TO: Glenn Mroz  
President

FROM: Max Seel  
Provost and Vice President for Academic Affairs

SUBJECT: Charter – Department of Cognitive and Learning Sciences

DATE: September 27, 2013

I have reviewed and endorse the Department of Cognitive and Learning Sciences attached charter which was amended to reflect Senate policy.

Approved:  
Glenn Mroz, President  Date

cc: Bruce Seel, Dean  
Brad Baltensperger, Department Chair  
Brian Barkdoll, University Senate President

Attach.: Charter dated December 7, 2011  
amended Sep 26, 2013
Charter of the Department of Cognitive & Learning Sciences
Approved by the Department, December 7, 2011

Mission Statement
The mission of the Department of Cognitive & Learning Sciences is to provide exemplary programs supporting the preparation, professional development and continuing practice of secondary school teachers, and to promote a solid foundation for understanding human cognition and behavior. This mission will be met through continued assessment of departmental, programmatic, and curricular goals (see Appendix A).

The operation and governance of the Department is based on mutual respect among Department’s administrators, faculty, staff, and students. The Chair has decision making authority that is based on the recognition of the faculty’s academic freedom. The Chair’s authority rests on the importance of consensus building, consultation, and the opinions and needs of individual faculty members. If statements, policies, or procedures in this Charter are in conflict with the University’s policies and procedures, the University policies and procedures shall take precedence. The Chair’s authority is subject to University and College governance policies.

1. Amending the Charter; Department Voting

1.A. Amendments to the charter may be proposed by any eligible voting member of the department at any time by the following procedure:

1.A.1. Written proposals must be given to the Chair in writing. The Chair will appoint an ad hoc charter committee to review the proposed amendment. The committee will make a recommendation to the department and will identify possible ramifications of the proposed change.
1.A.2. The proposed change will be discussed at a formal Department Meeting, with the support of 2/3rds or more of the eligible voting members required for approval.
1.A.3. All amendments approved by the Department must also be approved by the Provost and President.

1.B. Voting Members. Full voting rights will be limited to persons with at least a 50% appointment in the Department of Cognitive & Learning Sciences as tenured/tenure-track faculty (including the department chair), lecturers, and the Certification Officer. Departmental Staff may vote on non-academic issues as determined by the Chair. Emeritus/emerita faculty do not have voting rights.

2. Duties and Responsibilities of the Department Chair

2.A. Governance. Governance of the department is the responsibility of the department chair, in consultation with the faculty and staff. The department chair appoints
members and chairs of department standing committees. The department chair will conduct regular meetings of the faculty, at least twice each semester at times convenient for the greatest number of faculty and staff. Under normal circumstances, notification of a meeting should be given one week in advance. Emergency meetings can be called with shorter notice, so long as faculty and staff are informed of the nature of the emergency as soon as possible. The chair may appoint ad hoc committees at any time, as needed.

2.B. Evaluation of Faculty. The chair will evaluate teaching, research, and service of all faculty. Teaching evaluation will consist of student evaluations (maximum of 50%) and other means.

2.C. Compensation. The chair is responsible for making recommendations on salaries, wages, and distribution of merit pay.

2.D. Staffing. The chair, in consultation with faculty and staff, is responsible for hiring staff and faculty, and for determining workload, including teaching assignments and schedules, committee assignments, and other departmental responsibilities.

2.E. External Relations. The chair will take an active role in fundraising and alumni relations.

2.F. Other Responsibilities. The chair is responsible for guiding the general operation of the department, including budget development and monitoring, guiding program development, representing the department within the university, supervising program reviews, and supervising assessment.

3. Promotion, Tenure and Reappointment Procedures

A faculty member may qualify for academic advancement through suitable accomplishments in scholarship, effective teaching, and professional, departmental and university service (see criteria below). Promotion of research faculty is governed by separate guidelines shown below in Section VIII.

3.A. Promotion, Tenure and Reappointment Committee. The PT&R Committee will consist of 3 faculty members appointed by the chair, with approval of department faculty. The committee will be responsible for evaluating tenure-track faculty seeking reappointment, promotion or tenure, tenured faculty seeking promotion, and lecturers seeking reappointment or promotion. The PT&R committee will insure that promotion and tenure files contain all necessary materials in proper format for submission to the College Tenure and Promotion Committee and the Dean. The committee will evaluate the files of applicants and render professional judgment about their suitability for tenure and promotion. The committee will provide the Department Chair and the college with a written recommendation, which assesses the
scholarly performance of every applicant for tenure and promotion, considering three areas of evaluation: research, teaching and service.

3.B. Preparation of Faculty for Tenure. The Department Chair will arrange annual professional development interviews with untenured faculty members. These interviews should review recent activities and accomplishments of the faculty member, his/her plans and objectives, and the relationship and merit of his/her contributions to department and university activities. Faculty shall provide Chair with an up-dated vitae and a record identifying any additional activities.

3.C. Reappointment Review. The PT&R Committee and the Department Chair will separately review faculty and lecturers for reappointment, following guidelines supplied by the Dean of the College of Sciences and Arts. Candidates for reappointment will submit their vitae and a statement of the recent activities and future research, teaching, and service plans to the committee and chair. The committee will determine the most appropriate means to review the candidate, which may include classroom observations, interviews, review of syllabi, or other methods.


3.D.1. The Promotion and Tenure Committee, along with the Department Chair, will provide adequate notice of the review deadline and clear instructions to candidates on the preparation of files. The Committee, working with the Department Chair, will identify five scholars, external to the University, to review candidates’ files for tenure and promotion. The Department Chair will contact the external reviewers. It is expected that the candidate will not contact potential external reviewers during the review process.

3.D.2. Candidates for tenure and promotion will suggest external reviewers of their promotion and tenure files. The Committee will develop a list of potential referees. The candidate may eliminate one name from the committee list without explanation. Generally, referees contacted will be drawn from both the candidate and committee lists.

3.D.3. In non-mandatory tenure or promotion cases, if the recommendations of either the department committee and the chair are negative, the chair will so inform the candidate, who shall have the right to withdraw the tenure or promotion application before it is forwarded to the college.

3.D.4. Once a promotion or tenure file has been submitted to the College, a candidate may submit additional information, which will also be made available to the chair and the departmental committee.

3.D.5. For individuals with substantial time in a tenure-track or tenured position at another institution, the candidate’s time and record at other institutions will be included in the tenure file and may be taken into consideration. However, the applicant must have a sustained record at Michigan Tech of research and publication, teaching, service, and program development.

3.D.6. All candidates for early tenure are urged to discuss the promotion and tenure application with the Department Chair and the Promotion and Tenure
3.E. Criteria for Promotion and Tenure. The granting of tenure and promotion in the Department of Cognitive & Learning Sciences depends upon an assessment and evaluation of the performance of individuals. Both qualitative and quantitative measures will be considered when evaluating scholarship.

3.E.1. Criteria for Appointment as Assistant Professor. The candidate must have a terminal degree (typically a doctorate), demonstrate competence as a teacher, maintain active membership in appropriate professional societies, and demonstrate evidence of the ability to initiate a record of research and publication.

3.E.2. Criteria for Promotion to Associate Professor. The candidate should:
   a. Have a successful and meritorious record as a teacher, as attested to by students and colleagues and as measured by learning accomplished by students. Examples or measures of successful teaching may include, but are not limited to, activities listed in section 3F below.
   b. Maintain a program of scholarly research and publication appropriate to the field, including, but not limited to, examples of activities listed in section 3F below. The record should demonstrate that scholarly work has moved beyond dissertation research and that scholarly growth and development are show evidence of progress toward national recognition.
   c. Contribute to and support program development within the department through such activities as: mentoring of independent study students, guest lecturing, promotion of the program within the University and or community, work with local school districts and teachers, support for teacher professional development endeavors, participation in development of proposals for internal or external funding, and initiation or improvement of departmental programs.
   d. Demonstrate active service to his/her profession.
   e. Contribute to the work of the university through service within the department, and on university and/or college activities and committees.

The most important factors in promotion and tenure are reaching and scholarship (criteria 3E2a and 3E2b). It is recognized that there may be substantial variation in the relative strength of candidates, but the department expects faculty to exhibit strength in both research and teaching.

3.E.3. Criteria for Promotion to Professor. The candidate should:
   a. Meet all requirements for promotion to the rank of Associate Professor.
   b. Have a successful and meritorious record as a teacher, as attested to by students and colleagues and as measured by learning accomplished by students. Examples or measures of successful teaching may include, but are not limited to, activities listed in section 3F below.
   c. Have developed a body of scholarly work recognized nationally by colleagues in his/her field for its quality and significance. This suggests that
the individual is acknowledged as an authority who has made important contributions to the field. The candidate should show evidence of continued significant scholarly activities subsequent to promotion to Associate Professor. Examples or measures of scholarly activities may include, but are not limited to, activities listed in section 3F below.

d. Demonstrate active service to his/her profession. This may include, but is not limited to; serving on journal editorial board; long term, evaluated school input projects; review of books, manuscripts, or proposals for outside agencies, publishers, or organizations; active participation (and, where possible, leadership) in professional societies; and attendance at professional meetings.

e. Have a record of leadership and/or active contributions to the academic, cultural, and professional programs of the university and the department.

f. Contribute to and support program development within the department through such activities as: mentoring of independent study students, guest lecturing, promotion of the program within the University and or community, work with local school districts and teachers, support for teacher professional development endeavors, participation in development of proposals for internal or external funding, and initiation or improvement of departmental programs.

3.F. The following are examples of evidence of Success in the areas of Teaching, Research and Service. Accomplishments in this area shall be evidenced by opinions of colleagues who have particular knowledge of the faculty member's field and of the scholarly or research efforts. For faculty members in academic colleges or schools, examples of appropriate evidence include, but are not limited to:

3.F.1. The following are examples of evidence of teaching effectiveness:

- Student evaluations of teaching, student teaching supervision, and internship supervision.
- Willingness to accept diverse teaching assignments.
- Evidence of complexity of teaching assignment.
- Peer evaluations of teaching.
- Department Chairperson's annual evaluation.
- Introduction or revision of courses, curricula, preparation of course materials: syllabi, outlines, examinations, etc.
- Letters from former students or others who have knowledge of the candidate's teaching performance.
- Abstracts of graduate theses, projects directed, or student portfolios
- Evidence of work with students as an advisor.
- Teaching awards and other outstanding accomplishments in instruction.
- Master's theses, or independent study supervision.
- Innovations in teaching designed to improve effectiveness; e.g. in teaching approach, learning activities, technology, course development, or curriculum development.
• Participation in teaching-related activities of one's discipline, such as activities undertaken to improve teaching (courses, workshops, self-designed projects, etc.).

3.F.2. The candidate must contribute by means of Publication, Presentation, and/or Research Grants, examples of which include, but are not limited to:

a. Publications of:
   • Books
   • Book Chapters
   • Revised edition of book
   • Edited scholarly book
   • Monographs
   • Papers in refereed professional journals
   • Papers in refereed conference proceedings
   • Textbooks
   • Research synopses
   • Instructional software, or videos developed for professional dissemination (must be reviewed by outside experts)
   • Abstracts accepted for publication
   • Other syntheses of knowledge

b. Presentations of: papers/posters at appropriate professional meetings, invited addresses at professional meetings, invited addresses at other institutions. The expected is an average of, or progress towards, one presentation per academic year.

c. The submission or securing proposals for external funding of research is expected. Formal pursuit of a research grant involves written grant proposals submitted to appropriate potential funding organizations, either internal or external to Michigan Tech.

d. Examples of evidence of scholarly activity may include, but are not limited to:
   • Professional recognition by scholars in that field.
   • Professional reputation (both inside and outside the University).
   • Scholarly presentations at conferences as member of panel, respondent, session Chair.
   • Speeches or lectures given in areas of expertise
   • Unpublished research reports
   • Discussion notes accepted by scholarly journal
   • Citations of works in professional publications
   • Long term, evaluated school input projects
   • Review of books, manuscripts, or proposals for outside agencies, publishers, or organizations.
   • Active participation (and, where possible, leadership) in professional societies; and attendance at professional meetings.
3.F.3. Examples of Service to the University and public and to one's profession may include, but are not limited to:

- Professional committee and organization involvement.
- Editor or referee services for academic journals, or serving on an editorial board.
- Efforts on behalf of University-related projects.
- Consulting.
- Using professional abilities for the community's benefit.
- Community activities that benefit the University.
- Administrative or other assigned responsibilities within the University.
- Holding office in national, regional, or local academic organization
- Organizing an academic conference
- Reviewing book or journal manuscripts for publishers
- Collaborating with P-12 school personnel on school
- Chairing or serving on University, College, or Department committees
- Leadership or substantive contribution to special projects or activities of the university, college, or department
- Serving as a mentor for new faculty colleagues
- Holding administrative positions in the university
- Holding office in service groups related to the discipline
- Giving speeches or workshops to community groups
- Providing technical assistance to community groups
- Peer evaluations
- Outreach programs
- Refereeing professional conference papers
- Reviewing for granting agencies
- Serving on professional conference organizational committees
- Consulting for government, business, or professional organizations

3.G. Promotion of Research Faculty

3.G.1. Committee Function. The Tenure and Promotion Committee will evaluate the files of applicants and render professional judgment about their suitability for tenure and promotion. The committee will provide the Department Chair with a written recommendation which assesses the scholarly performance of the applicant in the area of research. Where teaching and service activity are relevant to the research faculty member's appoint, those areas will also be evaluated.

3.G.2. Tenure and Promotion Review. The Promotion and Tenure Committee, working with the Department Chair, will identify five scholars, at least two of whom are external to the University, to review candidates' files for promotion. The Department Chair will contact the reviewers. It is expected that the candidate will not contact potential reviewers during the review process.
3.G.3. Role of the Candidate. Candidates for promotion may suggest names of reviewers of their promotion file. The Committee will develop a list of potential referees. The candidate may eliminate one name from the committee list without explanation. Generally, referees contacted will be drawn from both the candidate and committee lists.

3.G.4. Criteria for Promotion of Research Faculty. Promotion in the Department of Cognitive & Learning Sciences depends upon an assessment and evaluation of the performance of individuals. Both qualitative and quantitative measures will be considered when evaluating scholarship.

   a. Criteria for Appointment as Assistant Professor
      The candidate should have a terminal degree (typically a doctorate), maintain active membership in appropriate professional societies, and demonstrate evidence of the ability to initiate a record of research and publication.

   b. Criteria for Promotion to Associate Professor
      The candidate should:

      i. Maintain active participation in scholarly research appropriate to the field. The record should demonstrate that scholarly work is beginning to move beyond dissertation research and that scholarly growth and development are likely to continue beyond promotion.

      ii. Depending upon the nature of the appointment, contribute to and support program development within the department through such activities as: mentoring of undergraduate or graduate students, promotion of the program within the University and or community, work with local school districts and teachers, support for teacher professional development endeavors, participation in development of proposals for internal or external funding, and initiation or improvement of departmental programs.

      iii. Demonstrate active service to his/her profession.

   c. Criteria for Promotion to Professor
      The candidate should:

      i. Meet all requirements for promotion to the rank of Associate Professor.

      ii. Have developed a body of scholarly work recognized nationally by colleagues in his/her field for its quality and significance. This suggests that the individual is acknowledged as an authority who has made important contributions to the field. The candidate should show evidence of continued significant scholarly activities subsequent to promotion to Associate Professor.

      iii. Demonstrate active service to his/her profession. This may include, but is not limited to; serving on journal editorial board; long term, evaluated school input projects; review of books, manuscripts, or proposals for outside agencies, publishers, or organizations; active participation (and, where possible, leadership) in professional societies; and attendance at professional meetings.

      iv. Have a record of leadership and/or active contributions to the academic, cultural, and professional programs of the university and the department.

      v. Depending upon the nature of the appointment, contribute to and support program development within the department through such activities as:
mentoring of undergraduate or graduate students, promotion of the program within the University and or community, work with local school districts and teachers, support for teacher professional development endeavors, participation in development of proposals for internal or external funding, and initiation or improvement of departmental programs.

4. Appointment and Promotion of Instructors and Lecturers and Staff

4.A. Lecturers and Instructors are non-tenure track faculty appointments.

4.A.1. **Instructors** are appointed for temporary, one-semester, or semester-by-semester work, part-time or full-time, with contracts no longer than one year. Minimum qualifications are a master’s degree or a bachelor’s degree with professional qualifications. Instructors normally are hired for instructional duties (delivering classes, holding office hours, etc.).

4.A.2. **Lecturers** are appointed for a two-year term that is renewable. Notice of termination must be given at least one year in advance of the appointment’s expiration. Minimum qualifications include a masters degree or equivalent professional qualifications. Lecturers may be expected to provide instructional duties, develop new courses and participate in program development, represent the department, advise students, conduct research, and serve on committees.

4.A.3. **Senior Lecturers** hold a continuing appointment. Notice of termination must be given at least one year in advance of the appointment’s expiration. Minimum qualifications include a masters degree or equivalent professional qualifications. In addition to the expectations for lecturers, senior lecturers are expected to demonstrate excellence in teaching and leadership in education, and to develop new courses, teaching methods, and procedures that have substantial impact within the department and across the university.

4.A.4. **Principal Lecturers** hold a continuing appointment. Notice of termination must be given at least one year in advance of the appointment’s expiration. Minimum qualifications include a masters degree or equivalent professional qualifications. In addition to the expectations for lecturers and senior lecturers, principal lecturers are expected to demonstrate exceptional achievements in teaching and education, either by fundamental contributions to the University’s missions or by broad national or international impact.

4.B. Performance Review for Lecturers, Senior Lecturers, and Principal Lecturers

4.B.1. All lecturers, senior lecturers and principal lecturers will be evaluated annually by Department chair, and shall receive written comments. All individuals serving in these positions shall also be evaluated annually by the Promotion, Tenure and Reappointment Committee. As part of those reviews, lecturers, senior lecturers and principal lecturers shall prepare documentation similar to that required for a reappointment review for untenured, tenure track faculty: statement of activities and self-assessment, current curriculum vitae, and statement of teaching with
copies of student teaching evaluations. The committee’s recommendation shall address the question of whether the individual should be reappointed for an additional two-year term.

4.2.2. The Committee will advise the Department Chair in writing of its recommendations for reappointment or non-reappointment and its reasons. The committee will provide a copy to the faculty member. In the case of a recommendation of non-reappointment in a biennial review, the faculty member may provide a written response to the Committee. Both documents will be forwarded to the Department Chair.

4.2.3. The Department Chair will submit a recommendation regarding reappointment in writing to the Dean of the College of Sciences and Arts. The faculty member will be notified of the decision and provided a copy of the document. If the Department Chair should make a decision different from that of the PT&R Committee, the candidate may write a response and place it in the reappointment file before it goes to the Dean. The chair shall transmit both the committee report and the chair’s recommendation to the dean of the college, who shall make the final decision on reappointment.

4.C. Performance Review for Instructors. All instructors will be evaluated annually by the Department Chair and by the PT&R Committee. The committee will evaluate the instructor’s teaching activities, with particular emphasis on the instructor’s teaching effectiveness and the degree to which the instructor’s work has supported the curricular objectives of the course(s).

4.D. Promotion. Individuals holding appointments in the Lecturer ranks and seeking promotion must notify the Department Chair of his/her intention to seek promotion. The candidate shall prepare documentation similar to the F-Form completed by tenure-track faculty as part of their promotion process, along with information about teaching, a peer teaching evaluation, and curriculum vitae. The committee will evaluate the candidate’s record in terms of meeting the job description and expectations for the next level. The Committee will consider the categories of evaluation identified in Part III of this appendix, with suitable adjustments to reflect the circumstances of the various lecturer appointments. The Committee will make a written recommendation to the Department Chair. The Department Chair makes a written recommendation and forwards that with all other documentation to the Dean of the College of Sciences and Arts. The Dean makes a written recommendation and forwards all documentation to the Provost, who reviews the documentation and makes a recommendation to the President. The President makes the final promotion recommendation to the Board of Control.

4.E. Professional Staff. Departmental Staff may vote on non-academic issues as determined by the Chair. Staff will also be surveyed as part of the process of chair evaluation. Research faculty members with official appointments, instructors, and adjunct faculty may participate in faculty meetings, but do not have voting privileges. Post-doctoral scholars, visiting scholars, and students are not included in department governance.
5. Sabbatical Leave Recommendations

The Chair will solicit the advice of appropriate faculty before making a recommendation for sabbatical leave.

6. Emeritus/Emerita Recommendations

The PT&R Committee shall make recommendations to the Chair for faculty who are eligible for emeritus/emerita status. Upon approval by the Chair, the recommendation will be forwarded to the President.

7. Grievances

7.A. Grievance Procedures. The University has established certain grievance policies that govern grievances (Senate Proposal 23-00). These procedures are intended to provide a suitable mechanism for grievances by members of the Department’s faculty, including non-voting faculty. It is expected that most faculty complaints or concerns can be resolved informally through discussion with or action by the department chair. In the event that a concern cannot be resolved satisfactorily, or if involvement by the chair is inappropriate, then a formal grievance may be filed.

A formal grievance must be presented in a timely manner to the department chair in writing. The chair will pass the written materials on to the grievance Committee. University policy determines the timing of events and conditions for appeal. The formal grievance must state the nature of the grievance, the name of the faculty member filing the grievance (the grievant), the date or dates the grievance occurred, and the relief requested by the grievant.

7.B. Grievance Committee. The Grievance Committee shall be constituted when a grievance arises. It will consist of three members. The department chair will appoint one faculty member, preferably from within the department, to chair the committee. The grievant shall select the second member. The third member shall be acceptable to both parties in the grievance. Committee members need not be from the Department of Cognitive and Learning Sciences.

The report of the grievance committee will be prepared within 30 work days of the filing of the grievance. This report will state the nature of the grievance, name of the faculty member who filed the grievance, list of members of the grievance committee, date or dates of the incident(s) leading to the grievance, relief requested by the grievant, and committee’s decision and, if appropriate, their recommendation for resolution of the grievance. This report will be given to the grievant, the Chair/Dean, and in the case where the committee disagrees with the Chair/Dean, the University Faculty Review Committee.