Michigan Technological University

Department Charter for: XXX

Approved on [insert Date]

Contents

1. Procedures for Updating the Charter

Voting Members

Faculty Voting Members

Consists of all Academic Rank Faculty (as defined in the Faculty Handbook, section 1.5.1) with appointments of 50% or more in the department. This includes instructor-rank faculty who have been employed more than 50% time for a minimum of 2 years.

Faculty who transfer into administrative positions within the University will be considered voting members 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, unless the administrative position is exclusively in the line of reporting above the Department level (Dean, Provost, etc.).

Abbreviated "faculty" in the remained of this document.

Staff Voting Members

Consists of all professional, technical, and clerical members of the department (excluding student and temporary employees), as well as post-docs, with appointments of 50% or more in the department.

Abbreviated "staff" in the remainder of this document.

Definitions:

Chair: to be read as the position most directly responsible for unit oversight. This position may carry the title of "dean" if the unit does not have departments.

Dean: to be read as the position most directly responsible for oversight of the unit's chair. This may be the provost in the case where the unit does not have departments.

Voting Issues

- All voting members may vote on all issues.

At least 50% of the voting members must participate to conduct a binding vote.

The chair may vote to break ties on all issues except related to their own evaluation review.

Amendment of the Charter

Any voting member of the department may propose amendments to the charter. Proposed amendments will be circulated to the voting members at least ten days before the meeting at which they will be discussed and voted. The department can approve amendments by a 2/3 majority of the voting members.

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 chair prior to the vote.

Approved amendments will be enacted, subject to the approval of the Dean, Provost, and the President, at the start of the next academic year. Amendments may be enacted immediately (subject to the approval of the Dean, Provost, and the President) if the proposed change is understood at the time of the amendment process to be intended as an immediate change.

Conflict with Policy and Procedure

The chair, or designated committee, will be responsible for reviewing the charter annually and making any needed updates to ensure compliance with policies and procedures at the University.

In any event in which the charter conflicts with Senate, Faculty Handbook, University, or Board policies and procedures, the higher-rank policies and procedures (as defined in University Policy 1.01) shall take precedence.

2. Roles and responsibilities of the Unit Lead

Unit Governance

The unit constituency consists of the voting members as defined in Section 1. The chair has the primary responsibility for operating the unit in an efficient manner and is responsible for guidance in faculty development and promotion. This includes day-to-day operations and policy implementation. The work of the chair will be carried out in the spirit of shared governance whereby constituent voices are heard. Final decisions about operation of the unit are the purview of the chair.

The chair will:

- demonstrate leadership and represent the faculty to the administration.
- fulfill the roles defined in unit bylaws or operating procedures.

- hold regular department meetings (at least three per semester) to keep the department faculty and staff informed, and to solicit their input in the spirit of shared governance.

If the position of chair becomes vacant, the dean will appoint an interim.

Chair Evaluation

All voting members in the unit will be eligible to serve on the Chair Evaluation Committee. The Evaluation Committee will be elected by the unit's voting members, and the evaluation survey and ballot will be done for the entire unit constituency as a whole. The chair and committee will follow Senate Procedure 506.1.1 for the review.

Supervision and Evaluation of Voting Members

The chair determines teaching assignments and other university and unit responsibilities.

Teaching will be evaluated in accordance with Board of Trustees Policy 6.9 and Faculty Handbook 3.2.13. Teaching evaluation will consist of student evaluations and other methods approved by the voting members. Student evaluations of teaching will constitute no more than 50% of the evaluation.

The chair or their designee will conduct an annual formative evaluation for each non-union voting member that includes a written evaluation, the receipt of which is acknowledged by the voting member.

Budget

Each year, the chair will present the unit budget to the voting members and will oversee the unit budget, including making recommendations to the dean or provost regarding salaries, wages, and distributions of merit pay.

Fundraising

The chair shall take an active role in fundraising and alumni relations.

3. Promotion, Tenure, and Reappointment Procedures

Promotion, Tenure, and Reappointment (PTR) Committee

Academic Tenure is governed by Board Policy 6.4 and Promotion and Tenure procedures are specified in the Faculty Handbook, Appendix I for tenured and tenure track-faculty and Appendix L for instructional-track faculty.

The Promotion, Tenure, and Reappointment Committee (PTR) will consist of at least three tenured faculty members elected by a simple majority of the voting members at the beginning of each academic year.

Only members holding the rank of full professor may vote on promotion cases seeking promotion full professor. If there are less than three faculty holding the rank of full professor to consider promotions to full professor, additional faculty will be nominated by the chair to be added as ad hoc members.

In the absence of sufficient number of tenured faculty members (or full professors if considering cases involving promotion to full professor) to fully staff a committee, the chair nominates for election ad hoc members from the tenured faculty in other units who are cognate to the field of those submitting applications for promotion and/or tenure. The PTR committee members will elect the chair of the PTR Committee.

If the PTR committee is to consider cases for promotion or reappointment review of instructional-track faculty, at least one instructional-track faculty member should be elected by a majority of the voting members to serve as an ex-officio member of the PTR committee, for a one-year term, and who will only participate and vote in cases involving instructional-track faculty. The faculty member must be at or above the rank sought by the candidate for promotion. If the unit does not have an instructional-track faculty at the required rank, a nomination process will be held from cognate fields as described in the paragraph above.

The unit representative(s) on the College or Interschool Tenure, Promotion, and Reappointment Committee is ineligible to serve on the unit committee.

PTR Procedures for Tenure-track and Tenured Faculty

Procedures for promotion, tenure, and reappointment for tenure-track and tenured faculty will follow the procedures described in Appendix I of the Faculty Handbook.

Faculty members are ultimately responsible for ensuring the completeness of their review materials prior to submission to the unit PTR committee, with the exception of the confidential review letters provided by external referees. It is the responsibility of the chair to ensure that these external reviews are present in the review packet prior to submission to the unit PTR Committee.

Refer to Faculty Handbook Appendix I section 5.5 for general review sequence.

Faculty with a non-mandatory promotion case that do not have the support of a majority of the committee are informed of the committee's position and are given the opportunity to withdraw.

Reappointment to Current Rank

The underlying criterion for this category is "likelihood of achieving tenure".

Tenure-track faculty members are reviewed yearly, and will receive a written, individual evaluation, 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.

Evaluation of scholarly performance in the first year will be based on limited information given the recent arrival of the faculty member but may consider contributions such as submissions, both for research proposals and publications, and activities to identify graduate students to work with them. As time goes on, it is imperative that the faculty members be on a trajectory toward tenure.

If potential issues are evident, it is the responsibility of the PTR committee and the chair to clearly communicate in writing with the faculty member what needs to be improved in order to maximize the probability of obtaining tenure. If insufficient progress is evident the committee and/or chair may recommend against reappointment.

Promotion from Assistant to Associate Professor with Tenure

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

Every faculty member is different, with different strengths and positive contributions. Areas for evaluation are included in the faculty handbook and may not be solely limited to contributions in teaching, research/scholarship and service. The PTR committee will consider each case "as a whole" with the following guidelines.

> Teaching and Advising: 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.
>
> Faculty are also encouraged to participate in meaningful ways in student mentoring and/or undergraduate project-based activities. Contributions to curriculum development, new course development, and assessment are valued.

Research/Scholarship: The research and scholarly activity should be such that it can reasonably be extrapolated to continual scholarship throughout the faculty member's career. Examples of how this might be evidenced include:

- Research funding.
- Publication in refereed journals and conference proceedings.
- Publication of books, monographs, creative writing publications, book chapters, media productions, technical reports, or works in translation.
- Professional presentation of scholarly or creative work.
- Successful guidance of MS and PhD candidates to achieving their degrees.
- Exceptional advising of undergraduate project-based activities (e.g., undergraduate research, Senior Design, industry-funded undergraduate project work, Enterprise).
- Successful collaboration with industry or community partners.
- Development of hardware or software for external constituents.
- Patents.
- 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. Acquisition of funding to support research and scholarly activities, in addition to publication activities, provides evidence of building a national reputation. In units that include PhD program(s) in the discipline area of the candidate, contributions to PhD education should be demonstrated.

Service: A successful candidate will demonstrate professional service within and outside the University. Involvement in state, regional, national, and international groups, demonstrating that the individual is held in high regard by their peers, will be considered. Again, each faculty member is different, especially concerning external service activities.

Promotion from Associate to Full Professor

The underlying criterion for this category is "Sufficient evidence of scholarly achievements and professional recognition" and "achievement of national/international recognition by their professional peers".

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. This requires continuing performances in teaching as described above and an increase in both research and service. There should be a

continuing output of publications, with a significant number of journal publications and a well-funded program of research and scholarship that includes support for graduate students. In addition, a successful candidate will have national or international recognition evidenced by leadership services in professional society activities, conferences, journals, etc.

Exceptional achievements such as research awards, teaching awards, and patents will be considered as significant evidence in support of promotion.

Promotion of Instructional-track Faculty

Instructional-track faculty members who seek promotion follow all established University procedures (Faculty Handbook Appendix L), which are similar to the procedures for those seeking tenure described above.

Promotion from Assistant 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 through development of new courses, teaching methods, and procedures that have substantial impact within the department and across the University. Faculty are also encouraged to participate in meaningful ways in student mentoring and/or undergraduate project-based activities. Contributions to curriculum development and assessment are valued. If research/scholarship or service are included in a candidate's position description, these will also be considered as part of the candidate's evaluation.

Promotion from Associate to Full 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. If research/scholarship or service are included in a candidate's position description, these will also be considered as part of the candidate's evaluation.

Promotion of Research Faculty

Procedures and processes for the promotion of research faculty will follow that of instructional-track faculty (Faculty Handbook Appendix L) and will utilize the PTR committee.

Promotion from Assistant to Associate Research Professor

In addition to the expectations for assistant research professors, a candidate for associate research professor is expected to have demonstrated excellence in research in the areas that may include:

- Research funding.
- Publication in refereed journals and conference proceedings.
- Publication of books, monographs, creative writing publications, book chapters, media productions, technical reports, or works in translation.
- Professional presentation of scholarly or creative work.
- Successful collaboration with industry or community partners.
- Development of hardware or software for external constituents.
- Patents.
- Contributions to graduate education.

This work should have substantial impact within the department and across the University.

Promotion from Associate to Full Research Professor

In addition to the expectations for assistant research professors and associate research professors, a candidate for research professor is expected to have demonstrated excellence in multiple areas and demonstrate a national and international reputation in their field of research.

4. Role of Professional Staff and Other Ranks in Unit Governance

Voting memberships are defined in section 1 of this Charter.

Emeritus/Emerita faculty are welcome to participate in faculty meetings and discussions but may not vote.

The following groups are not included in any Departmental governance:

- post-doctoral researchers with appointments less than 50% in the department,
- visiting scholars,
- instructor-rank (except as explicitly included in section 1), affiliated, or adjunct faculty, and
- students.

5. Sabbatical Leave Recommendations

A faculty member wishing to take a sabbatical must apply for the sabbatical in compliance with the procedures described in the Faculty Handbook (Section 4.1). Approval for sabbatical leave must be obtained from the chair.

The chair may solicit the advice of faculty before making a recommendation for a sabbatical leave.

6. Emeritus/Emerita Status Recommendations

Faculty who are eligible for Emeritus/Emerita status will be recommended, following the Faculty Handbook (Section 1.5.4). All voting faculty members may participate in the selection and evaluation. The retired faculty must be nominated (and seconded) for emeritus/emerita status by the unit faculty to the PTR committee. A discussion and secret ballot vote of all faculty is conducted. If supported by a majority of the faculty, the chair will work with the University administration to seek approval from the Board of Trustees, following Board Policy 6.8.

Privileges of this honorary rank are governed by Senate Policy 703.1.

7. Unit Grievance Procedures

All grievances will be filed in writing with the dean who will forward copies to the chair and members of the designated departmental committee. This committee, excluding any who may be subjects of the grievance, shall select three faculty members to serve as an ad hoc grievance committee. The ad hoc committee will then act in accordance with the current Faculty Grievance Policy and Procedures in the Faculty Handbook (Chapter 8).

Additional information:

- Promotion and Tenure-based grievances: Faculty Handbook Appendix I (section 7: Appeals)
- Non-union staff grievances: University Policy 6.13
- Staff in bargaining units: refer to bargaining unit contract
- Ombuds Office: Board of Trustees Policy 4.8

8. Other Policies and Practices

Bylaws or Operating Procedures may be provided separately and are not considered a part of the University-approved Charter. These documents would not require external approval and may be modified by a simple majority vote of the voting members of the department.

Descriptions of additional standing committees will be contained in these non-charter documents.

Non-charter documents should be developed in the spirit of shared governance and may not include restrictions on the roles or authority of the chair nor modify the voting memberships and rights defined in this charter.