index; c) presentation of research results at regional, national, and international conferences; d) acting as advisor for thesis-based graduate research; e) exceptional advising of undergraduate project-based activities (undergraduate research, Senior Design, industry-funded undergraduate

project work, Enterprise, etc.); f) successful collaboration with industry; g) development of hardware or software for external constituents; h) patents; i) advising of graduate student independent research or special topics. The candidate must have demonstrated success in multiple categories listed above in order to be a well-rounded scholar.

3.d.3 Service

It is expected that a tenure-track faculty member participates in service activities within the department, within the University, and externally. Again, each faculty member is different, especially concerning external service activities.

3.e. Promotion from Associate Professor to Full Professor

The underlying criteria for this category are “Sufficient promise of long-term performance” and “significant attainment of national and/or international recognition by his/her peers.” This requires a blend of performance in teaching, research, and service. It is expected that full professors are excellent teachers, are internationally and/or nationally recognized scholars, and are performing substantial service activities, both internally and externally. The same research/scholarship activities discussed in 3.d.2 are pertinent. Leadership roles in professional organizations as well as exceptional achievements such as awards and patents are helpful to the promotion case.

3.f. Promotion of Instructional Track Faculty and Research Faculty

Instructional track faculty members who seek promotion follow all established University procedures, which are similar to the procedures for those seeking tenure described above.

For promotion from Assistant Teaching Professor to Associate Teaching Professor, in addition to the expectations for assistant teaching professors, a candidate for associate teaching professor is expected to have demonstrated excellence in teaching and leadership in education and development of new courses, teaching methods, and procedures that have substantial impact within the department and across the University.

For promotion from Associate Teaching Professor to Teaching Professor, in addition to the expectations for assistant teaching professors and associate teaching professors, a candidate for teaching professor is expected to demonstrate exceptional achievements in teaching and education, either by fundamental contributions to the University's mission or by broad national or international impact.

4. Professional Staff and Other Employees

Staff

Staff includes the regular professional and clerical members of the department. Staff may vote on non-academic issues as determined by the chair. Staff also will be surveyed for evaluation of the chair.

Faculty with Administrative Roles

Faculty who transfer into administrative positions within the University will be considered voting members of the departmental faculty if they continue to participate actively in the

department, as evidenced by teaching at least one course per year, or advising departmental graduate students, or serving on departmental committees.

Other

Research faculty members with official appointments are welcome to participate in faculty meetings and discussions. Post-doctoral researchers, visiting scholars with appointments less than 50% in the department, and students are not included in any department governance.

5. Sabbatical Leave Recommendations

The department chair shall solicit the advice of the Faculty voting members before making a recommendation for a sabbatical leave. See the prevailing Sabbatical Leave Procedures in the Faculty Handbook (Chapter 4).

6. Emeritus/Emerita Recommendations

The TPR committee shall make recommendations to the department chair for faculty members who are eligible for Emeritus/Emerita status. The chair's recommendation will follow Board Policy 6.8.

7. Grievance Procedure

Most concerns or complaints can be resolved through informal collegial discussions. If the issue cannot be resolved through collegial discussions with the supervisor, a grievance must be filed in writing with the department chair and follow Senate procedure 704.1.1.