

CHARTER

Materials Science and Engineering Department Michigan Technological University

(Approved by MSE faculty on 14 January 2014)

1. Approval and amendment of the charter and department voting

1.a.1 Voting faculty

All tenured and tenure-track faculty members with appointments of at least a one third time in the Materials Science and Engineering (MSE) Department are voting faculty. Voting faculty members who transfer into administrative positions within the University will be considered departmental 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. The chair may vote on secret ballots or on open ballots to break ties.

1.a.2 Regular departmental staff

Regular departmental staff includes the regular professional and clerical staff of the department holding appointments of nine months or more. Regular departmental staff do not vote on charter amendments. Voting responsibilities of the regular departmental staff are addressed in Section 4.

1.a.3 Other staff

Research faculty members with official appointments and other staff with part time appointment may be invited to participate in discussion of departmental policies and planning from time-to-time, but they are not entitled to vote on these matters.

1.b Amendment of the charter

Any voting faculty member may propose an amendment to the Charter at any time. A written motion proposing the change must be submitted to the Governance Committee, along with a preamble describing the nature of the change and documenting its need. The Governance Committee will bring the motion to the faculty at the next scheduled faculty meeting. The motion will be discussed at that meeting, and if at least 2/3 of the faculty vote for the change, it will be enacted, subject to the approval of the Provost and the President.

1.b.1 Updating the charter to ensure compliance

The MSE Governance Committee will be responsible for reviewing the charter annually in September and proposing amendments to update the charter and ensure compliance with university policies.

1.b.2 Conflict with university policies

For any situation in which the provisions of this charter are found to be 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 in the MSE Department is the responsibility of the chair and the various departmental committees that report to the chair. In accordance with the university's concept of

shared governance, the chair will balance the responsibilities to the department with those to the university administration. The chair has ultimate responsibility for departmental operation, budgeting and administration of departmental resources, and scheduling of the departmental activities including classes, laboratories and meetings. The chair is specifically responsible for the following:

- a. teaching assignments
- b. professional staff work assignments (see exception for unionized clerical staff below)
- c. allocation of office and laboratory space, including changes in these allocations as necessary.
- d. recommendations to the dean, provost and president concerning matters that are the sole prerogative of the chair.
- e. recommendations to the dean regarding promotion and tenure (see Article 3 below)
- f. take an active role in fundraising and alumni relations

The chair will report at least annually to the faculty on budget issues, including university general funds, research expenditure, and discretionary (Michigan Tech Fund) resources. Before making decisions or recommendations, the chair will consult with the departmental committees in matters where those committees have responsibilities. The chair will consult with the faculty concerning strategic planning and major budgetary decisions. The chair will conduct meetings with faculty and/or staff as necessary to fulfill these obligations and conduct other departmental business.

2.b Evaluation of Teaching

Teaching will be evaluated in accordance with Board of Control policy. Teaching evaluation will consist of student evaluations (50% maximum) and other methods approved by the faculty.

2.c Compensation

The chair is responsible for recommending salaries and wages for faculty and staff, wages for part time staff. The chair is also responsible for distribution of merit pay.

2.d Workload

The chair is responsible for workload assignments, including teaching and committee assignments and other university and departmental responsibilities.

3. Reappointment, tenure and promotion procedures and guidelines

3.a Promotion and tenure committee

The Promotion and Tenure (P&T) committee will consist of three tenured faculty members appointed by the department chair at the beginning of each academic year. The committee will select a chair, and all committee members must participate in the committee's deliberations. The following procedures and guidelines for promotion and tenure, as established by the faculty and maintained by the chair of the P&T committee, will be followed. This committee will function as an independent subcommittee of the Faculty and Staff Professional Development Committee, as described in Section 8.c.

3.b Promotion and tenure procedures

3.b.1 Application for promotion or tenure

Each academic year, the committee will request that all non-tenured tenure-track faculty members complete and submit a Michigan Tech Form F. Any tenured faculty member wishing to be considered for promotion should also complete and submit a Form F. All candidates for promotion and/or tenure will submit an updated curriculum vita (CV), five recent publications, and copies of other documentation that will support their application.

3.b.2 Preliminary review by the P&T Committee

The P&T Committee will review all supporting material for each promotion/tenure application and then meet with each candidate to review his/her progress toward promotion/tenure. The areas reviewed must include instructional quality and contribution to the Michigan Tech educational mission, independent research and other scholarly activities, professional service (both internal and external to the University), and the academic responsibility and academic citizenship required for these activities. After meeting with the candidate, the P&T Committee will conduct a vote on whether to forward the candidate's application for promotion/tenure to the department chair. In accordance with Board of Control Policy, after the P&T committee completes its review of the tenure application, the candidate is notified of the committee vote. Unless the faculty member withdraws the application, external references will be requested, and the application will be forwarded to the department chair.

3.b.3 Formal review by the P&T Committee

For candidates whose applications are to be forwarded to the department chair, the candidate will be asked to provide the names of four external referees who are in a position to evaluate the candidate's qualifications for promotion and/or tenure. In addition to contact information, the candidate will provide a brief description of the referee's qualifications to serve in this capacity and a brief statement describing the candidate's relationship with the referee. The P&T Committee will independently prepare a list of at least four external referees who can act as referees for the promotion/tenure application. The individuals on the candidate's list and those on the committee's list will then be contacted asking them to serve as referees for the application. Promotion/tenure application materials will be sent to those that agree, following university and college procedures. If four or more of the selected referees do not agree to participate, the P&T Committee will add additional names to its list.

After the letters of reference are received, the P&T Committee will meet and review all of the application material and referee's letters. The committee will conduct a vote on whether to support the application and prepare a recommendation to the department chair. The recommendation must include the results of the P&T Committee vote, but will not identify committee members voting for/against the application.

3.b.3 Department chair evaluation

Upon receipt of the P&T Committee's report, the department chair will review the application material, the letters from the referees, and the report of the P&T Committee. The department chair will then prepare a written report to the dean concerning the candidate's application. Copies of the P&T Committee's report and the chair's report are kept in the each candidate's files.

3.c Reappointment to current rank

The underlying criterion for this category is "likelihood of achieving tenure." Areas evaluated must include instructional quality and contribution to the Michigan Tech educational mission, independent research and other scholarly activities, professional service (both internal and external to the University), and the academic responsibility and academic citizenship required for these activities. During the course of the probationary period leading to mandatory evaluation for tenure (during the sixth year of employment for assistant professors), faculty members must demonstrate increasing capability in all of these areas.

3.d Promotion from assistant to associate professor with tenure

The underlying criterion for this category is “sufficient promise for long term performance” and “significant progress toward becoming nationally known by his/her peers.” This requires a blend of performance in teaching, research, and service.

Research: The research activity should be such that it can reasonably extrapolated to predict continuous research throughout the faculty member’s career. This can be evidenced by the following: a) Research funding as principal investigator from two or more sources with continued funding from at least one source; b) Publication of research papers in refereed journals and conference proceedings; c) Presentation of research results at national and international conferences; and d) Successful guidance of M.S. and Ph.D. candidates to achieving their degrees.

Teaching: A successful candidate will demonstrate teaching activity that, as a minimum, can be ranked as effective and competent, based on the department’s teaching evaluation policy.

Service: A successful candidate will demonstrate professional service within and outside the university.

3.e Promotion from associate to full professor

The underlying criterion for this category is “sufficient evidence of scholarly achievements and professional recognition.” At a minimum, this requires continuing evidence of excellence in teaching, research, and service. There should be continuing output of publications, with a significant number of archival journal publications and a well-funded research program supporting graduate students. In addition, national or international recognition evidenced by leadership services in professional society activities, conferences, or journals and exceptional achievements such as research awards, teaching awards, and patents will receive significant weight.

4. Professional staff and other non-tenured/tenure-track members

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. Post-doctoral researchers, visiting scholars, and students are not included in any department governance.

4.a Adjunct faculty appointments

An adjunct faculty appointment may be offered to persons not regularly or primarily employed within the Materials Science and Engineering Department. Individuals possessing appropriate training, experience, credentials, and interest may from time-to-time be invited to participate in the teaching, research, and/or instructional programs of the Department. Ordinarily, no remuneration is associated with adjunct appointments, but on the approval of the President, remuneration may be provided for teaching and/or research activities. Appointments shall be for no more than three years with the possibility of subsequent appointments.

Faculty members receiving an adjunct appointment in the Materials Science and Engineering Department must be nominated by the department chair and receive support from a majority of the voting faculty in the department.

5. Sabbatical leave recommendations

The chair will solicit input from the Professional Development Committee before making a recommendation for a sabbatical leave.

6. Emeritus/emerita recommendations

Emeritus/Emerita faculty status is an honorary rank awarded to a retired faculty member who has served Michigan Technological University with distinction for at least 10 years of full-time employment. Independent of their previous positions, all emeriti/emeritae shall have the same rank, Professor Emeritus/Emerita, except that the retired faculty member may elect to retain the title at which they retired. The chair shall hold a vote of the faculty concerning granting of Emeritus/Emerita status for all eligible retired faculty members. For those individuals receiving support from a majority of the voting faculty, the recommendation will be sent to the President.

7. Grievance procedure

Most faculty concerns or complaints can be resolved informally through normal collegial communications. Accordingly, faculty members are encouraged to take their complaints to their relevant supervisor in the normal spirit of faculty problem solving. The grievant is strongly urged to involve the Michigan Tech Ombudsperson. If this does not lead to a mutually satisfactory outcome, the faculty member may pursue the issue through the procedural steps below. Department or division heads or chairs, deans or directors, and other administrative faculty shall assist the faculty member in the processing of the grievance.

7.a Filing the grievance

If the grievance cannot be reconciled by collegial discussions with the relevant supervisor, the grievant shall file a grievance in writing with the department chair or school dean. The grievance statement shall clearly state the date on which the grievant became aware of the event, action, or omission that is the basis for the grievance.

The written grievance shall be filed within thirty (30) working days after discovery of the event, action, or omission that is the basis for the grievance. No grievance need be accepted for processing under this procedure unless a written grievance is provided to the department chair within this thirty (30) day period.

The department chair will forward the written grievance to the departmental Grievance Committee for action within five (5) working days. In the event that the department chair is a named party to the grievance, the chair will have the option of including a written statement regarding the merits of the grievance at that time. Within a time period of thirty (30) working days, the Grievance Committee must notify in writing the grievant, the relevant supervisor, and the department chair or school dean of its findings.

7.b Findings of the grievance committee

7.b.1 If the grievance committee finds the grievance lacks merit:

If the Grievance Committee finds the grievance lacks merit (i.e. is not supported by the evidence, does not fall within the list of issues subject to grievance, or does not have substantial impact) the grievant has two options:

- a. The grievant may accept the Grievance Committee's findings, at which point the grievance procedure stops.
- b. The grievant may reject the Grievance Committee's findings and may request an appeal. This request for appeal must be submitted directly to the chair of the University-wide Faculty Review Committee (FRC) in writing within five (5) working days after receipt of written notification of the departmental or school grievance committee's findings. The grievant should contact the chair of the FRC and make sure that the appeal petition conforms to the current requirements of the FRC.

7.b.2 If the grievance committee finds the grievance has merit:

If the Grievance Committee finds the grievance has merit, then one of two options exists:

- a. The supervisor may now agree with the Grievance Committee's findings; the supervisor addresses the grievance to the satisfaction of the grievant and the grievance procedure stops at this point.
- b. The supervisor may disagree with the Grievance Committee's findings and in this case, the chair of the Grievance Committee should notify the grievant in writing within five (5) work days; the grievant then has five (5) work days to appeal to the FRC if still not satisfied.

8. Other departmental committees

With the exception of the Promotion and Tenure Committee, the Governance Committee and the Grievance Committee, departmental committees and their memberships, are established by the chair in consultation with the faculty. Each committee will have a chair and a vice chair, both of whom will be appointed by the department chair. The terms of the committee chairs will be determined by the department chair in consultation with the faculty. Rules for these committees are discussed in the appropriate sections below.

8.a The Undergraduate Program Committee

The Undergraduate Program Committee is responsible for all matters related to the undergraduate program, including: academic advising, recruitment, admissions and transfer standards, retention, distribution of departmental scholarships, and advising of student organizations. The committee is also responsible for coordination of curricular changes, changes in degree requirements, and assessment activities at the departmental, College and University-wide levels. It is expected that the Undergraduate Program Committee will consult with the faculty on all significant changes to the curriculum and/or degree requirements.

8.b The Graduate Program Committee

The Graduate Program Committee is responsible for setting standards and procedures related to the graduate program, including admissions, recruitment, qualifying examinations and thesis defense regulations. Additionally, the Graduate Program Committee is responsible for coordination of curricular changes, changes in degree requirements and assessment activities. It is expected that the Graduate Program Committee will consult with the faculty on all significant changes to the curriculum and/or degree requirements.

8.c The Faculty and Staff Professional Development Committee

The Faculty and Staff Professional Development Committee is responsible coordinating the department's development and professional service activities. These include promotion and tenure (a subcommittee to comprise tenured faculty only as specified in Section 3.a above) at the departmental and College levels, bestowal of awards such as membership in the departmental Academy, organization of a departmental seminar series, and the department's Library Liaison.

8.d The Facilities, Space and Safety Committee

The Facilities, Space and Safety Committee is responsible for oversight of operations related to laboratories and computing, including common use facilities such as the electron optics equipment, x-ray facilities, and computer laboratories (the latter of which are run in conjunction with the University's information technology group), development and implementation of training and safety procedures for laboratories and facilities, prioritization and allocation of laboratory space.

8.e The Governance Committee

The Governance Committee will consist of three tenured faculty members elected by a vote of the voting faculty. Each year, one member of the committee will be replaced by a newly elected faculty member elected for a three-year term. The chair of the committee will be elected by its members. The Governance Committee maintains the department charter and coordinates all changes to the charter.

8.f The Grievance Committee

The Grievance Committee members will be the members of the Governance Committee as specified in Section 8.e above. The chair of the Grievance Committee will be the chair of the Governance Committee. If any member of the Grievance Committee is a party to the grievance, that member shall resign (for purposes of the grievance only) and a substitute shall be elected by the voting faculty.

9. Faculty and staff search procedures

9.1 Purpose of search committees

The purpose of the search committees is to identify acceptable candidates. Within this purpose, each search committee will have the freedom to direct the search and agree on criteria for eliminating candidates as they see fit. It is expected that the search committee will seek the input of the faculty (and staff when appropriate) in the final stages of the search. Once candidates have been identified and interviews have been conducted, the committee will make recommendations to the Chair and the faculty. The responsibility for making the final hiring recommendation rests with the Chair. It is expected that the Chair's decision will take into consideration the input of the faculty (and staff where appropriate) and the search committee.

9.2 Constitution of search committees

Faculty or staff search committees will be newly constituted each time a position is available. A faculty search committee will consist of the three faculty members who receive the most votes in an election of the faculty. Staff search committees will be appointed by the Department Chair and will consist of faculty and staff members as appropriate.

10. Chair evaluation and search procedures

The department Governance Committee will conduct evaluations of the department Chair per Michigan Tech Senate Procedures 805.1.1 and searches for new department Chairs per Michigan Tech Senate Procedures 506.1.1.

10.a Chair evaluation procedures

The department Governance Committee will conduct evaluations of the department Chair per Michigan Tech Senate Procedures 805.1.1.

10.a.1 Chair Self Evaluation

During a mandatory reappointment review, the Chair will prepare a written report that is distributed to all faculty and staff of the department. This report should include but need not be limited to:

- a. achievement of the department goals for the period of evaluation.
- b. budget and its management.
- c. growth and quality of academic programs.
- d. Future needs and directions of the department/school.

- e. the charge given to the Chair or any goal of the department that the Chair thinks is controversial in the department and the effort the Chair has made to address the controversy.

The distribution of this report will be followed by a meeting of all members of the department. The purpose of this meeting will be for the Chair to answer questions and provide clarification about the report.

10.a.2 Survey questionnaire

The Governance Committee will prepare a survey questionnaire addressing the Chair's performance, and distribute it to all voting faculty and regular departmental staff as defined in Section 1 of this Charter, per Senate Procedures 805.1.1. The results of the questionnaire will be evaluated by the Governance Committee, and a report will be prepared and presented to all voting faculty and regular departmental staff at a departmental meeting per the above senate procedures.

10.a.3 Balloting

A vote on whether the Chair should be reappointed will be conducted per Senate Procedures 805.1.1. Only voting faculty, as defined in Section 1 will participate in this vote.

10.a.4 Reporting to the Dean, Provost and President

The Governance Committee will prepare a file containing the Chair's self evaluation, original completed questionnaires, tabulated results of the questionnaires, the Governance Committee's report on the questionnaires, and the response of the Chair to the evaluation. This file will be forwarded to the Dean, Provost and President who will make a final decision concerning reappointment.

10.b Chair search procedures

Searches to fill a Department Chair vacancy will be conducted according to Michigan Tech Senate Procedures 805.1.1.

10.b.1 Chair search committee

Election of the Chair Search Committee by secret ballot will be organized by the department Senator and the Chair of the Governance Committee. Faculty members of the search committee will be selected by a ballot of voting faculty as defined in Section 1 of this charter. One member of the departmental staff will be selected from the regular departmental staff as defined in Section 1 of this Charter. The Search Committee will be responsible for conducting the search according to Senate Procedures 805.1.1.

10.b.2 Selection of the Chair

With input from the voting faculty, the Search Committee will identify candidates, arrange and conduct interviews, and solicit external referees for interviewees. The Search Committee will arrange for departmental meetings to discuss candidates, and votes by the voting faculty and the regular departmental staff per Senate Procedures 805.1.1. The Search Committee will tabulate results of this balloting, and prepare recommendations to the Dean. Any candidate failing to receive an "acceptable" vote from a majority of the department's voting faculty will not be recommended to the Dean. The Dean has the final responsibility for making the appointment, subject to approvals of the Provost and the President.