

# SCHOOL OF FOREST RESOURCES AND ENVIRONMENTAL SCIENCE

## CHARTER

Michigan Technological University

Revised and Approved by the Faculty and Staff of the School - March, 1995  
Amended and Approved by the Faculty and Staff of the School - May, 1995  
Amended and Approved by the Faculty and Staff of the School - November, 1995  
Amended and Approved by the Faculty and Staff of the School - April, 1997  
Revised and Approved by the Faculty and Staff of the School – September, 1999  
Revised and Approved by the Faculty and Staff of the School – February, 2002

**CHARTER OF THE  
SCHOOL OF FOREST RESOURCES AND ENVIRONMENTAL SCIENCE  
MICHIGAN TECHNOLOGICAL UNIVERSITY**

**TABLE OF CONTENTS**

		Page No.
I.	Mission .....	2
II.	Organization .....	3
III.	Secret Ballot Procedure.....	5
IV.	Performance Evaluations .....	5
V.	Standing Committees .....	7
	Graduate Studies .....	7
	Promotion and Tenure .....	7
	Recruitment and Retention .....	8
	Computer .....	8
	International Programs.....	8
	Curriculum.....	8
	School of Forest Resources and Environmental Science Research Forest and Ford Center Management .....	8
	Web.....	9
VI.	Advisory Board .....	9
VII.	Administrative and Faculty Search Procedure.....	9
VIII.	Meetings .....	10
IX.	School of Forest Resources and Environmental Science Research Forest and Ford Center .....	10
X.	Revision.....	11
APPENDIX A Promotion/Tenure, Reappointments, and Interim Reviews.....		12
APPENDIX B Definitions of Positions .....		14

# **CHARTER OF THE SCHOOL OF FOREST RESOURCES AND ENVIRONMENTAL SCIENCE MICHIGAN TECHNOLOGICAL UNIVERSITY**

This document sets forth the mission, organization, policies and procedures to facilitate the operation of the School of Forest Resources and Environmental Science (SFRES) under the policies and procedures of Michigan Technological University (the University or MTU). This Charter applies to all regular employees of the School. Each employee within the School is responsible for familiarity with and adherence to the precepts embodied in this document. In the event these precepts are in conflict with University policies and procedures, the University policies and procedures shall take precedence. In any event in which these precepts are in conflict with the policies and procedures of any unit within the School, the School Charter shall take precedence.

## **I. Mission**

*We prepare students to create the future.*

## **VISION**

*Michigan Tech will be a national university of choice.*

The School of Forest Resources and Environmental Science will be nationally prominent and internationally recognized for excellence in undergraduate and graduate education, scholarship, and research.

## **OUR GUIDING PRINCIPLES**

- The success of our students will always be the most important measure of the success of the institution.
- Everyone's contribution to our success is needed, and will be valued and rewarded.
- Through collaborative efforts we will serve the people of Michigan, the nation, and the world.
- Hallmarks of this university will be the creativity and leadership of our graduates, the relevance and benefits of our research, and the value we place on ethics, sustainability, diversity, and quality of life.
- MTU's faculty will emphasize scholarship, research and inspirational teaching. Our faculty should be read and respected by leaders of science, industry, government, policy groups and business.

The School of Forest Resources and Environmental Science is an organization within

Michigan Tech dedicated to education and research in forestry, applied ecology and environmental science, wood science, and biotechnology. We achieve our mission by:

- A. Maintaining outstanding undergraduate and graduate programs in forestry, applied ecology and environmental science, wood science, and biotechnology.
- B. Developing and maintaining an excellent research program which includes interdisciplinary research, complements educational objectives, and stimulates conservation and sustainability of natural resources, and maintenance and development of the forest products industry with efficient and ecologically sound use of federal, state, and private forests.
- C. Advancing the intellectual climate of the University through a competent and responsible faculty and research staff, and a cadre of excellent students.
- D. Encouraging students and School personnel to accept positions of leadership in the University, the community and their profession.
- E. Maintaining a prominent role in education and research in the state and region, as well as both nationally and internationally.

## II. Organization

The SFRES administrative structure is outlined in Figure 1. The Dean has overall administrative responsibility for the School, with primary responsibilities for budget management, representing the School within and external to MTU, space utilization in the Noblet and Sands buildings, student recruitment, the Ford Center, the School Research Forest and overall School fundraising. The Associate Dean has responsibility for administration and coordination of the academic programs.

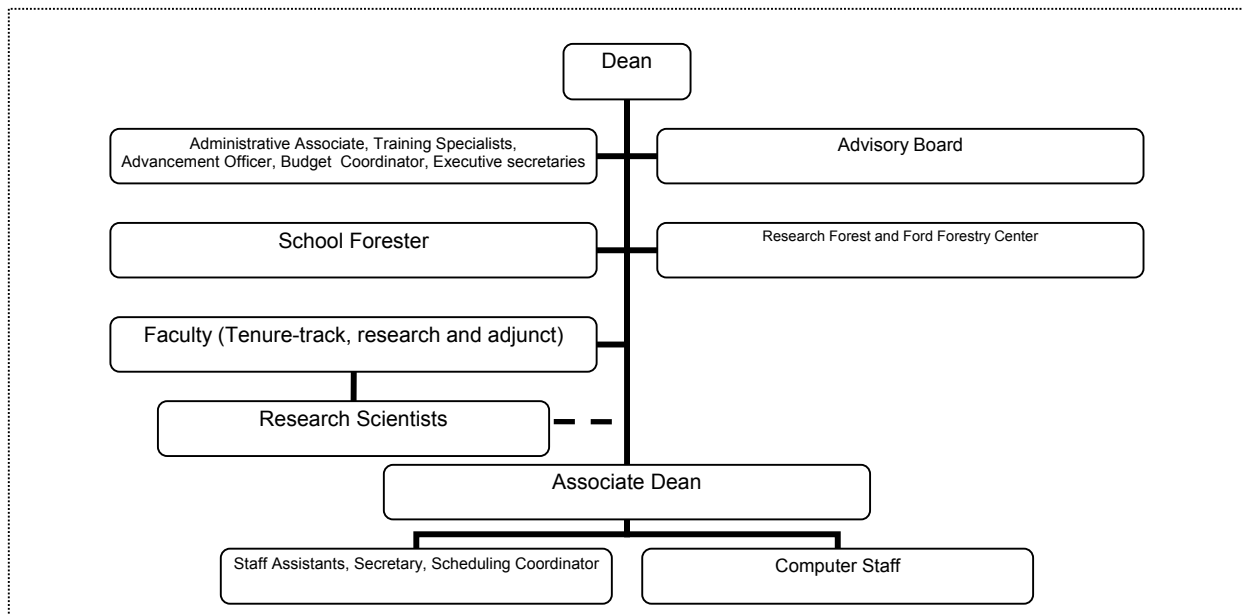


Figure 1. Organizational Chart

**Dean** - The principal administrative officer is the Dean of the School of Forest Resources and Environmental Science, who functions under the supervision of the Provost. The Dean's responsibilities include, but are not limited to:

- Working to fulfill the School's mission
- Administration of the School budget
- Recommending hiring, promotion, tenure, and termination actions to the Provost
- Performance evaluations of the faculty
- Performance evaluations of Dean's office staff and Associate Dean
- Reviewing performance evaluations conducted by the Associate Dean
- Representing the School within MTU, within the State, nationally, and internationally
- Student recruitment
- Space utilization
- Advancement
- Coordinating School Advisory Board meetings
- McIntire-Stennis Cooperative Forestry Research Program
- Performing an annual "State of the School" review with School Faculty and Staff, including a review of the current year's budget
- Administration of the SFRES Research Forest and Ford Center

**Associate Dean** - functions under the supervision of the Dean. The Associate Dean's responsibilities include, but are not limited to:

- Administration of graduate degree programs
- Administration of the undergraduate degree programs
- Advising the Dean on hiring, promotion, tenure, and termination actions
- Assist the Dean with performance evaluations of faculty and staff
- Representing the School within MTU, within the State, nationally, and internationally in the absence of the Dean
- Coordination of University fellowships and other graduate awards with guidance from the Dean and Graduate Studies Committee
- Working with the computer committee to implement SFRES computing policies
- Responsibility for staff, annual planning and budget for instructional computing facilities
- Undergraduate and graduate assessment and accreditation
- Teaching and research in area of expertise
- Assumes the Dean's responsibilities in the Dean's absence

There may be additional positions added either on a temporary or regular basis as needed. Changes expected to become regular shall result in changing the organization chart and do not require amendment of this charter, but must be confirmed by simple majority vote of the tenure-track and research faculty. A person may occupy more than one administrative position.

**Ad Hoc Committees** - The Dean and Associate Dean may, in addition to the designated

standing committees, appoint ad hoc committees to accomplish tasks within specified periods of time. All appointed committees shall elect their own chair.

### **III. Secret Ballot Procedure**

Secret ballots will be conducted using a double envelope process. The marked ballot will be placed into a small sealed envelope. This envelope must be sealed into a larger envelope, which must be signed by the voter across the flap. The Promotion and Tenure Committee must be present when the votes are separated from the large outer envelope by the Dean's Administrative Associate. The Dean's Administrative Associate also will record the names of the voters. Finally, the Dean's Administrative Associate will mix the smaller envelopes and give them to the Promotion and Tenure Committee for vote counting.

### **IV. Performance Evaluations**

The Dean, Associate Dean, and other supervisors within the School shall conduct an evaluation at least annually on the performance of regular School employees that report to them. The Dean, with assistance of the Associate Dean shall prepare an annual written evaluation for each faculty member detailing the positive aspects of performance and areas requiring improvement. They will review the goals of the faculty members. In all cases, the results of the written evaluations shall be recorded with a copy provided to the employee and a copy placed in the permanent records of the School. The written evaluation shall be followed by an oral review of annual performance before the beginning of each new academic year. For academic faculty members, the evaluation shall consider, but not be limited to, the following items:

#### Teaching

- undergraduate courses
- graduate courses
- seminars and workshops
- special courses

#### Research

- number and size of active and proposed research projects
- scholarly publications (including those not directly related to research)
- papers presented at professional meetings

#### Advising

- graduate students
- major professor of masters candidates and/or doctoral candidates
- additional committee membership
- advisor to student organizations

#### Professional activities

- membership in professional societies
- officer of professional organizations
- committee member of professional organizations
- participation in professional meetings
- editorships/peer review panels

#### Service

- committee / other assignments in the School, University, Profession
- professional and academic service to the community, region, nation (including consulting)
- mentoring of undergraduate and graduate students

Research faculty and staff will be evaluated based upon appropriate activities from those listed above.

Every third year, the Dean shall be evaluated to determine whether he/she will be re-appointed to the position of Dean of the School of Forest Resources and Environmental Science. A reappointment evaluation may also be done if, 1) requested by the Provost, or 2) a majority of the faculty and staff of the School (as defined in Section 3) request a special reappointment evaluation. This evaluation will be conducted by the School's Promotion and Tenure Committee using the guidelines adopted for University-wide usage and concentrating on performance in, 1) establishing objectives consistent with the School's mission and, 2) meeting those stated objectives. Membership of the committee may be augmented by faculty and staff from other colleges, schools, or universities as is deemed necessary by the faculty and staff of the School in consultation with the Provost. Students as well as members of the School's Advisory Board may also serve on the committee as is appropriate. The evaluation process will include a written self evaluation by the Dean, survey of faculty and staff opinions of the Dean's performance of his/her responsibilities, a summary of the faculty and staff comments and opinions compiled by the Committee, and the Dean's response to their report. A secret ballot of the tenure-track and research faculty will be conducted to solicit input on whether the Dean should or should not be re-appointed. The Committee's report, Dean's response, and the results of the vote will be disseminated to all School faculty and staff, and submitted to the Provost. A copy of the evaluation shall be placed in the permanent records of the School. The Provost should meet with the faculty and staff of the School to discuss the evaluation results before action is taken on reappointment. The final decision to reappoint or replace the Dean is made by the University upper administration as specified by MTU policies.

Every third year, the Associate Dean will also be evaluated to determine whether he/she will be re-appointed. A reappointment evaluation may also be done if, 1) requested by the Dean, or 2) a majority of the Charter eligible employees of the School (as defined in Section X.) request a special reappointment evaluation. This evaluation will also be conducted by the School's Promotion and Tenure Committee using the guidelines adopted for University-wide usage and concentrating on performance in the duties listed above in the Organization

section for the Associate Dean. Membership of the Committee may be augmented by faculty and staff from other colleges or departments as is deemed necessary by the faculty and staff of the School in consultation with the Dean. Students may also serve on the committee as is appropriate to the evaluation criteria. The evaluation process will include a written self evaluation by the Associate Dean, survey of faculty and staff opinions of the Associate Dean's performance of his-her duties, a summary of the faculty and staff comments and opinions compiled by the Committee, and the Associate Dean's response to their report. A secret ballot of the School tenure-track and research faculty will be conducted to solicit input on whether the Associate Dean should or should not be re-appointed. The Committee's report, Associate Dean's response, and the results of the vote will be disseminated to all School faculty and staff, and submitted to the Dean. A copy of the evaluation shall be placed in the permanent records of the School. The Dean will meet with the faculty and staff of the School to discuss the evaluation results before action is taken on reappointment. Final responsibility to retain or replace the Associate Dean rests with the Dean and the Dean's decision to reappoint the Associate Dean must be confirmed by a simple majority vote of the tenure-track and research faculty using a secret ballot.

Grievable issues of the faculty are covered by the University Faculty Grievance Policy and Procedures. For unrepresented staff, complaints are processed through the procedures outlined in the University Procedure Manual. In the event that a written grievance is filed by a faculty member in the School in accordance with the University Faculty Grievance Policy and Procedures, the Dean shall direct the chair of the Promotion and Tenure Committee to call a meeting of the faculty to form a committee to evaluate the complaint. The grievant and the supervisor(s) will not attend the meeting, are not eligible to serve on the committee, and are encouraged not to discuss the issues with colleagues in the School prior to meeting with the committee. All committee members must be tenured. The committee size may vary depending on the situation, but will consist of at least five members of the School faculty and may be as large as to include all tenured faculty of the School of Forest Resources and Environmental Science. The Dean and Associate Dean are not eligible to serve on a grievance committee. The committee shall examine the written record and may solicit testimony as the committee deems necessary, to comply with the University Grievance Policy and Procedure.

## **V. Standing Committees**

**Graduate Studies** - Responsible for working with the Associate Dean to: 1) develop policy and guidelines, 2) distribute graduate awards, and 3) respond to inquiries concerning graduate studies in the School. This Committee is composed of three faculty members elected by the tenure-track and research faculty. The chair shall serve for one year, the third year of membership on the Committee.

**Promotion and Tenure** - Responsible for evaluating promotion and tenure candidates and forwarding the faculty's recommendations for promotion and tenure to the Dean and Associate Dean following University procedures (Appendix A). The Committee also makes recommendations on promotion of research personnel following University procedures. The

Committee conducts the reappointment evaluations of the Dean and Associate Dean. The Committee is composed of three tenured faculty members of the School. Each year one new member will be elected by the tenured faculty of the School for a three-year term replacing the member whose term has expired. The Dean and Associate Dean, as well as other higher-ranking university administrators, cannot serve on this Committee. No faculty member is eligible to serve consecutive terms. The Committee member in his or her third year automatically becomes the chair of the committee. In case of absence of a Committee member for a considerable length of time, the Dean shall appoint a temporary replacement to the Committee.

**Recruitment and Retention** - This Committee is responsible for developing and carrying out procedures to enhance recruitment and retention of undergraduate and graduate students. The Committee is composed of three or more members appointed by the Dean.

**Computer** - This Committee is responsible for policy and recommendations regarding computers and computer use within the School. Each member of the Committee also acts as a liaison with the University Computer Advisory Committee. The committee is composed of three academic faculty and research staff members elected by the academic faculty and research staff. The Dean and Associate Dean cannot serve on this Committee. The chair shall serve for one year, the third year of membership on the Committee.

**International Programs** - This committee is responsible for promoting awareness and collecting information on international applied ecology, forestry, biotechnology and wood science activities. It will also identify opportunities for collaborative work and any other opportunities that would enhance programs in the School and the University. It will work with University committees on international programs. It is composed of three members appointed by the Dean. The chairperson of the Committee (also appointed by the Dean) will be the Coordinator of International Programs.

**Curriculum** – This Committee is responsible for all graduate and undergraduate curricula, including the Forestry, Applied Ecology and Environmental Science, Wood Science, Biotechnology and Peace Corps Curricula. The Committee receives proposed course and curriculum changes and makes recommendations to the Associate Dean based on the opinion of the faculty. The Committee keeps the curriculum coursework guides current. It is composed of three tenure-track and research faculty members with a new member elected by the tenure-track and research faculty each year to a three-year term. The chair serves for one year, the third year of membership on the Committee. Ad hoc subcommittees may be formed within the curriculum committee when substantial changes to degree programs are necessary. Subcommittees are appointed by the Associate Dean and may include faculty not currently serving on the curriculum committee. Any appointed subcommittee must elect its own chair.

**School of Forest Resources and Environmental Science Research Forest and Ford Center Management Committee** - This Committee is responsible for assisting the School Forester and Dean in developing and maintaining a master plan for the SFRES Research

Forest and the Ford Center. This includes a business plan for the Ford Center (Conference Center, rental housing, sawmill, etc.) and a management plan for the SFRES Research Forest. The Committee will also assist the Dean in preparing an annual report of activities in the Forest and at the Center to be presented to the School faculty. All research on the forest must be approved by this Committee. The five members will be appointed by the Dean for three-year terms. Committee members may not be reappointed to consecutive terms without confirmation by the tenure-track and research faculty. Confirmation of consecutive terms requires a simple majority vote by the tenure-track and research faculty.

**Web** - Responsible for working with the Dean to insure that information on the web site is current and complete. Normally this will be done by advising and guiding staff responsible for web creation and design. This Committee will be made up of one representative of each of the following school Committees: Graduate, Recruiting, Curriculum, International, in addition to the School's Advancement Officer.

## **VI. Advisory Board**

The overall mission of the School Advisory Board is to make recommendations to the Dean regarding the performance and direction of academic, research, advancement and service activities of the School. In this role, the Board:

- provides guidance and feedback on ideas and efforts which are undertaken by the School's leadership and employees
- assists in setting overall direction for the School through evaluation of its strategic and tactical planning efforts.
- serves as an advocate for the School and its programs.

Meetings are held at least annually. The Board is composed of members appointed by the Dean in consultation with the faculty and staff of the School. Members serve three-year terms and may be reappointed.

## **VII. Administrative and Faculty Search Procedure**

In the event of a vacancy in the Dean's position, the Provost shall appoint a search committee consisting of at least five faculty members from the School. One faculty member from another unit on campus, a member of the advisory board, and a staff representative will also be appointed by the Provost in consultation with the faculty of the School. One student member will be chosen by undergraduate student organizations in the School. One graduate student member will be chosen by the School graduate students. The search committee shall conduct an international search, in accordance with all applicable State and Federal laws and University policies and guidelines, to identify the best-qualified individual. Final selection of the new Dean will be made by the Provost. Approval of the Board of Control is also necessary if the appointment includes tenure.

In the event of a vacancy in the Associate Dean's position, the Dean shall appoint an Associate Dean from the tenure-track members of the School faculty. The Dean's choice

for Associate Dean must be confirmed by simple majority secret ballot vote of the tenure-track faculty within 60 days. In the event the Associate Dean is not confirmed by the faculty, a new Associate Dean will be chosen by the Dean from the tenure-track members of the School faculty and confirmed by a secret vote of the faculty.

In the event of a vacancy in a faculty position or the creation of a new faculty position, the Dean shall appoint a search committee consisting of at least three tenure-track faculty members; faculty members from other campus units, as well as student members who may be added as appropriate. The search committee shall conduct an international search, in accordance with all appropriate University policy and guidelines, to identify the best qualified available individuals. After interviews are complete, the committee will produce a written evaluation of the strengths and weaknesses of the two or three top candidates, and bring forward a recommendation to the faculty. Approval of the search committee selection must be confirmed by a simple secret ballot majority vote of the tenure-track faculty. The Dean, Provost, and President must also then approve any new faculty, and approval of the Board of Control is necessary if the appointment includes tenure.

If the tenure-track faculty rejects the selection of the search committee, or the Dean rejects the selection of the faculty,

1) an alternative recommendation may be made by the search committee to the faculty, and then to the Dean after a majority secret ballot, or

2) The search committee may initiate a new search

The secret ballots shall be conducted as specified above.

## **VIII. Meetings**

At least two meetings of School faculty and staff shall be held each academic year, exclusive of the summer session. Additional faculty and staff meetings can be called as necessary. In addition, an annual faculty and staff meeting will be held early in each new academic year. At this annual meeting, the Dean will review the state of the School and present the School budget and goals for the year. All meetings shall be conducted using Robert's Rules of Order. Minutes will be recorded, and sent to each School employee. Formal agendas must be distributed to all faculty and staff before each of the meetings.

## **IX. School of Forest Resources and Environmental Science Research Forest and Ford Center**

The SFRES Research Forest and Ford Center are facilities of the School of Forest Resources and Environmental Science that are used for education, outreach, and research.

The SFRES Research Forest is comprised of the contiguous acreage at Alberta and other parcels identified in the SFRES Research Forest Research Management Plan. The Ford Center is composed of the facilities (Conference Center, rental housing, sawmill etc.) located at Alberta.

The Dean is the principal administrative officer of the SFRES Research Forest and the Ford Center. The Dean will work with the SFRES Research Forest and Ford Center

Management Committee to develop and maintain a master plan for the Forest and Center. The master plan will include a business plan for the Ford Center and a management plan for the research forest. The Dean, with the aid of the committee, will ensure efficient use of resources for education, outreach, and research. Together, they will also prepare and present an annual report to the School faculty on these issues. The report will summarize the year's activity, including financial information, describe the next year's planned activity, and explain any deviations from the master plan.

## **X. Revision**

Revisions to the Charter necessitated by changes in University policies or procedures will be made by the Dean. Amendments, revisions or other changes to this document may also be initiated by written petition to the Dean, signed by a majority of the School academic tenure-track and research faculty and all permanent, non-faculty SFRES employees who: (1) receive at least 50% of their salary from the General Fund, or (2) have been employed at least five years in the SFRES. Within two weeks of submission of such petition, the Dean shall request that a revision committee consisting of at least three members be nominated and elected by the School faculty and staff as defined above. This committee shall carefully consider all requests for changes and present them together with its recommendations for adoption or rejection. Changes should be identified using the track changes function of MS Word, which tracks and highlights both deleted and added text. Adoption of each proposed change requires approval by a two-thirds majority vote of the School faculty and staff as defined above.

APPENDIX A  
Promotion/Tenure, Reappointments, and Interim Reviews

Promotion and/or tenure decisions, reappointments, and interim reviews will be conducted according to University policy. The Promotion and Tenure Committee (P&T) has oversight responsibility for this policy. The P&T Committee cannot require faculty members to include teaching evaluation results, but strongly encourage their inclusion. If any evaluations are included, all evaluations for the past year must be included. The steps within the School are:

**1. For promotion and/or tenure:** Each candidate prepares (early in Fall Semester) a Form F, a full vitae, reprints of recent publications as requested, and a list of four possible external experts from whom references could be obtained (noting all relationships or contacts with the persons suggested). This file will be submitted to the P&T Committee. No reference letters should come from former major professors or students or other obvious conflicts of interest.

**For reappointment (major review):** Each candidate prepares a Form F by a date set annually by the P&T committee and submits it to the P&T Committee.

**For interim review:** Each candidate prepares a Form F by a date set annually by the P&T Committee and submits it to the P&T Committee.

**2. For promotion and/or tenure:** All those tenure-track faculty members (excluding the Dean, Associate Dean as well as other high ranking university administrators) in the School review the Form F and publications and respond to a secret ballot for or against promotion and/or tenure. The P&T Committee conducts the secret ballot, and includes a list of who voted.

The Committee is composed of three tenured faculty members of the School (excluding the Dean and Associate Dean). The School P&T Committee adds four additional possible names of external experts and then requests the Dean to obtain at least six letters from the total pool of external experts. External experts from all fields are appropriate, but care must be taken to include at least three experts from top-tier universities across the country familiar with rigorous academic promotion/tenure procedures. Reference letters are available to the P&T Committee, the Associate Dean, and the Dean. Tenure-track faculty may also request to see the entire promotion/tenure package, excluding the reference letters, before any ballots are conducted. Any additional local information thought necessary by the School Promotion & Tenure Committee is obtained through the Dean or Associate Dean's office. After reviewing the candidate's file, the secret ballot votes, and the reference letters and other materials, the Committee makes their recommendation to the Associate Dean and Dean.

In no case should the candidates themselves request letters of reference; there is a standard letter used University-wide. When the file is compiled and submitted, it must be affirmed that all of the letters received are included (to avoid less-complimentary

ones being omitted).

The Dean's request to external experts should enclose a complete Form F and copies of at least four relevant publications and manuscripts.

**For reappointment and interim reviews:** After reviewing the candidate's file and other materials, the committee members vote on whether the candidate should be reappointed. The committee gives their recommendation to the Associate Dean and Dean.

**For promotion and/or tenure:** The Interschool Promotion and Tenure Committee consists of the Chairs of the Schools' (Business, Forestry, and Technology) Promotion and Tenure Committee, and one representative from each of the two Colleges (Engineering and Sciences and Arts). The representatives from the colleges are non-voting members. The Interschool Promotion and Tenure Committee reviews the candidate's file and materials compiled and submitted by the School Promotion and Tenure Committee. After this review, the Interschool Promotion and Tenure Committee make their recommendation to the Dean.

**4. For promotion and/or tenure and reappointments:** After reviewing input from previous steps in the process, the Associate Dean and Dean prepare a written recommendation to the Provost who in turn makes a recommendation to the President, who lays positive recommendations before the Board of Control for consideration at its May meeting.

**For interim review:** After considering the input from the Promotion and Tenure Committee, the Associate Dean and the Dean make a written recommendation to the Executive Vice President/Provost, who in turn makes a recommendation.

## APPENDIX B

Definitions of Positions – from the Michigan Technological University Faculty Handbook and Senate.

### **1. Tenured/Tenure-Track Academic Rank Definitions**

**ASSISTANT PROFESSOR:** An appointment requiring an earned doctoral or terminal degree or equivalent and the potential for excellence in teaching and research.

**ASSOCIATE PROFESSOR:** An appointment requiring an earned doctoral or terminal degree or equivalent and demonstrated quality teaching, recognition for scholarly activities, and service to the university community.

**PROFESSOR:** An appointment requiring an earned doctoral or terminal degree or equivalent and demonstrated sustained quality teaching, wide recognition for scholarly activities, and substantial service to university and appropriate outside communities.

All tenure-track appointments entail full responsibility for teaching, performing research, advising students, and performing professional and university service. (Senate Proposal 4-95)

### **2. Non-Tenure-Track Academic Rank Definitions**

**ADJUNCT (Assistant Professor/Associate Professor/Professor):** An appointment at this rank is offered to persons not regularly or primarily employed within the academic unit to which the appointment is made. Such individuals--because of training, experience, credentials, and interest--are invited to participate in the teaching, research, and/or instructional programs of academic departments. Ordinarily no remuneration is associated with adjunct appointments, but on the approval of the President, remuneration may be provided for teaching and/or research activities. Appointments shall be for no more than three years with the possibility of subsequent appointments.

**INSTRUCTOR:** An appointment requiring a master's degree, or a bachelor's degree and professional qualifications. Such appointments entail full responsibility for teaching undergraduate courses, with limited or no responsibility for advising, research, and service. Appointments shall be for no more than one year with possible subsequent appointments of up to one year at a time, depending on the University's instructional needs.

**LECTURER:** An appointment requiring at least a master's degree or equivalent professional qualifications. This position entails full responsibility for teaching courses, advising students, serving on committees, and being active in professional societies. It may also have limited research responsibilities. Appointments are for up to three years followed by possible subsequent appointments of up to three years at a time.

**ROTC FACULTY APPOINTMENTS:** An appointment conferred upon ROTC officers assigned to duty with the Army or Air Force Reserve Officers Training Corps units at the University. The senior commissioned officer of the Army and Air Force units shall be appointed Professor of Military Science and Professor of Aerospace Studies, respectively. Commissioned officers or other warrant officers shall be appointed Assistant Professor of Military Science/Assistant Professor of Aerospace Studies or Instructor of Military Science/Instructor of Aerospace Studies. Non-commissioned officers shall be appointed Instructor of Military Science/Instructor of Aerospace Science. These appointments involve no compensation from the University and terminate when the duty assignment ends.

**VISITING (Assistant Professor/Associate Professor/Professor):** A guest appointment normally offered to a faculty member from another institution and appointed at the rank of that institution. Responsibilities will normally be similar to those of tenure-track faculty in the department to which the appointment is made. Visiting appointments shall normally be for one year or less. (Senate Proposal 4-95)

**RESEARCH FACULTY RANK DEFINITIONS:** The Senate approves the following faculty rank definitions.

Research faculty appointments are intended to promote and expedite the research activities of the University. Tenure cannot be earned in these ranks, nor can the time in these ranks count toward the probationary period in any tenure-track appointment. Those individuals assigned teaching responsibilities must obtain an approved academic faculty appointment.

**RESEARCH ASSISTANT PROFESSOR:** Persons appointed to this rank are required to have a doctoral or terminal degree. Qualifications are consistent with those required for appointment as tenure-track Assistant Professor. Appointment is contingent upon continuity of external funding, the individual's accomplishments, and the needs of the program. The appointment entails full responsibility for research activities (including serving as principal investigator on grants and contracts) and limited responsibility for advising (direct graduate theses and dissertations and serve on graduate committees), and service activities.

Compensation levels should be consistent with tenure-track Assistant Professors within the discipline.

**RESEARCH ASSOCIATE PROFESSOR:** Persons appointed to this rank are required to have a doctoral or terminal degree. Qualifications are consistent with those required for appointment as tenure-track Associate Professor. Appointment is contingent upon continuity of external funding, the individual's accomplishments, and the needs of the program. The appointment entails full responsibility for research activities (including serving as principal investigator on grants and contracts) and limited responsibility for advising (direct graduate theses and dissertations and serve on graduate committees), and service activities.

Promotion to this rank shall be made after an indication of continuous improvement and

contribution in research or creative activity supported through grants and contracts and regional recognition. Compensation levels should be consistent with tenure-track Associate Professors within the discipline.

**RESEARCH PROFESSOR:** Persons appointed to this rank are required to have a doctoral or terminal degree. Qualifications are consistent with those required for appointment as tenure-track Professor. Appointment is contingent upon continuity of external funding, the individual's accomplishments, and the needs of the program. The appointment entails full responsibility for research activities (including serving as principal investigator on grants and contracts) and limited responsibility for advising (direct graduate theses and dissertations and serve on graduate committees), and service activities. Promotion to this rank shall be made after an indication of outstanding research or creative activity supported through grants and contracts and national and/or international recognition.

Compensation levels should be consistent with tenure-track Professors within the discipline.

### **3. Graduate Faculty Status**

#### **A. Membership**

The Graduate Faculty consists of members of the academic faculty holding the rank of ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, or PROFESSOR who have been appointed by the Dean of the Graduate School.

The Dean of the Graduate School may also grant graduate faculty status to LECTURER, ADJUNCT, and EMERITUS faculty and faculty holding a rank with a prefix of VISITING, but these appointments are for one year and must be reviewed and reappointed on an annual basis.

Under special circumstances, the graduate dean may appoint individuals with special technical expertise to the graduate faculty for a specific term and purpose, such as serving as a member of a student's advisory committee.

Only graduate faculty members are eligible to teach graduate courses (500 level and above), serve as examining members on Masters and PhD committees, and supervise Masters and PhD students.

#### **B. Qualifications of Graduate Faculty**

1. Qualifications expected for graduate faculty appointment:
  - a. Experience and continued interest in the conduct of research.
  - b. The necessary background for, and a continued interest in, teaching graduate courses.
  - c. Continued interest in serving as a graduate student advisor.

## 2. Evidence of Qualifications

Faculty may meet the qualification requirements if they:

- a. Are currently involved in research work or graduate instruction or in advising graduate students.
- b. Regularly publish articles in recognized journals having national distribution or books related to their field of study.
- c. Have earned the terminal degree in their field.

## C. Appointment Procedures

Graduate Faculty appointment and retention decisions are made by the Dean of the Graduate School with recommendations and advice from department chairs, deans of colleges and schools, and the Graduate Council.

Recommendation for Graduate Faculty status is made in writing by the department chair of the appropriate academic unit or by the deans of the Schools of Business and Forestry. These recommendations are forwarded to the college dean, where appropriate, and then to the Graduate Dean.

## D. Review of Graduate Faculty

It is expected that department chairs/school deans will continually review the performance of all individuals holding graduate faculty status in their respective units using criteria outlined in Section B above.

When, in a department chair/school dean's professional judgment, a faculty member holding a graduate faculty appointment is no longer satisfactorily functioning in this capacity, s/he must recommend that the individual in question be removed from graduate faculty status. The Dean of the Graduate School may also initiate the removal process in consultation with the appropriate chair/dean. The Dean of the Graduate School will act on recommendations with the advice and consent of the Graduate Council.