

DEPARTMENT OF

MECHANICAL ENGINEERING-ENGINEERING MECHANICS

ADMINISTRATIVE ORGANIZATION PLAN

The Faculty is comprised of the Department's full-time, tenure track personnel, as defined by the University.

The Department Chair is the Department's Executive, empowered to initiate action subject to advice and review by the Faculty.

Administration of the Department is carried out by the Chair and the Executive Committee, consisting of: the Technical Area Directors, the Director of Graduate Studies/and Associate Chair, Director of Undergraduate Studies and Associate Chair. In matters of policy the Chair is advised and assisted by the Faculty directly, and by the Standing Committees.

Authority is delegated by the Faculty to the Department Chair, who acts under advisement of the Standing Committees: the Executive Committee, the Faculty Development Committee, the Industrial Advisory Committee, the Graduate Committee, the Student Advisory Committee, the Curriculum Committee, the Laboratory Committee, the Library Committee, and the Computer Committee.

The Faculty comprises the *Voting Constituency*. The Faculty may designate a different Voting Constituency for any Departmental matter except Charter Revision. The actions of the Voting Constituency are binding on the Faculty.

Major policy issues are subject to approval by the Voting Constituency.

Grievances formally submitted to the Chair or Executive Committee must be addressed in accordance with University Faculty Grievance Policy and Procedures. To supplement this Policy, the Department must formulate and implement a written Departmental Grievance Procedure (*see Appendix A*) which describes means for filing grievances, forming an Ad Hoc Committee to review grievances, maintaining appropriate written records, handling appeals and amending the Procedure. The responsibility for implementing these guidelines maintaining and implementing this written Procedure rests with the Executive Committee.

Promotion and Tenure Actions must be conducted in accordance with a written Departmental Procedure (*see Appendix B*) which defines the promotion, tenure and reappointment processes and expectations for Departmental Faculty and Staff. The responsibility for maintaining and implementing this written Procedure rests with the Executive Committee.

I. CHAIR OF THE DEPARTMENT

Duties:

As Chief Executive of the Department, the Chair will: serve as spokesperson and advocate for the Faculty and Staff, provide leadership in setting goals and directions and in organizing and implementing undergraduate and graduate curriculum and research, will act as a communication link between the Faculty, Alumni and Administration, and will be responsible for the development and allocation of departmental resources.

The Chair is responsible for the maintenance and implementation of procedures for Faculty and Staff development, reappointment, promotion and tenure in accordance with University and Senate guidelines. The Chair is an ex officio member of the Faculty Development Committee.

In addition, as the Executive of the Department, the Chair will:

- Serve as the Chair of the following Committees:
 - Executive Committee
 - Industrial Advisory Committee
 - Student Advisory Committee

- Call periodic meetings of the faculty for the purpose of:
 1. Maintaining communication with the Faculty.
 2. Voting on policy matters which require approval of the Voting Constituency.
 3. Informing Faculty of current procedures and criteria for reappointment, promotion, and tenure.
 4. Hearing reports from Standing Committees.

Selection:

The Executive Committee, under direction of the Faculty and in consultation with the Dean of the College of Engineering, will initiate the formation of a Search Committee. The Search Committee will consist of one member elected from each Technical Area and Staff, and one representative of the Dean. The search procedure must be updated by the Search Committee and ratified by a majority of the Voting Constituency prior to each implementation. The Search Committee will select candidates to present to the Voting Constituency for review. A final list of at least two candidates, nominated by the Voting Constituency, will be submitted to the Dean. The Dean will either recommend one of the candidates for appointment as Department Chair, or re-initiate the Search.

Evaluation and Reappointment:

The Executive Committee, under direction of the Faculty and in consultation with the Dean, will initiate the formation of an Evaluation and Reappointment Committee. This

Committee will consist of one member elected from each Technical Area, one member elected from the Staff, and one representative of the Dean. The evaluation and reappointment procedure must be updated by the Evaluation and Reappointment committee and ratified by a majority of the Voting Constituency prior to each implementation.

Term:

Three years renewable.

At the end of its second year, each three-year renewable term will be subjected to review by the Voting Constituency and the Dean of the College of Engineering. Reappointment will be contingent upon satisfactory review by the Voting Constituency and by the Dean, subject to approval by the Provost and the President of the University. At the conclusion of each term review, the Voting Constituency must submit to the Dean a recommendation either to reappoint the Chair or to initiate a search.

II. EXECUTIVE COMMITTEE

A. Associate Chair and Director of Graduate Studies

Duties:

The Associate Chair and Director of Graduate Studies will work with the Chair of the Department in carrying out the administrative responsibilities of the Department. He/she is also the Chair of the Graduate Committee. In addition, he/she will coordinate and advise the Chair and Faculty on the following activities:

- Graduate Student advising and course scheduling.
- Resource allocation in the graduate program, including financial assistance to Graduate Students.
- Research activities
- Criteria for graduate admission/graduation
- Seminars
- Recruitment of Graduate Students

The Associate Chair will also carry out duties as assigned by the Chair and serve as Acting Chair in the absence of the Chair. As Acting Chair, he/she will be the signator of the Department.

Selection:

Appointment by the Department Chair in consultation with the Executive Committee.

Term:

At the pleasure of the Department Chair.

B. Associate Chair and Director of Undergraduate Studies

Duties:

The Associate Chair and Director of Undergraduate Studies will assist the Chair of the Department in carrying out the administrative responsibilities of the Department. He/she is also the Chair of the Curriculum Committee. In addition, he/she will coordinate and/or advise the Chair and Faculty on the following activities:

- Undergraduate curriculum development
- Accreditation of the BSME Program
- Resource allocation for the undergraduate program
- External funding for the undergraduate program
- Course scheduling

The Director of Undergraduate Studies will also carry out duties as assigned by the Chair and serve as Acting Chair in the absence of the Chair. As Acting Chair, she/he will be the signator of the Department.

Selection:

Appointment by the Department Chair.

Term:

At the pleasure of the Department Chair.

C. Directors of the Technical Areas:

The Technical Areas, each headed by an Area Director, are defined on the basis of academic thrust and research interests. Currently, these are:

- Design and Dynamic Systems (D/DS)
- Energy Thermo-Fluids (E/TF)
- Manufacturing/Industrial (M/I)
- Solid Mechanics (SM)

Each member of the Faculty will be identified with one Technical Area for administrative purposes, but may also be associated with one or more others according to his/her interests and activities.

Duties:

The Area Director will provide leadership in organizing and implementing instructional and research programs, and will act as a link in communication between the Area Faculty and the Department Chair.

In consultation with the Area Faculty, the Area Director will advise the Chair on matters relating to:

- Course development

- Course offerings
- Teaching loads and assignments
- Faculty recruitment
- Resource allocation and budget recommendations
- Department policy

Selection:

Elected by the Area Voting Constituency. (Elections will normally be held for D/DS and M/I on even years, for E/TF and SM on odd years.

Term:

2 years, renewable

III. STANDING COMMITTEES

A. Executive Committee

Charge:

All Departmental matters.

Composition:

All Area Directors plus Department Chair, Associate Chair and Director of Graduate Studies, Associate Chair and Director of Undergraduate Studies. The Department Chair is the Chair of the committee.

B. Faculty Development Committee

Charge:

1. To maintain, implement and update the Departmental Promotion and Tenure Procedures in accordance with current University Promotion and Tenure Procedures.
2. To coordinate and collect all pertinent information necessary for promotion, tenure, reappointment and faculty development processes.
3. To make independent recommendations for inclusion in the Faculty dossier on promotion, tenure and reappointment, in accordance with guidelines distributed by the Chair to the Faculty.
4. To review Faculty progress and make recommendations to the Department Chair on professional development including travel and seminars.

Composition and Selection:

Department Chair, plus two Professors, two Associate Professors and one Assis-

tant Professor each elected by the Faculty in his/her respective rank. The Department Chair serves ex-officio.

The Department Chair and untenured Faculty may not vote on matters of promotion, tenure and reappointment, but may otherwise participate to the extent delineated by the other members of the Committee

The Committee must be chaired by a tenured Professor other than the Department Chair when formulating recommendations on matters of promotion, tenure and reappointment.

Term:

Two years, renewable, staggered for Professors and Associate Professors. One year for Assistant Professor.

C. Industrial Advisory Committee:

Charge:

To advise the ME-EM Department from an industrial perspective on subjects which include:

- Curriculum matters
- Research directions
- Establishing cooperative work and research programs with industry
- Resource development

Composition and Selection:

ME-EM Faculty members may submit the name of any company and/or company representative for nomination to the ME-EM Industrial Advisory Committee. The Department Chair is the Chair of the committee. The ME-EM Executive Committee will review the list of names and select nominees based on the criteria given below:

- History of support
- Number of MTU (ME) Alumni
- Representative disciplines and/or thrusts
- Representative types (size, geography, product)
- Persons with curricular interests
- Ties with MTU (former students, son or daughters enrolled at MTU)

Appointments:

4 year term; at least 8 members.

D. Student Advisory Committee:

Charge:

(i) To advise the Chair and the Faculty about special concerns of the Students, and to provide feedback of Student opinion on matters referred to the Committee by the Chair.

(ii) To coordinate the calendar of activities of departmental honorary and professional society groups.

Composition:

One representative from each departmental honorary and professional society. The Department Chair is the Chair of the committee.

Term:

1 year, renewable.

E. Graduate Committee

The Graduate Committee is an instrument of the Department's Graduate Faculty.

Charge

(i) To administer, review on a continuing basis, conduct appropriate hearings and recommend changes in graduate program policy, admissions and recruitment.

(ii) To administer, review on a continuing basis, conduct appropriate hearings and mandate changes needed to improve and upgrade the Ph.D. examination.

Composition:

(i) The Director of Graduate Studies(Chair)

(ii) One representative elected from each Technical Area

(iii)Two at-large members, selected by the Graduate Director and four Area Representatives.

Term:

(i) Area Representatives: 2-year, renewable, staggered.

(ii) At-Large Members: 1-year renewable terms

F. Curriculum Committee

Charge:

(i) To carry out periodic review of requirements for B.S. degree in Mechanical Engineering and recommend changes to the Executive Committee.

(ii) To review proposals for new courses offered by the Department, or courses offered by other Departments affecting ME students.

(iii) To monitor “Core and Service” courses.

Composition and Selection:

The Director of Undergraduate Studies (Chair).

At least one member from each Technical Area, appointed by the Department Chair under advisement of the Executive Committee Reports to the Executive Committee.

Term:

2 years, renewable, staggered.

G. Library Committee:

Charge:

To act as liaison with the University Librarian in ordering library materials for the Department and such other activities as may be related to the Library.

Composition:

Two members, each from a different technical area.

Selection:

Appointed by the Department Chair with the advisement of the Executive Committee.

H. Laboratory Committee

Charge:

1. To conduct continuing review of the Departments laboratory needs and make appropriate recommendations to the Department Chair.
2. To oversee the acquisition and disposition of laboratory equipment.

Composition and Selection:

One representative selected from each Technical Area, one representative from the Laboratory Staff. Committee Chair normally selected by the Department Chair under advisement of the Executive Committee.

Term:

Indefinite

I. Computer Committee

Charge:

1. To conduct continuing review of the Department's computing needs and to make appropriate recommendations to the Department Chair.
2. To oversee the acquisition and disposition of computing facilities.

Composition and Selection:

One representative selected from each Technical Area, one representative from the Computing Support Staff. Other representatives as deemed appropriate. Committee Chair normally selected by the Department Chair under advisement of the Executive Committee

Term:

Indefinite

J. Advancement Committee:

Charge:

1. To create and implement integrated fund raising activities and marketing programs for the department.
2. To cultivate and develop contact, and establish strategies for improved communications with the ME-EM alumni and industrial friends of the department.
3. To organize the annual induction into the Academy of Mechanical Engineering and Engineering Mechanics.

Composition

Department Chair, Associate Chair, and three at-large members, selected by the Chair.

Term

Two year, renewable.

K. Safety Committee

Charge:

To institute responsible safety practices for the ME-EM department.

Composition:

One member selected by each technical area.

Term:

One year, renewable

L. Charter Oversight Committee

Charge:

On being informed of violation of Department Charter by any Faculty member, the committee is charged to follow the following procedure on behalf of the Faculty.

1. Bring it to the immediate attention of the Executive Committee for correction within one month and facilitate amendment of the Charter if necessary.
2. If the problem is not corrected, or no Charter amendment is submitted to the Faculty after one month, then the committee is charged to inform the Faculty and call a department meeting for discussion of the problem.
3. After adjournment of the discussion, the committee is charged to conduct a secret ballot of the Faculty as defined by the Charter that reads the following:

The Department Faculty charges the Charter Oversight Committee to bring the violation of the Department Charter to the attention of the University Senate and the University Administration, and to request immediate correction of the violation.

_____ I Approve _____ I Disapprove

4. The committee will inform the faculty of the ballot results and if majority (>50%) of those who voted approve, then the committee shall carry the recommendation forward as charged in the ballot.

Composition and Selection:

Three members from the tenured ranks elected by faculty on a staggered three (3) year term.

IV. AD-HOC COMMITTEES

A. Grievance Committee:

Charge:

1. To hear formal grievances brought by any Faculty or Staff member.
2. To coordinate and collect all pertinent information related to the grievances.
3. To make independent recommendations to the Executive Committee on actions that may be agreeable to all parties.
4. To maintain records of deliberations, while ensuring security and confidentiality for the parties involved.
5. To establish forms that maintain records and ensure timeliness of the review process, subject to approval of Participants.

Composition and Selection:

It is the responsibility of the Executive Committee to ensure that an appropriate five-member Grievance Committee is appointed from Faculty and Staff in accord with procedures defined in the Departmental Grievance Process (see Appendix A). This Committee will elect its own Chair.

Term:

As needed. Each Committee is assigned to one grievance case.

- B. Other Ad Hoc or Standing Committees may be established by the Chair, either directly or with advice of the Faculty or an appropriate Committee.

Charge:

Typical duties of Ad Hoc and Other Standing Committees might include:

- To review and assess the working of the Department
- To advise the Department Chair on policy matters, resource allocation and budget recommendations
- To help resolve Faculty (See IV.A.) and/or Student grievances of all types
- To establish liaison with other Departments
- To meet the needs of student interest groups.

Composition:

Members of the Faculty and others with appropriate interests, such as: Graduate Education, Undergraduate Education, Research, Technical Areas, Technical Staff, etc.

Selection:

Appointed by Department Chair under advisement from the appropriate Committee, Faculty or group of interested Faculty.

Term:

Established upon formation of the Committee.

V. AMENDMENT OF THE CHARTER

Charter amendments may be proposed by either of two methods:

- a) action initiated by the Executive committee
- b) submittal to the Executive Committee of a petition signed by at least 20 percent of the Faculty

Ratification by the Department is subject to the following procedural requirements:

- a) must be preceded by discussion in an open meeting of the Faculty and Staff.
- b) must be conducted by secret ballot, distributed to the Faculty after adjournment of the discussion.
- c) must be accepted in secret ballot by at least 2/3 of the Faculty voting.

A Ratified Charter becomes effective upon approval by the President of the University.

VI. CONFLICTS WITH UNIVERSITY POLICY

In any event in which provisions of this Charter are in conflict with published University Policies and Procedures, the University Policies and Procedures shall take precedence.

ME-EM DEPARTMENT - POSITION DESCRIPTION OF ADMINISTRATIVE PERSONNEL

CHAIR OF THE DEPARTMENT

The Chair serves as Chief Executive of the Department. Duties of the Chair include:

- Development of Departmental resources
- Spokesperson and advocate of the Faculty and Staff
- Administration and allocation of Departmental resources
- Faculty and staff recruitment and development
- Faculty and staff promotion, tenure and reappointment
- Course and curriculum development
- Leadership in setting goals and directions, and in organizing and implementing plans
- Maintenance of communication links between Faculty, Alumni and Administration
 - Chair of Executive Committee
- Chair of Industrial Advisory Committee
- Chair of Student Advisory Committee
- Ex-Officio Member of Faculty Development Committee

ASSOCIATE CHAIR AND DIRECTOR OF GRADUATE STUDIES

The Associate Chair will assist the Department Chair in carrying out executive responsibilities. Duties of the Associate Chair and Director of Graduate Studies include the following:

- Leadership in setting goals and directions of the graduate program
- Resource allocation in graduate program, including financial assistance to graduate students
- Coordination of graduate student advising, course scheduling, and Ph.D. qualifying examinations
- Graduate student recruitment
- Development of graduate research programs, establishment of industrial links
- Acting Chair in absence of Chair
- Chair of Graduate Committee
- Coordination of Departmental Seminar Program
- Other duties as assigned by the Chair

ASSOCIATE CHAIR AND DIRECTOR OF UNDERGRADUATE STUDIES

The Associate Chair will assist the Department Chair in carrying out executive responsibilities. Duties of the Associate Chair and Director of Undergraduate Studies include the following:

- Leadership in setting goals and directives of the Undergraduate Program
- Resource allocation for the Undergraduate Program

Accreditation of the BSME degree program
Undergraduate curriculum development
External funding for the Undergraduate Program
Acting Chair in absence of Chair
Other duties as assigned by the Chair

TECHNICAL AREA DIRECTORS

Technical Areas, each headed by an Area Director, are defined on the basis of academic emphasis and research thrusts. These are:

- Design and Dynamic Systems (D/DS)
- Energy Thermo-Fluid (E/TF)
- Manufacturing/Industrial (M/I)
- Solid Mechanics (SM)

The Area Director will provide leadership in organizing and implementing policies and instructional and research programs, and will act as a link in communication between the Area Faculty and the Department Chair. The Area Directors, in consultation with the Area Faculty, will advise the Chair on matters relating to:

- Course development
- Course offerings
- Teaching loads and assignments
- Faculty recruitment
- Resource allocation and budget recommendations
- Department policy

The Department Chair, Associate Chair and Director of Graduate Studies, Associate Chair and Director of Undergraduate Studies, Director of Academic Advising, and Area Directors are each expected to maintain an ongoing program of professional development in areas of research, teaching, and service

APPENDIX A

THE DEPARTMENTAL GRIEVANCE PROCESS

This document supplements the University Faculty Grievance Policy, describing the mechanism for settling grievances within the Department.

1. **Collegial Communications**

It is expected that most complaints or concerns can be resolved informally through discussion and debate. Any Faculty or Staff member is expected to first present his/her grievance to the Chair. In the event that it is not resolved to satisfaction, or the Chair is not deemed appropriate (for any reason), a formal Grievance procedure may be initiated.

2. **Formal Grievances**

A formal grievance must be presented in writing to the Executive Committee. Within 2 weeks of receipt of the formal Grievance, the Executive Committee will oversee the appointment of an ad hoc Grievance Committee and will pass all written materials to that Committee.

3. **Composition of the Grievance Committee**

It is the responsibility of the Executive Committee to ensure that an appropriate five-member Grievance Committee is appointed from Faculty and Staff. Care must be taken to ensure that even the appearance of conflict-of-interest is avoided in this selection. In cases where any Participant feels that the Executive Committee, itself, may be prejudiced, the Executive Committee is required to turn the appointment procedure over to a committee of Faculty and Staff acceptable to the Participants.

The Grievance Committee will elect its own Chair.

4. **General Method of Operation**

The Grievance Committee shall try to determine all facts of the case, and to hear all sides. Within 2 months of its appointment, the Grievance Committee will make a recommendation to the Executive Committee for action. The Executive Committee must respond to the Participants within 2 weeks of receipt of this recommendation. The Grievance Committee must retain records of the deliberations, while ensuring the utmost level of security and confidentiality for the parties involved. The Grievance Committee must establish a set of forms to maintain records and ensure timeliness of the review, and is expected to maintain contact with University Human Resources to ensure correctness of its activities. All forms must be approved by all Participants.

5. **Appeals**

University policy will determine the timing of events and conditions for subsequent appeal.

6. **Amendment to the Grievance Process**

Process amendments may be proposed either by action initiated by the Executive Committee, or by submittal to the Executive Committee of a petition signed by at least 10 percent of the Senate-designated Constituency. Ratification by the Department requires that the proposal be preceded by discussion in open meeting of Faculty and Staff and, after adjournment of the discussion, accepted in secret ballot by a simple majority of the Constituency voting by ballot distributed to the entire Constituency. The Grievance Process becomes effective upon announcement of ratification.

APPENDIX B

FACULTY DEVELOPMENT REVIEW PROCEDURE

The Faculty Development Committee maintains a continuing review process for all tenure-track Faculty. The charge, composition, selection and constraints of the Faculty Development Committee are specified in the Department Charter and can be altered only through formal amendment of the Charter.

Annual Calendar

1. In early October the Committee will review the dossiers of all un-tenured members and invite each Associate Professor seeking promotion to inform the Committee of his/her intent to seek promotion.
2. An interview schedule will be established for purpose of reviewing each Faculty member's professional goals in teaching, research and service. Each Faculty member being interviewed will be asked to submit:
 - Updated resume
 - Faculty Development Interview Guide form.
 - Draft University F-10 form.
3. After the interview a Review of Faculty Interview form will be completed by each member of the Faculty Development Committee and submitted to a designated Coordinator, who will compile the comments and submit a draft copy to the Committee for review, editing and final approval.
4. A follow-up interview between the Faculty member and the Department Chair will convey the Committee's assessment of the Faculty member's strengths, and identify actions needed to strengthen the Faculty member's position for promotion and/or tenure. Copies of the final Review of Faculty Interview form will be given to the Faculty member and the Dean of the College of Engineering, and a copy will be kept in the Faculty member's dossier.
5. Faculty members being considered for promotion and/or tenure will be asked to submit:
 - the names of at least 3 external referees,
 - copies of recent papers.
 - copies of recent successful and unsuccessful proposals.
 - letters and documents indicating special merit and recognitions.
 - any information the candidates considers important in his/her evaluation.
6. The Faculty Development Committee will select external referees, at least two of whom are not included on the list supplied by the Faculty member. The Committee Chair will then solicit three or more external reference letters.

7. In January and February, external reference letters will be reviewed and the University F-10 forms finalized.
8. Tenured Faculty Development Committee members will deliberate, vote and write the Committee's recommendations that will become part of the Faculty dossier forwarded to the Dean of the College of Engineering. The final deliberation and vote on reappointment, tenure or promotion will be conducted with the Department Chair absent.

Categories of Evaluation

Candidates will be evaluated in the areas of Teaching Effectiveness, University Service, Scholarly Activities, Professional Service, and Recognition. Guidelines for each area are listed below.

1. Teaching Effectiveness - the Candidate should be an effective teacher. Evidence of effective teaching may include:
 - Evaluations of classes by students
 - Success of students in courses for which Candidate's courses are prerequisites
 - Evaluations by former students
 - Evaluations by colleagues
 - Development of curriculum materials
 - Participation in professional meeting devoted to teaching
 - Innovative and novel approaches to teaching
2. Contribution to the University - the Candidate should contribute to the general operation and growth of the Department and University. Evidence of this may include:
 - Departmental committee work
 - College of Engineering committee work
 - Curriculum development
 - Student advising
 - Attracting students to programs
 - Professional contributions across campus
 - Participation in University committees
3. Scholarly Activity - the Candidate should contribute to the general fund of knowledge. Evidence of this may include:
 - Publication of professional papers, both singly and co-authored
 - Papers presented at professional meetings
 - Books and monographs, both singly and co-authored
 - Technical reports and encyclopedia articles
 - Receipt of funding for research and/or writing
4. Professional Service - the Candidate should contribute to his/her professional community. Evidence of this may include:

- Speeches to organized groups based on professional work
 - Consultancies with government, education or industry
 - Participation in professional societies
 - Professional review of manuscripts and proposals
5. Recognition - some Candidates may receive extraordinary recognition in their field of study. Evidence of this may include:
- Written testimonies from peers in his/her field of scholarship
 - Favorable published scholarly reviews of publications
 - Scholarly citations (NOTE: Citation Indices do not provide adequate measure of scholarly activity in many areas.)
 - Special honors received by national or international professional societies
 - Outstanding scholar awards

Amendment of Faculty Development Review Procedure

Amendments to the Review Procedure may be proposed either by action initiated by the Executive Committee, or by submittal to the Executive Committee of a petition signed by at least 20 percent of the Faculty. Ratification by the Department requires that the proposal be preceded by discussion in open meeting of Faculty and, after adjournment of the discussion, accepted in secret ballot by a simple majority of the Faculty voting by ballot distributed to the entire Faculty. The Review Process becomes effective upon announcement of ratification.

APPENDIX C

THE CHAIR SELECTION PROCESS

This document represents the Chair Search Procedure implemented during the period 2 December 1996 - 1 July 1997, in accord with guidelines laid out in Departmental Charter Section I: Chair of the Department, Selection: Within those guidelines, this document is subject to continuing review, revision and ratification by the Faculty of the ME-EM Department.

1. Selection of the Search Committee:

The Executive Committee, under the direction of the Faculty and in consultation with the Dean of the College of Engineering, will initiate the formation of the Search Committee. The Committee will consist of one member elected from each Technical Area and Staff, and one representative selected by the Dean. The Search Committee will elect a Chairman of the Search Committee from among these members. The Search Committee is charged to oversee all aspects of the search procedure described below, while maintaining appropriate records and observing correct affirmative action procedures.

2. Establishment of the Voting Constituency:

Under the direction of the Search Committee, a ballot will be conducted among the Faculty to establish the Voting Constituency for the Chair Selection Process. A simple majority of Faculty voting decides the issue. The actions of the Voting Constituency are binding upon the Faculty and Staff.

3. Ratification of the Search Procedure:

The Search Committee will develop and/or update a Search Procedure and submit it to the Voting Constituency for ratification. A simple majority of Constituency voting decides each issue.

4. Selection of Candidates:

The Search Committee, following the ratified Search Procedure, will solicit, review and screen applications. A 'Short List' of Candidates will be developed from these applications and presented to the Voting Constituency for review, commentary and revision as necessary. The Search Committee will contact References and Candidates as necessary, and will rank the 'Short List' Candidates in accord with its findings.

5. Interviewing of Candidates:

The Search Committee will invite Short List Candidates for on-campus interviews, following a common itinerary developed by the Search Committee. Since the Chair is expected to act as a Faculty member as well as an administrator, the interview itinerary will include a Technical seminar describing research and professional activity, and an Administrative seminar presenting the Candidate's vision on management and leadership in the Department. Immediately after each interview has been completed, the Voting Constituency will meet to review the Candidate's suitability for the Chair position.

6. Nominations for Chair Position:

After all interviews have been completed, the Voting Constituency will meet to review the entire panel of Candidates. The Search Committee will then issue a ballot to the entire Voting Constituency, who will indicate the acceptability and preferability of each Candidate. The Search Committee will complete its evaluation of the Candidates on the basis of its own deliberations and interviews and the ballots returned by the Voting Constituency. The Search Committee will then prepare a report to the Dean of Engineering and the Voting Constituency, presenting and justifying its Nominations for the Chair position.

7. Selection of the Chairman:

The Dean of Engineering has sole authority to select the Chair from among the Candidates, or to declare a Failed Search., The Search Committee will work to ensure adequate communication between the Dean, the Nominees and the Voting Constituency while the Dean makes his selection.

MEMO TO: ME-EM Faculty and Staff
FROM: Executive Committee

SUBJECT: Departmental Charter
DATE: 6 September 1996

Enclosed is the latest draft of the Department Charter, which is being prepared for submission to the Provost by 15 September 1996. It is submitted now, in anticipation of its introduction and preliminary discussion at the First Faculty meeting, next Tuesday @ 1PM in Room 303.

The document consists of two parts:

- a) **The Charter**, as approved by the Faculty (12 December 1995). Editorial suggestions from that meeting have been incorporated.

Substantive Changes to this document are indicated by ~~striketrough~~ and underline format. On pages 1, 6 and 11, insertions and replacements reflect mandated features (Faculty Development Committee, Grievance Committee).

These amendments require Departmental ratification, as described on p. 12 of the Charter: *V. Amendment of the Charter.*

- b) **Two Appendices**, supplementing the 12 December 1995 Charter.

These Appendices describe Administrative Procedures and Processes, and are appended to the Charter in order to be approved by the Provost.

These Appendices can be changed by the ME-EM Faculty without formally amending the Charter, using the processes described on pp. 15 and 18 of the Appendices: *Amendment of.....*

MEMO TO: ME-EM Faculty
FROM: Executive Committee

SUBJECT: Ratification of Departmental Charter
DATE: 19 September 1996

The Proposed Department Charter has been ratified (27 Yes to 2 No) by the Faculty Voting. This Charter replaces the previous version; a copy will be kept in the ME-EM office and the Office of the Provost. We will also attach the two appendices (A: Departmental Grievance Process, and B: Faculty Development Review Procedure) since they describe the administrative procedures.

Ballots were received from 26 of the 32 on-campus Faculty and 3 of the 11 off-campus Faculty.

Please note that the Appendices will probably receive further discussion and modification by the Faculty over the 1996-7 academic year. Since this is an internal administrative matter, it can be done without going through another Charter ratification process.

On the other hand, the matter of Voting Quorum applies to the Voting Constituency, and must be ratified under **Section V. Amendment of the Charter** before it can be imposed on matters addressed by the Voting Constituency.

MEMO TO: C.J. Tompkins, President MTU
FROM: Executive Committee

SUBJECT: Ratification of Departmental Charter
DATE: Oct. 12th, 1999
C.C. ME-EM Faculty

On May 3rd, 1999 the ME-EM faculty ratified two amendments to the Charter you had approved in 1996. As per our Charter requirement, these two amendments will become part of the Charter after your approval.

The two-amendments described briefly are:

Amendment 1:

Modification in an administrative position description. The department Administrative Assistant is now called 'ASSOCIATE CHAIR AND DIRECTOR OF UNDERGRADUATE STUDIES'. The position description of this new Associate Chair are described briefly on pages 4 and 13. Twenty-one faculty voted 'Yes' and seven faculty voted 'No' on this amendment. Twenty 'Yes' votes were needed to pass the amendment.

Amendment 2:

A standing 'Department Charter Oversight Committee' has been created. The description of this new committee is page 10. Twenty-five faculty voted 'Yes' and four faculty voted 'No'. Twenty 'Yes' votes were needed to pass the amendment.

TO: MEEM Faculty/Staff
FROM:Harold Evensen

SUBJECT:Correction of MEEM Department Charter

DATE:26 February 2003

Enclosed is the full, corrected copy of the Department's Charter, as it was ratified on May 3rd 1999. This corrected copy will be presented to the Executive Committee on Thursday, February 27, and will then be forwarded to the Dean, Provost and President.

Note that, on page 3, the paragraph on reappointment has been corrected. A few other minor typographical discrepancies have also been corrected in this document.