

DEPARTMENT CHARTER

for the

MATHEMATICAL SCIENCES DEPARTMENT

*College of Sciences and Arts
Michigan Technological University*

Last Revision: April 22, 2005

PREAMBLE

This Charter sets forth Department structure, policies and procedures, and defines the processes by which they may be enacted and amended. It is designed to foster a decision-making process that is open and democratic, to protect the academic freedom and rights of Department members, and to ensure effective operation of the Department in a spirit of mutual respect. 0.0.1

The Charter is based on these principles: that action should be based on policy, that policy should be established democratically, and that democracy should take precedence over expediency. 0.0.2

Part I of the Charter defines Department structure, Part II details policies having to do with operation of the Department, and Part III is a library of enacted Department policies. 0.0.3

PART I DEPARTMENT STRUCTURE

1. DEPARTMENT GOVERNANCE

According to the Constitution of the University Senate, jurisdiction over Department academic policies and procedures resides with the Department Academic Faculty. The Academic Faculty advises on aspects of personnel, including the use of instructors and part-time faculty, the establishment of visiting and joint appointments, and the choice of areas of research for hiring. The Academic Faculty may also initiate, review, and make recommendations on other Department policies. 1.0.1

The Department Chair has jurisdiction over executive matters, including staffing and budget. 1.0.2

Committees discuss, advise, and make recommendations to the full Department and to the Chair, but have no executive powers. 1.0.3

2. FACULTY

2.1 DEFINITION

The Academic *Faculty* consists of those Department members holding full-time academic positions, including tenured and tenure-track faculty, instructors, lecturers with continuing appointments, faculty on leave of one year or less, and faculty with joint appointments at least half time in Mathematical Sciences. It does not include visiting or adjunct appointments, emeritus faculty, or non-continuing part-time faculty. 2.1.1

2.2 RIGHTS AND RESPONSIBILITIES

The responsibilities of individual faculty members are teaching, research, and service, with specific duties determined jointly by the individual and the Department Chair. 2.2.1

Faculty members are free to choose research directions and methods of teaching, but are expected to follow Department course descriptions and policies. 2.2.2

Any three Academic Faculty members may call and chair an informational meeting or forum open to the faculty. No Department policy or procedure can be enacted at such meetings. 2.2.3

2.3 TEACHING LOADS

Faculty members who have not published a paper in a refereed journal in the previous two years will normally have a teaching load of three courses per semester. Faculty who have published a paper in the previous two years will normally have a teaching load of two courses per semester. Faculty who have published two papers per year and have an external grant will normally teach two courses in the fall and one course in the spring semester. 2.3.1

Tenure track faculty who do not yet have tenure will normally receive reduced teaching loads, typically two courses in the fall and one course in the spring semester. 2.3.2

2.4 SABBATICAL LEAVES

Full-year sabbatical leaves for professional leaves and research will normally be granted provided the department is able to meet its teaching commitment. Only in rare cases (for example, a married couple) will more than one half-year sabbatical leave be granted in the same year. 2.4.1

3. STAFF

The Department Staff are those holding non-academic positions, such as secretaries, administrative aides, computer support personnel, and special staff. Department staff positions are established and filled by the Chair, after consultation with appropriate faculty. 3.0.1

4. DEPARTMENT CHAIR

The Department Chair is the chief administrative officer of the Department, and serves as a representative and advocate for the Department. The Chair is approved for a three-year term by the procedures specified in Part II, Section 3.4 4.0.1

The Chair's responsibilities are twofold: to perform executive functions and to maintain effective communication with faculty and staff. 4.0.2

The Chair is responsible to the Department and to the Dean in matters such as the budget, allocation of resources, and personnel. The Chair advises faculty on professional development and recommends annual salary adjustments. 4.0.3

Each year the Chair presents to the Department a draft of goals and plans and an outline of a budget for the coming academic year. 4.0.4

The Chair or a designated alternate presides at any Department meetings, which conduct formal business. The purpose of Department meetings is to share insights and information, discuss issues, and formulate consensus prior to a vote. The Chair is responsible for distributing an agenda and copies of formal proposals at least twenty-four hours before any such meeting. 4.0.5

The Department Chair implements academic policies passed by Department ballot. If the Chair feels that a particular policy must not be implemented, the Chair is responsible for providing an explanation and seeking a compromise. 4.0.6

The Chair is subject to an annual review as described in Section 4.3, Part II. 4.0.7

5. ASSOCIATE DEPARTMENT CHAIR

The Department Chair may choose to nominate a Tenured Faculty member to serve a two-year term as Associate Chair. This requires approval of the Academic Faculty. 5.0.1

The role of the Associate Chair is to carry out duties (which will include overseeing the Undergraduate Program) delegated by the Chair and to represent the Chair in the Chair's absence. Duties and compensation of the Associate Chair are determined through negotiation between the Chair and the nominee. 5.0.2

6. OTHER DEPARTMENT ADMINISTRATIVE POSITIONS

The Department Chair appoints administrative positions from the set of Academic Faculty, after approval by the Academic Faculty. These positions all have fixed three-year terms, which can be renewed. 6.0.1

The existence and duties of administrative positions are subject to review by the Academic Faculty. 6.0.2

Compensation of faculty holding administrative positions is determined through negotiation between the chair and the faculty member, and typically involves a reduced teaching load and/or summer salary. 6.0.3

6.1 ADMINISTRATIVE ASSISTANT

The Administrative Assistant is a member of the Academic Faculty who assists the Chair with the scheduling and staff of classes, and assumes other duties delegated by the Chair. The Administrative Assistant assists with the orientation of new graduate students, monitors the classroom teaching of the teaching graduate assistants and assists with the mentoring of the graduate students. 6.1.1

6.2 DIRECTOR OF FIRST-YEAR MATHEMATICS

The Director of First-Year Mathematics oversees testing and placement of first-year undergraduates, coordinates first-year mathematics courses, and, together with the Director of Undergraduate Studies, keeps the syllabi for first-year courses updated. In addition, the Director of First-Year Mathematics monitors Teaching Assistants' classroom teaching, assists with the mentoring of graduate students, and oversees appropriate summer programs. 6.2.1

6.3 DIRECTOR OF THE MATHEMATICS LEARNING CENTER

The Director of the Mathematics Learning Center plans and oversees the activities of the Learning Center, whose purpose is to assist undergraduate students in mathematics. 6.3.1

6.4 DIRECTOR OF INSTRUCTIONAL COMPUTING

The Director of Instructional Computing advises the Chair on the use and implementation of the computer laboratories in the undergraduate curriculum and oversees the training of faculty and students who teach courses in the laboratories. In addition, the director supervises the support staff for the laboratories and is the chair of the Computing Committee. 6.4.1

6.5 DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies is a member of the Tenured and Tenure-Track Faculty who oversees the graduate program and assists with the scheduling of graduate courses. The Director of Graduate Studies chairs the Graduate Committee, represents the Department on the Graduate Council, recruits new graduate students, and organizes the orientation program for new graduate students. 6.5.1

The Director of Graduate Studies maintains files concerning graduate students and oversees the academic progress of all graduate students. 6.5.2

6.6 DIRECTOR OF UNDERGRADUATE STUDIES

The Director of Undergraduate Studies is a member of the Undergraduate Committee, assists the Chair in duties that bear on undergraduate programs, maintains syllabi for sophomore and junior level courses, and serves as the chief advisor for undergraduate majors. 6.6.1

7. MAJOR COMMITTEES

This section delineates the structure and responsibilities of the Department's primary committees. Except as described herein, committees are either elected or volunteer, elect their own chairs, and are constituted as described in Part II, Section 2. 7.0.1

7.1 DEPARTMENT ADVISORY COMMITTEE

The Department Advisory Committee consists of the Department Chair, Director of Graduate Studies, Director of Undergraduate Studies, and four elected members of the Academic Faculty. It meets at least once a semester to advise the Chair and to provide for communication between the Chair and other members of the Department. The Department Chair normally chairs the meetings of this Committee; however, another member may be selected by the committee to chair an exceptional meeting. 7.1.1

7.2 PROMOTION, TENURE AND REAPPOINTMENT COMMITTEE

The Promotion, Tenure, and Reappointment Committee is an elected committee consisting of five Tenured Faculty members, including at least three Full Professors, which makes recommendations to the Department Chair. Recommendations and reviews of cases involving the rank of Professor are restricted to the tenured Professors on the Committee. 7.2.1

The Department Chair and the faculty member appointed to the College Promotion and Tenure Committee are not eligible to serve on this committee. The subcommittee of Professors considers cases involving the rank of Professor, while the full committee considers all other cases. Recommendations are based on the candidate's record in teaching, research, service, and funding activities, as described in Part II, Section 3.3. Contributions to the graduate program are also weighed according to university policy. 7.2.2

In addition, in the spring semester of odd-numbered years, the Promotion, Tenure and Reappointment Committee shall update this document, the department charter, to reflect changes made by the department and by university and college regulations. 7.2.3

7.3 RECRUITMENT COMMITTEE

The Recruitment Committee is an elected committee responsible for soliciting and screening candidates for all tenure-track positions, choosing candidates to be invited for interviews, and facilitating discussions about candidates. Majority approval by vote of the Tenured and Tenure-Track Faculty is required before an offer is tendered. 7.3.1

Hiring priorities and targets are set by vote of the Academic Faculty after consultation with the Department Chair. 7.3.2

7.4 COMPUTING COMMITTEE

The Computing Committee is an elected committee, chaired by the Director of Instructional Computing, which represents the Department in matters pertaining to computing policy and facilities. It keeps the Department informed, recommends computing policy to the Department, serves as liaison with support staff and the University, and considers expenditures and staffing decisions.

7.4.1

7.5 UNDERGRADUATE COMMITTEE

The Undergraduate Committee is a volunteer committee, which oversees the Department's undergraduate curriculum. This committee reviews undergraduate programs, recommends undergraduate course changes, and updates syllabi and catalog course descriptions when changes are made. In addition, the Undergraduate Committee assures syllabi for sequential courses (including modern algebra and algebra) are consistent. Separate committees normally handle textbooks and syllabi for multi-section courses.

7.5.1

7.6 GRADUATE COMMITTEE

The Graduate Committee is an elected committee, chaired by the Director of Graduate Studies and consisting of one representative from each graduate area. Each area elects its own representative for the Graduate Committee.

7.6.1

The Graduate Committee develops guidelines for the graduate program, oversees the graduate curriculum, selects faculty to prepare proficiency and qualifying exams, and ensures the course syllabi for the departments graduate courses are kept current. It also assists the Director of Graduate Studies in processing applications, making admissions and assistantship decisions, and monitoring the progress of students.

7.6.2

PART II

GOVERNANCE POLICIES AND PROCEDURES

1. ENACTMENTS AND MODIFICATION OF POLICY

1.1 CHARTER ENACTMENT

A new Department Charter is enacted by affirmative vote of 2/3 of votes cast. Eligible voters are the Academic Faculty defined in Part I, section 2.1. Written drafts of a proposed Charter must be circulated two weeks before a written ballot, with substantial modifications circulated one week before a ballot, and minor changes circulated twenty-four hours before a written ballot.

1.1.1

1.2 CHARTER AMENDMENT

Amendments to the Charter are enacted by affirmative vote of 2/3 of the eligible voters of the Academic Faculty defined in Part I, section 2.1. Eligible voters are the Academic Faculty defined in Part I, section 2.1. Written drafts of proposed amendments to the Charter must be circulated two weeks before a written ballot, with substantial modifications circulated one week before a ballot, and minor changes circulated twenty-four hours before a written ballot.

1.2.1

1.3 ENACTMENT OF POLICY

Department policies are written documents passed by ballot of the Academic Faculty following a Department meeting in which they are proposed. Proposed policies must be distributed at least twenty-four hours before the Department meeting, and the expected discussion must appear on the agenda. Minor changes may be made during the meeting. However, substantive changes are made by resubmitting the policy.

1.3.1

1.4 GENERAL BALLOT PROCEDURES

Major Department policies, and other proposals at the request of three or more faculty members, are decided by secret ballot. Ballots are distributed to eligible voters at least 48 hours before the voting deadline. Ballots are returned to the Administrative Aide, who keeps them in confidence until the deadline. The ballot counting process is open to all members of the Academic Faculty. Ballots are available for review for one week after the close of balloting, after which they are destroyed if there is no dispute. The vote tally is reported to the Department except in committee elections.

1.4.1

It is the responsibility of the Administrative Aide to ensure that policies that have been enacted are recorded in Part III of this Charter.

1.4.2

Any faculty member can designate (in writing or E-mail to the Administrative Aide or to the Chair) a proxy for any specific departmental or departmental committee vote, ballot on nomination.

1.4.3

2. COMMITTEES

2.1 NOMINATION AND ELECTION FOR ORDINARY ELECTED COMMITTEES

- (1) The nomination and election procedure will be by ballot. Faculty who are eligible to vote are eligible to nominate, but should verify that the candidate is willing.
- (2) In order for an eligible person's name to appear on an election ballot, that name must have appeared on at least two nomination ballots for that committee.
- (3) If the number of committee seats open for election is k , and the number of persons satisfying (2) is no more than k , those persons will be considered elected.
- (4) If the number of persons satisfying (2) is greater than k but no greater than $2k$, all names will appear on the ballot.
- (5) If the number of persons satisfying (2) is greater than $2k$, then the names of the $2k$ top nomination-vote getters, plus ties, will go on the election ballot. The k persons receiving the most votes on the election ballot will be elected. Any tie scores for the final positions will be resolved by run-off elections among the tied persons.

2.2 NONSTANDARD ELECTED COMMITTEES

Faculty who plan to apply for promotion or tenure should not accept nominations to the Promotion, Tenure, and Reappointment Committee. Nominations remain open until at least three Professors have been nominated. The committee consists of the three Professors receiving the most votes, together with the two other Tenured Faculty members receiving the most votes. 2.2.1

The Recruitment Committee is elected in the standard way, except that its nomination and election is delayed until hiring target areas are set. 2.2.2

2.3 VOLUNTEER DEPARTMENT COMMITTEES

Volunteers for committees are solicited by the Department chair at one of the first Department meetings of an academic year, and also by memo and electronic mail. Any faculty member may serve on any volunteer committee. Ad Hoc committees are normally volunteer committees. Volunteer committees elect their chairs. 2.3.1

2.4 NON-DEPARTMENT COMMITTEES

Representatives to University or College committees and commissions are chosen under the rules of those committees. 2.4.1

2.5 STRUCTURE OF MAJOR COMMITTEES

2.5.1 DEPARTMENT ADVISORY COMMITTEE

Type	Elected members and Administrative members
Membership Eligibility	Academic Faculty
Number of Members	4 elected (see Part I, section 7.1)
Length of Term	1 year
Voter Eligibility	Academic Faculty
Time of Election	Spring Semester
Chair	Department Chair

2.5.2 PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE

Type	Elected
Membership Eligibility	Tenured Faculty (must include 3 Professors)
Number of Members	5, as described in Part I, section 7.2
Length of Term	1 year
Voter Eligibility	Academic Faculty
Time of Election	Fall Semester
Chair	Professor (elected by committee)

2.5.3 RECRUITMENT COMMITTEE

Type	Elected
Membership Eligibility	Academic Faculty
Number of Members	4
Length of Term	1 year
Voter Eligibility	Academic Faculty
Time of Election	Fall Semester, after Department vote on priorities
Chair	Tenured Faculty (elected by committee)

2.5.4. COMPUTING COMMITTEE

Type	Elected
Membership Eligibility	Academic Faculty
Number of Members	4
Length of Term	1 year
Voter Eligibility	Academic Faculty
Time of Election	Spring Semester
Chair	Tenured Faculty (elected by committee)

2.5.5 UNDERGRADUATE COMMITTEE

Type	Volunteer
Membership Eligibility	Academic Faculty
Number of Members	Open
Length of Term	1 year
Time of Formation	Fall Semester
Chair	Academic Faculty (elected by committee)

2.5.6 GRADUATE COMMITTEE

Type	Elected
Membership Eligibility	Tenured and Tenure-Track
Number of Members	Variable (see Part I, section 7.6)
Length of Term	1 year
Voter Eligibility	Academic Faculty
Time of Election	Fall Semester
Chair	Director of Graduate Studies

2.5.7 DEPARTMENT CHAIR SEARCH COMMITTEE

Type	Elected
Membership Eligibility	Academic Faculty
Number of Members	5 from Department, 1 outside
Length of Term	1 year
Voter Eligibility	Academic Faculty
Time of Election	As necessary
Chair	Tenured Faculty (elected by committee)

2.5.8 SENATOR AND ALTERNATE

Type	Elected
Membership Eligibility	Academic Faculty
Number of Members	1
Length of Term	3 years
Voter Eligibility	Academic Faculty
Time of Election	Spring Semester

3. OTHER PROCEDURES

3.1 DEPARTMENT INITIATIVES

Initiatives that bear on the entire Department require explicit vote of the Academic Faculty. Initiatives may be proposed by the Department Chair, by a faculty member, or be formulated by a committee, and then voted/ on by the Academic Faculty.

3.1.1

3.2 SALARY RECOMMENDATIONS AND ANNUAL REVIEW OF FACULTY

The Department Chair reviews faculty members in the Spring of each year, meeting with each faculty member and providing a written summary of the meeting before making salary recommendations to the Dean. The faculty member is provided with a copy of the Chair's recommendation to the Dean. 3.2.1

Salary recommendations for faculty are based on their cumulative record of teaching, research, and service, according to guidelines enacted by the Department. 3.2.2

3.3 PROMOTION, TENURE, AND REAPPOINTMENT

The following procedures are extended to candidates for promotion, tenure, or reappointment to guarantee a fair hearing and due process. 3.3.1

The Department Chair should conduct professional development interviews regularly, and annually with Tenure Track Faculty members who are not yet tenured. The Chair should communicate expectations regarding promotion and tenure and inform candidates of application requirements and deadlines. 3.3.2

External reviewers are asked to provide letters of reference for candidates for promotion or tenure. Four outside reviewers are required for promotion to associate professor. Six outside reviewers are required for promotion to full professor. The candidate submits a list of names, to which the Department Chair may make additions. The Chair should select at least half the names submitted by the candidate, but the candidate is not notified of the final slate of reviewers selected. In all cases, the selection of external reviewers will agree with college and university criteria for external reviewers. 3.3.3

External letters of reference for candidates for reappointment (except in case of concurrent application for promotion and/or tenure) are not required. 3.3.4

After the candidate's file is complete, the Promotion, Tenure, and Reappointment Committee begins its review. The Promotion, Tenure, and Reappointment Committee initially acts as the candidate's advocate, preparing the strongest case possible in the form of a letter or outline of the candidate's strengths. 3.3.5

Having done this, the committee asks the candidate to review the statement for accuracy. After the candidate has reviewed the statement, the committee formulates its recommendation, as it deems appropriate. 3.3.6

The Department Chair independently reviews each candidate. The Chair then writes a letter evaluating the record of each applicant and making a recommendation. Each candidate is given a chance to review this letter for accuracy. 3.3.7

Candidates should be informed of committee and Department Chair decisions at each stage of the process. Candidates may withdraw their applications at any time. 3.3.8

In special cases, a faculty member may apply for promotion without tenure. It is expected that this faculty member will be in (or beyond) his or her third year in this position and will have exhibited exceptional competence in research and teaching. 3.3.9

3.4 SEARCH FOR DEPARTMENT CHAIR

A search for a Department Chair, or an interim Chair, is initiated by the creation of a Department Chair Search Committee, which is a 5-member elected committee with members chosen from the Academic Faculty. In addition, the Dean may appoint an outside member. In the case of an external search, the committee writes an advertisement to be published nationally. 3.4.1

Any member of the Department may review application files. 3.4.2

The Search Committee shall, by internal vote of the Committee, make recommendations to the Department as to who should be invited for an interview, following which several candidates are invited. 3.4.3

Following each interview, there is a Department meeting to discuss the candidate, after which the Academic Faculty indicates by written ballot whether they recommend the appointment of the candidate as Department Chair: 3.4.4

“Do you recommend (person’s name) for Department Chair?” (yes / no) 3.4.5

Sufficient time is given to allow all members of the Academic Faculty an opportunity to return a ballot. Electronic ballots are acceptable from faculty on leave. Candidates with affirmative answers to this question on more than half of the ballots cast by the Academic Faculty are considered acceptable. 3.4.6

If there are two or more acceptable candidates, a preference poll is taken. The name of the top vote getter and all others who are close will be forwarded to the Dean, along with the results of the preference poll. 3.4.7

4. INFORMATION, REVIEW, AND GRIEVANCE

The Academic Faculty has the right to be kept informed and the duty to participate in the operations and decisions of the Department. 4.0.1

4.1 DEPARTMENT INFORMATION

All information concerning the Department is open to any full-time member of the Department unless specifically excluded by University policy. Examples of open information are the budget, position detail statements, distribution of grades, and teaching loads. Examples of

closed information are outside letters solicited for candidates for tenure or promotion, and personnel files. 4.1.1

4.2 GRIEVANCE PROCEDURE

If an individual has a grievance, an attempt should first be made to resolve it informally. If there is no informal resolution, the individual may request that a grievance committee be formed. Internal grievance procedures will adhere to University grievance policy. 4.2.1

A Grievance Committee consists of three Tenured Faculty members: one appointed by each of the two parties involved in the dispute and one acceptable to both parties. The Grievance Committee tries to resolve disputed issues without assessing blame. Failing a resolution of the dispute, the Grievance Committee prepares a written file including a summary of the charges, the committee's assessment, and the committee's recommendation for a resolution of the dispute. If both parties agree, the process can be stopped at any time. 4.2.2

If the disputing parties accept the recommendations of the Grievance Committee, the dispute is considered resolved. Otherwise, the grievance file is passed on to the next stage of the University Grievance Procedure. 4.2.3

4.3 ANNUAL DEPARTMENT REVIEW

The Department Advisory Committee conducts a survey of the Academic Faculty during the spring semester of each year. The Department Advisory Committee designs and administers the survey, which includes the question: 4.3.1

Do you support the continuing appointment of the Department Chair? 4.3.2

Yes No

If one third or more of eligible voters vote no on this question, the Department Advisory Committee calls a meeting of the Department (minus the Department Chair) to discuss the issues. The Department Advisory Committee will then discuss the issues with the Department Chair after which a second meeting with the full Department is held. After the second meeting, a second vote of the Department is taken, using the question above. If 50% or more of the eligible voters vote no, there follows a meeting of the Academic Faculty and the Dean of the College to discuss a timely change of Department Chairs. The Annual Review is to be completed before the end of spring semester. 4.3.3