


Office of the Provost and
Vice President for Academic Affairs

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TO: Glenn Mroz
President

FROM: Max Seel 
Provost and V.P. for Academic Affairs

SUBJECT: Engineering Fundamentals Proposed Charter

DATE: December 7, 2010

I have reviewed and endorse the Department of Engineering Fundamentals proposed charter dated November 12, 2010 (attached).

Approved:



Glenn Mroz, President



Date

cc: Tim Schulz, Dean
Jean-Celeste Kampe, Department Chair
Rudy Luck, University Senate President

Charter for the Department of Engineering Fundamentals

Version 11
12 November 2010

Note: This version of the Charter has been revised according to recommendations and edits provided by the Provost and unanimously approved by the EF faculty.

Approved by President: December 10, 2010

Charter for the Department of Engineering Fundamentals

I. Mission Statement

We enable students to succeed in upper level engineering curricula through the following activities:

- Delivering and administering an innovative first-year engineering program that undergoes continuous assessment and revision;
- Advising first-year engineering students and assisting them in the selection of a major curriculum;
- Providing a leadership role for the College in educational research and in outreach; and
- Developing and delivering quality service courses in engineering.

The Department also administers the Bachelor of Science in Engineering degree program for the College of Engineering, provides academic advising for students in that program, and serves as an academic home for engineering undecided students.

II. Vision

Students building their foundation to create the future.

The Department of Engineering Fundamentals provides the first-year engineering program for the College of Engineering, offering students innovative fundamental courses, academic advising, and an opportunity to explore engineering. The Department collaborates with College and University faculty and staff to develop and deliver enriching outreach activities and to conduct research on engineering education. Hallmarks of this department will include technology-rich, discovery-based learning as well as a teaching/learning environment in which diversity in its broadest sense is valued.

The Bachelor of Science in Engineering degree program offers students pathways to non-traditional engineering degrees and offers the College a place to cultivate degree programs in emerging engineering disciplines. The faculty of Engineering Fundamentals will be faithful stewards of this degree program.

III. Department Structure

The Department of Engineering Fundamentals consists of a team of faculty, staff, and students working together to achieve the mission of the Department. The Department is led by a Department Chair, and it has a number of standing committees in place to accomplish routine tasks and/or provide continuous service. This section describes the structure of the Department and the responsibilities of the Chair and the various standing committees. The term "voting faculty" used herein applies to faculty with at least a 50% appointment in the Department who hold the rank of Professor, Associate Professor, Assistant Professor, Professor of Practice, Principal Lecturer, Senior Lecturer, or Lecturer.

A. Department Chair

Responsibilities - The Department Chair should demonstrate leadership and represent the faculty to the administration. The Chair has the primary responsibility for operating the Department in an efficient manner. This includes day-to-day operations and policy implementation. Except where explicitly stated otherwise in this document, votes made by the faculty and decisions made by committee are advisory to the Department Chair. If the chair makes a decision contrary to the opinion of a majority of the voting faculty as expressed in a vote, the reason(s) for that decision must be explained verbally in a department meeting, in writing, or electronically. In the event that any of the Committees described in this Charter do not perform their functions, the Department Chair will take appropriate action which may include establishing a new membership (according to the policy of seating committee members established by this Charter) for the non-functioning committee. At the discretion of and by the Chair, an Assistant Department Chair may be appointed.

Evaluation and Reappointment Recommendations - The term of appointment for the Department Chair is three (3) years. The evaluation in the third year will include a vote by the voting faculty on whether the incumbent Chair should be reappointed. If a simple majority of the voting faculty vote to reappoint the Chair, then reappointment of the Chair will be recommended to the Dean for the College of Engineering, who will make a recommendation to the Provost. If reappointment is not recommended by a majority of the departmental faculty, then the Dean will consult the faculty concerning a search. Any appointment to the Department Chair that is made by the Dean for the College of Engineering is subject to approval by the Provost and President. If such an appointment is not so approved, then a search for a chair will be started.

Search for a Chair - The Dean, after consultation with the Provost, will make the decision if the search will be an open, nation-wide search (in which internal candidates would also be considered) or be restricted to only internal candidates. A search committee will convene under the direction of the Dean for the College of Engineering. The search committee will comprise five (5) members: three (3) members from the Department of Engineering Fundamentals, one (1) member from outside the College of Engineering, and one (1) member appointed by the Dean. The Dean may modify this search committee structure if a conflict of interest exists.

B. Committees

The standing committees, described below, shall consist of three (3) to five (5) members, except where stated otherwise. The seats of standing committees will be filled on a volunteer basis in so far as that is possible and in so far as the voluntary members are each confirmed by the Department Chair. For each committee, the confirmed committee membership will put forward an elected chair to be confirmed by the Department Chair. The confirmed Committee Chair will convene committee meetings, will see that the committee attends to its charge and does so in a timely manner, and will interact in an official capacity with the department, college, and university on behalf of the committee. The term of the Committee Chair will be two years, with committee appointments extended to accommodate the two-year term of the Committee Chair if applicable. Committee members will be seated for a three-year term but may volunteer and may be confirmed for reappointment. In order to establish a continuous rotation of committee membership and to preserve continuity, at the onset of a committee's existence one third of the membership will have a one-year term, one third will have a two-year term, and one third will

have a three-year term. As new or reappointed members rotate into committee service to assume the initial one- and two-year seats, these subsequent terms will all be three-year terms.

- First-Year Engineering Curriculum and Program Committee - This committee assesses, reviews, and makes recommendations on the departmental courses, curricula, annual events, policies, and efforts that compose the CoE First-Year Engineering Program that is administered by the Department. This Committee shall include the Department Academic Advisor as a voting member and the Department Chair as an ex officio (non-voting) member. The Committee will report to the Department on assessment of the fall semester courses at the subsequent mid-spring, and on the spring semester courses at the subsequent mid-fall. This committee may seat up to six members, including the Advisor, Department Chair, and up to four other EF faculty members.

- Bachelor of Science in Engineering Curriculum Committee - This committee assesses, reviews, and makes recommendations on the courses, curricula, and policies that compose the Bachelor of Science in Engineering degree program that is administered by the Department. This Committee shall include the Department Academic Advisor and the Department Chair as voting members. Additional members to this committee may be outside-department members who are appointed by the Dean for the College of Engineering.

- Promotion and Review Committee – This five-member committee will provide recommendations on promotion requests for EF faculty, and it will convene on an as-needed basis from year to year. The Committee Chair will be elected by the committee membership and must be confirmed by the Department Chair. The committee must have one member who serves as the Candidate’s Advocate, who will interact directly with the Candidate seeking promotion to ensure that the Candidate receives and understands committee requests and suggestions. The Candidate’s Advocate will be selected by the Candidate from the faculty eligible for committee membership. In promotion reviews, there is a need for members of this committee to be of a higher ranking position than a candidate’s current level, so that the assessment of the Candidate’s potential to contribute and succeed at the promotion level sought comes from a senior perspective. In order to meet the need for seniority on this committee, the committee makeup can include outside-department College of Engineering faculty when a sufficient number of EF faculty have not attained the rank above that of the Candidate seeking promotion. When this occurs, the EF faculty will make recommendations to the Dean for the College of Engineering for the outside-department members needed for this committee, and the Dean will appoint such members. When this occurs, two of the highest ranking EF faculty will be seated on the committee; one will serve as Committee Chair (confirmed by the Department Chair) and the other (selected by the Candidate) will serve as Candidate’s Advocate.

- Grievance Committee - This committee shall review faculty grievances that are not resolved between the Grievant and the Department Chair. It is the responsibility of the committee to maintain a written record of the grievance process, consistent with the maintenance of due process and with the possibility of a review of its deliberations by the University Grievance Committee. This committee will convene as needed to address grievances and to keep abreast of current University grievance policy (Section 8.1 of the Michigan Tech Faculty Handbook). In the event that a seated committee member has a conflict of interest with the departmental parties involved in a grievance, that member will be recused from all committee proceedings on that

grievance. In the event that recusions cause participating committee membership to drop below three, temporary members from among the department faculty will be appointed by the Dean for the College of Engineering to stand in for the recused members. In accordance with University procedures, this committee will seat an ex officio (non-voting) member appointed from the Human Resources Office when convening to address a faculty grievance.

- Ad Hoc Committees – At times it will be necessary to establish ad hoc committees to perform relatively short term tasks (e.g., ABET preparation or a faculty search). Ad hoc committees normally should not be in existence for more than two years. If the charge task is likely to take longer than two years, that task should be delegated to a standing committee. Ad hoc committees will seat three (3) to five (5) members, including staff when applicable, depending on the purpose of the committee. Ad hoc committee seats will be filled on a volunteer basis in so far as that is possible and in so far as the voluntary members are each confirmed by the Department Chair. The Committee Chair for an ad hoc committee will be elected by the committee membership and must be confirmed by the Department Chair. The Department Chair will officially charge the committee. When the committee charge has been accomplished, the Department Chair will adjourn the committee.

IV. Individual Expectations

A. Governance

Governance in the Department of Engineering Fundamentals is shared, with participation by faculty and staff accomplished largely through departmental meetings and the many standing and ad hoc departmental committees. All faculty members are expected to participate in departmental governance. The duties associated with committee memberships are considered a service load, and this should be distributed among the faculty in a fair and equitable manner, recognizing that faculty interests and abilities should be fitted with committees' charges and Departmental needs to ensure a smoothly-operating group of satisfied professionals. Currently, service assignments for the Department may include:

- ENG1101/1102 Course Coordinators (Semester)
- TA Coordinator (Year)
- EF University Senator (3 years)
- EF University Senator Alternate (3 years)
- Engineering Olympics Coordinator (Year)
- Engineering Explorations Coordinator (Year)
- College Computer Committee Member (3-year term)
- Standing committee members (variable)
- Standing committee chairs (variable)
- Ad hoc committee members (variable)
- Ad hoc committee chairs (variable)
- Website Coordinator (Year)
- Newsletter Editor (variable)
- Participation on College of Engineering Departments' curriculum committees

The above service assignments, with the exception of EF University Senator, will be established according to the provisions of this Charter or, when no provision is made in the Charter, will be made by the Chair. The term of service for these assignments will be as established by the

University, the College, or this Charter. In the case when no provision is made for a term of departmental service, the default case shall be one year. For all terms established by the EF Department, reappointment to the service is allowable unless otherwise stated in this Charter. The EF University Senator assignment will be made through an election by voting faculty, which will be held every three years. The election process is to occur as follows: a call for nominations will take place two weeks prior to voting; close of nomination will take place one week prior voting; elections will take place by secret ballot during a regularly scheduled faculty meeting. The date of the election will take place in accordance with university policy. Subsequent to the election of the EF University Senator, the EF faculty will also elect an alternate senator to help fulfill senate duties. The same election procedures will be used, with nominations that are followed by secret ballot voting.

B. Scholarship

As part of one of the largest engineering colleges in the country, the faculty of this department are encouraged to take an active role in scholarly development and scholarly awareness regarding engineering and/or engineering education. Each faculty member is expected to be engaged in scholarly work and professional development on a continuing basis.

C. Teaching

The teaching loads of EF faculty will be balanced with other departmental responsibilities, namely academic advising and service loads. The faculty will maintain a current understanding of new and innovative teaching and learning methods. Active collaborative teaching styles are encouraged in all courses. Although final teaching schedules are assigned by the Chair, faculty input and preferences will be requested each semester and efforts will be made to accommodate the faculty requests and needs. An individual faculty's total load will be balanced based on teaching load (contact hours; course level; course type -laboratory, lecture, or recitation; number of students; number of course preparations), advising load, and service load. Release time may be used to offset teaching loads.

V. Hiring New Faculty or Staff

The hiring of a new faculty or staff member will be initiated by the Department Chair. Following the necessary approvals, an ad hoc search committee will be formed according to Charter provisions for such committees and will be charged by the Department Chair. The search committee, in consultation with the Department Chair, will perform the search. The search will begin with the advertisement of the open position in appropriate national and regional publications. The applications received will then be reviewed and ranked. The top two or three candidates will be interviewed by as many members of the faculty as is appropriate for the position. The search committee, with input from the faculty, will recommend a candidate to the Chair. The Department Chair will review the search committee's recommendation, and then submit a recommendation for hire to the Dean for the College of Engineering that encloses the search committee's recommendation. If/when given approval to do so, the Chair will perform the necessary negotiations with the candidate and deal with the University Administration to obtain final approval to offer the candidate the position.

VI. Reappointment

Procedures - The University has established promotion, tenure, and reappointment policies and procedures. This section outlines only procedures specific to the Department of Engineering Fundamentals. Evaluation criteria for candidates for reappointment, tenure or promotion (both for non tenure-track and tenure-track ranks) will be added in the next revision.

A. Non Tenure-Track

Faculty who hold a Lecturer position have a two-year rolling appointment. Faculty who hold a Senior Lecturer, Principal Lecturer, or Professor of Practice position have a continuous appointment. In accordance with University policy, the Chair will annually complete a Form E teaching evaluation for each EF faculty member. In addition, and also in accordance with University policy, the Chair will annually prepare an NTT Faculty Review Recommendation Form L for faculty who hold a Lecturer position. In completing the Form L, the Department Chair may solicit comments from all faculty and staff in order to assess an individual's performance. All review and evaluation materials are confidential. In the event that a faculty member seeks promotion, the first stage of departmental review will shift to the Promotion and Review Committee. A review by the Chair will follow and will include review of the recommendation of the Promotion and Review Committee. All recommendations for promotion and reappointment will require the approval of the Dean for the College of Engineering, the Provost, the President, and the Board of Control.

B. Tenure-Track

Tenure-track faculty are appointed for two years at a time. During the first, third, and fifth years in a tenure-track appointment, the appointee undergoes a minor interim review. The successful result of such a minor review is that the appointee is told that the subsequent year will not be his or her last year of employment. Useful feedback will be given to the appointee. During the second, fourth, and sixth years in a tenure-track appointment, the appointee undergoes a major review. The successful result of a major review is that the person is reappointed. Useful feedback is given so that the person can judge how he or she is progressing toward tenure and take appropriate action. The sixth year review is the mandatory tenure major review. Successful completion of this review will lead to tenure and promotion to Associate Professor. All recommendations for promotion, tenure, and reappointment will require the approval of the Dean for the College of Engineering, the Provost, the President, and the Board of Control.

VII. Evaluation

A. Department Chair

The department faculty will elect two faculty members to administer the evaluation. They will be responsible for distribution and collection of the questionnaires as well as tabulation of the results. Responses will be kept confidential insofar as possible and, after the results are summarized, all questionnaires shall be destroyed. The summary of results shall be distributed to all voting faculty, the Department Chair, the Dean for the College of Engineering, and the Provost. The evaluation will occur in the third year of the Chair's appointment and will include a vote by all departmental voting faculty on whether s/he should be recommended for reappointment.

B. Faculty

In accordance with current University policy, the Chair will annually complete a Form E teaching evaluation for each EF faculty member. In addition, and also in accordance with University policy, the Chair will annually prepare an NTT Faculty Review Recommendation Form L for faculty who hold a Lecturer position with a two-year rolling appointment. In completing the Form L, the Department Chair may solicit comments from all faculty and staff in order to assess an individual's performance. All review and evaluation materials are confidential. Faculty who hold a Senior Lecturer, Principal Lecturer, or Professor of Practice position have a continuous appointment. In the event that a faculty member seeks promotion, the first stage of departmental review will shift to the Promotion and Review Committee, and review by the Chair will follow and will include review of the recommendation of the Promotion and Review Committee.

C. Staff

Each staff member will be reviewed by the Chair annually. The Department Chair may solicit comments from all faculty and staff in order to assess an individual's performance. All review and evaluation materials are confidential.

VIII. Sabbaticals and Leaves

A faculty member who wishes to take a sabbatical must apply for the sabbatical using the procedures described in the Michigan Tech Faculty Handbook. Departmental approval must be obtained through the Department Chair. A faculty member who wishes to take a non-medical leave must apply to the Chair for approval. Medical leaves will be granted based on current and relevant university policies.

IX. Grievance Policy

The Department of Engineering Fundamentals and the departmental Grievance Committee will follow the University grievance policy and procedures.

X. Amendments to the Charter

Amendments to the Charter may be initiated by any Department faculty member or any Department Committee. Amendments initiated by a faculty member or by a committee will be discussed and voted on by the departmental voting faculty. If major amendments are completed, they shall be voted on by sections of the charter and not the charter as a whole. Approval of an amendment requires a two-thirds (2/3) majority of the voting faculty or a simple majority of the voting faculty in two votes taken 12 months apart.

XI. Conflicts with University Policy

In the event in which the provisions of this charter are in conflict with University policies and procedures, the University policies and procedures shall take precedence.