

Office of the Provost and
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TO: Glenn Mroz
President

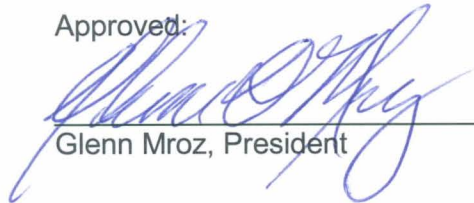
FROM: Max Seel 
Provost and Vice President for Academic Affairs

SUBJECT: Kinesiology and Integrative Physiology Proposed Charter Amendments

DATE: March 11, 2013

I have reviewed and endorse the Department of Kinesiology and Integrative Physiology's proposed charter which was amended to reflect Senate policy.

Approved:



Glenn Mroz, President



Date

cc: Bruce Seely, Dean
Jason Carter, Department Chair
William Bulleit, University Senate President

DEPARTMENT CHARTER

Kinesiology and Integrative Physiology

This charter was prepared by faculty and professional staff in the Department of Kinesiology and Integrative Physiology, and was endorsed by voting members on March 8, 2013.

1. DEPARTMENT VOTING AND PROCEDURE FOR APPROVING/AMENDING THE CHARTER

A. Voting Rights

The Department of KIP has a diverse constituency that includes tenure/tenure-track faculty, lecturers, the Division of Physical Education and Intramural Sports, and regular, full-time staff with part-time instructional duties (i.e., athletic coaches, trainers, etc.). The following will have voting privileges on charter modification and chair hiring or reappointment: 1) all tenured or tenure-track faculty with at least 1/3 appointment in the department, 2) lecturers, 3) the Director for the Division of Physical Education and Intramural Sports, 4) the Academic Advisor and Intramural Coordinator, and 5) up to three regular, full-time staff with part-time instructional duties (assigned each year by the department chair with 2/3 ratification from eligible staff attending the annual Fall departmental meeting). It is expected that these voting members will seek input from other non-voting members (i.e., UAW employees, other coaches, etc.) within the department in an advisory capacity prior to casting their vote. Point of clarification: *In the case of a chair hiring, when determining if a candidate meets the tenure and rank expectations posted in the advertisement, non-tenure track faculty will abstain from that phase of voting.*

B. Voting Procedure

Voting will typically occur in person, but can also occur electronically if supported by at least 2/3 of the voting members. In cases where voting occurs in person, voting members who are unable to attend due to approved leave (i.e., travel, sickness, sabbatical, etc.) will have an opportunity to cast an absentee vote. Any voting member can request secret ballot to allow anonymity. The procedure for tallying a secret ballot must be agreed upon by at least 2/3 of the voting members or the vote will be open.

C. Procedure for Approving and/or Amending the Charter

Any voting departmental member may propose amendments to this charter at any time by providing a brief memo and proposed modifications to the Department Chair. The Chair will forward the memo and proposed modifications to the charter committee, which will discuss and evaluate the proposed changes. The charter committee chair will be responsible for providing a summary of those discussions, which include the potential ramifications of the proposal. This summary, along with the original memo and proposed modifications, will be placed on the agenda for the next available departmental meeting that should occur within 4 weeks of the original memo requesting the charter amendment. If at least 2/3 of the departmental voting members approves of the amendment, it will be forwarded to the Dean, Provost, and President in accordance with university policy.

D. Procedure for Updating Charter and Assuring Compliance

The voting members, along with the Department Chair, will be responsible for reviewing the Charter annually, and ensuring it is in compliance with University-wide and Senate policies. The Department Chair will include this as an action-item each year during one of the Fall semester faculty meetings.

E. Conflict with University Policy

In the event of items in this Charter are in conflict with University policies and procedures, the University policies and procedures take precedence.

2. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT CHAIR

A. Primary Duties and Responsibilities

The Department Chair will be responsible for the growth, development, and successful operation of all units within the Department of KIP. The Chair reports to the Dean of the College of Sciences and Arts. The following itemized responsibilities are not meant to be all-inclusive:

1. General operation of the department
2. Control and maintenance of the budget
3. Faculty and staff recruitment and hiring
4. Evaluation of the faculty and staff
5. Assignment of teaching loads
6. Personnel and program development
7. Assignment of merit pay
8. Allocation and disbursement of travel funds
9. Maintain an open, working relationship with other units on campus
10. Take an active role in fundraising and alumni relations

B. Procedure for Next-In-Charge

The Department Chair will designate during times of absence his/her a next in charge. In the absence of the Chair, the “next-in-charge” will act as the person temporarily responsible for matters pertaining to the department.

3. REAPPOINTMENT, PROMOTION, AND TENURE

A. Promotion and Tenure Committee

The Promotion and Tenure (P&T) Committee will consist of three tenured faculty members elected by all tenured faculty in the department. If three tenured faculty are not available within the Department, the Chair will solicit tenured faculty members from another department within the College of Sciences and Arts. Those elected by vote or selected by the Chair will be asked to serve on the P&T Committee for that academic year. The Chair of the P&T Committee will be elected by the committee during its first meeting of the Fall semester. The P&T Committee recommends if untenured professors should be tenured, and if assistant and associated professors should be promoted and/or tenured. While these recommendations are advisory to the Chair, the P&T Committee report must be included with the P&T package that the Chair forwards to the Dean of Sciences and Arts.

B. Promotion and Tenure Expectations

University Senate policy 7-00 focuses on the P&T process and states that “*Each academic unit's procedures must identify the operative factors in the tenure, promotion, and reappointment processes. The factors must include instructional quality, contribution to the MTU educational mission, independent research, and other scholarly activities, professional service (both internal and external to the University) and other activities consistent with the University mission. Normally, the procedures will not state expected levels of performance, but only what accomplishments in each category will be considered in formulating recommendations.*” In accordance with this policy, Appendix A includes the factors relevant to the Department of KIP, and provides some general examples of activities that will strengthen the case of a candidate.

C. Promotion and Tenure Procedures

Each academic year, all tenure-track faculty will undergo either an interim or major review as determined by University policy. After six years of employment, all tenure-track faculty will undergo a mandatory tenure review unless an extension of the tenure clock has been granted as determined by University policy.

Tenure-track faculty members that are being reviewed will provide the following by Jan 10 each year:

1. A summary (2 pg maximum) outlining 1) research, teaching, and service accomplishments and highlights within the past review cycle and 2) goals for the upcoming review cycle.
2. An updated curriculum vitae.
3. Representative publications and other supporting information as requested by the P&T committee and/or Chair.
4. Following the 1st Major review, an updated and complete F-form.
5. For faculty applying for promotion and/or tenure, the names and contact information of at least four potential external referees who do not have a conflict of interest with the candidate. The P&T Committee and Department Chair will also generate a separate, confidential list of at least four other external referees. These lists will be combined, and the final selection must be agreed upon by the Chair and at least 2/3 of the P&T committee. Consistent with University policy, a minimum of three confidential reviews will be requested from external referees.

The P&T committee will meet and review the materials submitted by the faculty members. The P&T committee will prepare a written report/recommendation that will be submitted to the Department Chair at least one week prior to Chair deadline set by the Dean's office. The P&T committee shall be available to meet with individual faculty members to discuss the reviews and recommendations at the request of the faculty and/or Chair. In mandatory P&T cases, this report to the Department Chair will include the results of the final P&T committee vote for the candidate.

Upon receiving the P&T report, the Department Chair will perform an independent evaluation of each faculty member, with a case recommendation for each faculty member. This independent report/recommendation, along with the P&T Committee report and other materials collected for the review, will be forwarded on to the Dean of Sciences and Arts. In accordance with University policy, a copy of the Department Chair report will be provided to the candidate prior moving the package to the Dean's office.

D. Cases of Early Tenure

In accordance with Board of Control Policy, cases of early tenure require at least 2/3 majority vote after the P&T Committee have reviewed the tenure package and external letters. If 2/3 majority vote of the P&T Committee is not obtained, the early tenure case cannot be reviewed by the Department Chair. Faculty with a non-mandatory promotion case not involving early tenure that do not have the 2/3 majority support are informed of the committee's position and given the opportunity to withdraw.

E. Reappointment to Current Rank

1. Reappointment of untenured, tenure-track faculty is based on steady and sufficient progress toward the next faculty rank as outlined in the departmental guidelines for promotion and tenure (i.e. trajectory toward tenure; see Appendix A). If that progress is considered insufficient, steps will be taken to address the deficiencies. If progress continues to be insufficient after these steps have been taken, the Department Chair will consider termination of the contract in accordance with University policy. It is critical for untenured, tenure-track faculty to understand that the department is under no obligation to renew a contract if the Department Chair and/or P&T concludes that the untenured faculty member is unable to contribute adequately to the mission of the department.
2. Reappointments of research faculty positions are one-year renewable appointments that depend on available funding. A successful researcher in these ranks is not eligible for tenure, but should expect to proceed in rank as appropriate. For faculty ranks preceded by the title "Research," criteria for promotion will follow guidelines for tenure-track faculty. However, progression through the ranks will depend almost entirely on research performance. Therefore, publication and funding achievements must exceed those for faculty at the same rank whose titles do not include "Research." Research faculty must be externally funded sufficiently to support their appointment and research independent of university support. Furthermore, the research must support the goals of the department. Such faculty are expected to support the department and university by contributing to graduate advising, presenting and/or teaching seminars, and collaborating in research.
3. Reappointment of Instructors, Lecturers, Senior Lecturers, Principal Lecturers, and Professors of Practice shall be guided by University policy. Procedures and expectations for reappointment and promotion of lecturers are outlined in the Faculty Handbook.

4. ROLE OF PROFESSIONAL STAFF AND NON-TENURE/TENURE-TRACK MEMBERS

Some professional staff and non-tenure/tenure-track members have voting rights as defined previously in Section 1. While only some have voting rights, all are valued members of the department and it is expected that the Chair and other voting members will regularly seek advisory input on major departmental issues that require voting.

5. SABBATICAL LEAVE

Faculty interested in sabbatical leave should read Senate Proposal 09-05, which outlines University procedures for sabbatical leave. Specific to the Department of KIP, the Chair will solicit advice of other tenure/tenure-track faculty prior to making a recommendation for a sabbatical leave.

6. EMERITUS/EMERITA STATUS

Faculty interested in emeritus/emerita rank are referred to Senate Proposal 20-02, which outlines University procedures for emeritus/emerita status. Specific to the Department of KIP, a candidate can be recommended to the President if the Chair and at least 2/3 of the Promotion and Tenure Committee agree the candidate should be granted emeritus/emerita status.

7. GRIEVANCE PROCEDURE

Anyone having a grievance within the department should bring their concern in writing to the Department Chair. The Chair will refer the matter to the departmental grievance committee, which will be elected by the constituents each Fall semester at a faculty meeting. Nominations and discussion will be sought during this fall faculty meeting, and a secret ballot will be provided in which all voting members (defined in Section 1) will write three names of eligible individuals (i.e., any voting member). The Department Chair, faculty Senate representative, and the senior departmental administrative assistant will oversee the distribution and tallying of the secret ballot. The top three receiving votes will serve as the grievance committee, and the fourth individual in voting will serve as an alternate. The Department Chair is not eligible for membership on this committee. The committee primary role is to hear the grievance and try to recommend a satisfactory resolution to the Department Chair. University procedures (Senate Policy 23-00) determine the timeline of events and the conditions for appeal.

APPENDIX A

Department of Kinesiology and Integrative Physiology Guidelines for Reappointment, Promotion & Tenure

A. To Assistant Professor

The title of Assistant Professor is awarded to faculty members who show promise for continued professional growth as evidenced by such activities as publications, presentations at professional meetings, and effective teaching. To qualify for such recognition the candidate should:

1. Normally have a Ph.D., although a degree at another level may be considered terminal in some fields.
2. Evidence competence as a teacher and demonstrate the ability to work and communicate effectively with students and peers.
3. Maintain active membership in appropriate professional societies.
4. Have publications in refereed professional journals and presentations at professional meetings.

B. To Associate Professor

The title of Associate Professor is awarded to faculty members who have demonstrated active professional development during recent years and who hold promise of continuing this development. The candidate should have demonstrated:

1. That all requirements for promotion to the rank of Assistant Professor have been met.
2. Effective contributions to the educational mission of the university as evidenced by effective performance as a teacher, as judged by students and peers in lecture, laboratory, and/or seminar. The following will strengthen these contributions:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other appropriate inter-personal interactions
 - c) obtaining external grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
3. Continuing and active participation in research that makes the candidate and department known beyond the confines of the campus should be evidenced by publication in refereed national or international journals, writing grant proposals, and some combination of the following:
 - a) presentation of research at regional, national, and/or international professional meetings
 - b) serving as an advisor or committee member for graduate students that have successfully graduated or are making satisfactory progress
 - c) serving as an advisor for undergraduate student research
 - d) obtaining external contracts or grants
 - e) filing of an application for a patent based on research accomplishments
4. Service to the university or the profession should be evidenced by one or more of the following:
 - a) serving on committees within the university.
 - b) serving as reviewer for journals or granting agencies.
 - c) service to professional organizations.

C. To Professor

The title of Professor is awarded to those faculty members who have achieved outstanding professional recognition -- local, regional, and national -- in education or research (2 or 3 below). This recognition can be obtained through a variety of activities that demonstrate professional achievement. For promotion to Professor an individual will have a longer period of productive activity and be recognized by a wide circle of peers. The qualifications of the

candidate will indicate continuing professional activity in each of the following, with nationally recognized contributions in 2 or 3:

1. All requirements for promotion to the rank of Associate Professor have been met.
2. Continuing, contributions to the educational mission of the university as evidenced by effective performance as a teacher, demonstrating excellence well beyond the average in his/her knowledge of subject and ability to communicate this knowledge at the appropriate level in a variety of teaching situations, as judged by students and peers, and by some combination of the following:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other appropriate inter-personal interactions
 - c) obtaining external grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
 - e) development of innovative teaching programs
 - f) group leadership and involvement in inter- or multi-disciplinary teaching program
 - g) national leadership in education through leadership in such activities as symposia, consulting, or workshops
3. Provide strong and continuing evidence of scholarly activity in research by publication in appropriate refereed national or international scientific or educational journals or by publication of nationally recognized professional books, by submitting grant proposals, and by continuing an active participation in the profession in a way that makes the candidate and department known in a positive way. He/she would also participate in some combination of the following as evidence of strong professional development:
 - a) successfully served as a primary advisor for graduate students that have obtained their degree
 - b) continued and consistent record of publication
 - c) development of improved methods or techniques in education as demonstrated by either publication or classroom effectiveness as judged by student and peer evaluation
 - d) membership in professional organizations and participation in activities such as chairing sessions, organizing symposia, reviewing papers and proposals, holding a national or international office, serving on editorial board of a professional journal or professional newsletter
 - e) obtaining external contracts or grants
 - f) filing of an application for a patent, based on research accomplishments
 - g) regular presentation of research at appropriate professional meetings
 - h) involvement in the departmental graduate program
 - i) group leadership and involvement in inter- or multi-disciplinary research
 - j) development of innovative research programs
4. Service to the university or the profession should be evidenced by some combination of the following:
 - a) serving on committees within the university
 - b) serving as reviewer for journals or granting agencies
 - c) holding an office in a national or international professional organization
 - d) significant contributions to the academic and professional programs of the university through such activities as serving on the university curriculum committee, graduate council, research council, university senate, college or university search committee, and presentation of guest seminars in other departments
 - e) effective handling of administrative duties within the department and university
 - f) serving as a professional consultant for local, state, or national government as a result of expertise in one's field
 - g) presentation of seminars or workshops at other universities
 - h) presentations of seminars or workshops for K-12 students or teachers