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TO: Glenn Mroz
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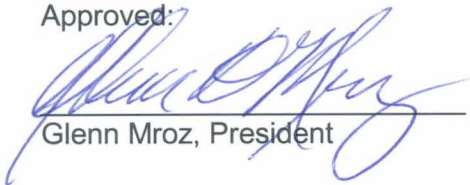
FROM: Max Seel 
Provost and Vice President for Academic Affairs

SUBJECT: Biological Sciences Proposed Charter Amendments

DATE: March 11, 2013

I have reviewed and endorse the Department of Biological Science's proposed charter which was amended to reflect Senate policy.

Approved:


Glenn Mroz, President


Date

cc: Bruce Seel, Dean
Nancy Auer, Acting Department Chair
William Bulleit, University Senate President

**Charter
Department of Biological Sciences
Approved December 10, 2012 by Biological Sciences Faculty vote**

This charter was prepared by the Biological Sciences faculty and staff to establish policies and procedures for essential elements of departmental governance and operation, and to specify the distribution of responsibility for these elements.

Section	Table of Contents	Page
I.	A. Definition of Faculty and Professional Staff	1
	B. Review, Updating, and Amending the Charter	1
II.	Administrative Structure	2
	A. Department Chair	2
	B. Other Administrative Positions	3
III.	Tenure, Promotion, and Reappointment Procedures	3
IV.	Professional Staff	6
V.	Sabbatical Leaves	6
VI.	Emeritus/Emerita Faculty	6
VII.	Departmental Grievance Policy	6
VIII.	Departmental Governance	7
IX.	General Policy on Teaching Loads and Release Time	10
X.	Guidelines for Annual Faculty and Chair Meetings	10
XI.	Conflicts with University Policy	11

Appendixes

- A. Search Procedure for New Faculty
- B. Other Departmental Administrative Appointments
- C. Criteria for Tenure Track Ranks and other Academic Appointments

I. A. Definition of Faculty and Professional Staff

1. For the purposes of this document, faculty are defined as tenured faculty, tenure track faculty, research faculty, professors of practice, and lecturers, with those individuals holding a 50% or greater appointment in the Department of Biological Sciences.
2. Departmental Staff covered by this charter are defined as regular full-time (including 9 month/40 hour per week) non-faculty employees with a greater than 50% appointment in the department.

B. Review, Updating, and Amending the Charter.

1. The Charter Review Committee is charged with maintenance of the Department Charter. The committee will review the Charter annually and propose updates and amendments needed. Modifications required by changes in University policy and/or intradepartmental conditions will be addressed. The committee will forward recommendation for changes to the faculty for review and voting in accord with voting procedures in section IX.

2. In addition to changes to the charter recommended by the committee amendments to this charter may be proposed by any member of the faculty at any time by the following procedure:

- a. An individual faculty member will submit written proposals to the Charter Review Committee.
- b. The committee will report to the faculty in writing or electronically in time to allow for sufficient review and approval. Reports are to include:
 - i. A copy of the original proposal.
 - ii. Written comments about the possible ramifications of the proposal.
- c. Proposals to amend the charter will be treated as major policy issues (section IX) and voting will be conducted in accord with that section.

3. Amendments to the Charter approved by the faculty will be forwarded to the University Provost and President for final approval.

II. Administrative Structure

A. Department Chair

The Chair will be selected and evaluated in accord with Senate procedures 506.1.1 and 805.1.1. Voting on the Chair Search Committee to produce the short list of candidates will include both departmental faculty and staff representatives and the outside member. Following the interview process the Search Committee will conduct a vote of the faculty and staff by secret ballot to determine if the candidates are acceptable or unacceptable to serve as Department Chair. The ballot will allow each candidate to be marked as acceptable or unacceptable and will ask the voter to rank order all acceptable candidates. The staff will vote first with their vote being advisory to the faculty vote. Faculty and staff are as defined in Section I. The search committee will tabulate the votes.

Periodic evaluations of the chair will be conducted in accord with the Senate procedure listed above. Both faculty and staff, as defined in I.A., will participate and vote in evaluations of the Chair with separate tabulation of faculty and staff votes.

1. Responsibilities of the Chair

- a. Take a leadership role in furthering the mission and vision of the department.
- b. Operate the department including administration, budgeting, course scheduling and conducting departmental meetings weekly or as needed.
- c. Act as departmental advocate within the university.
- d. Coordinate short and long range planning (e.g., program development and evaluation, response to funding changes, and space utilization and logistics) in collaboration with the faculty.
- e. Report to the department on a semester basis the details and rationales for budgeting decisions.
- f. Coordinate recruitment, hiring and foster professional development of faculty and staff. See also Appendix A, Search Procedure for New Faculty.
- g. Assign teaching loads in accord with Section X.

- h. Appoint standing and ad hoc committee members and make other service assignments in accord with Section IX.
- i. Evaluate faculty and staff to include:
 - (1) Tenure, Promotion and Reappointment recommendations as required in Section IV.
 - (2) Annual Progress evaluations of non-tenured, tenure-track faculty.
 - (3) Annual meetings with faculty and staff to discuss professional development, compensation, teaching and service assignments.
- j. Maintain all records relevant to personnel actions.
- k. Participate as required in Sabbatical Leave, Emeritus/Emerita Professor appointment and the Grievance Procedures (Sections VI, VII, VIII.).
- l. Oversee the departmental safety program.
- m. Take an active role in fundraising and alumni relations and generally furthering the department.

B. Other Administrative Positions

Faculty assigned to administrative positions within the Department will be nominated by the Chair, and confirmed by majority vote of the faculty. The approved positions, duties and administrative tasks for current administrative appointments are detailed in Appendix B.

III. Tenure, Promotion, and Reappointment Procedures

Tenure, Promotion, and Reappointment recommendations within the department require both faculty and Chair participation. Faculty participation in the department is through the Tenure, Promotion, and Reappointment Committee, a standing committee of the department (Section IX).

A. Tenure, Promotion, and Reappointment (TPR) Committee

The TPR committee's functions include conduct of all reviews related to progress, reappointment, tenure and promotion, and peer evaluation of teaching.

Committee Charge and Criteria for Evaluation

The TPR committee will conduct annual Progress Evaluations of all non-tenured, tenure-track faculty and reviews of tenured and non-tenure track faculty applying for promotion. These reviews are to be conducted independent from the department chair. Candidates will be evaluated and reviewed with respect to the Departmental Criteria for Promotion and Reappointment (Appendix C) and evaluations must include the following areas: instructional quality and contribution to the Michigan Tech educational mission (teaching), independent research and other scholarly activities (scholarship), professional service both internal and external to the university (service), and academic responsibility and academic citizenship required for these activities. The committee will have access to prior evaluations of candidates to monitor progress toward achieving tenure or promotion. The committee should review the University Policy on Academic Tenure and Promotion, and the University Tenure, Promotion, and Reappointment Procedures on an annual basis.

Committee membership

The Tenure, Promotion and Reappointment (TPR) Committee consists of three tenured faculty members serving staggered three-year terms and one alternate member serving a one-year term. The committee will select a chair at the first meeting of the year, normally in early October. Members of the committee will be elected by the faculty by secret ballot with consideration given to achieving an appropriate representation of academic disciplines. The department chair may not serve on the TPR Committee and committee members may not simultaneously serve on the College Tenure and Promotion Committee or on the University Committee on Academic Tenure, Promotion, and Reappointment. The alternate member will replace a regular member in cases of sabbatical leaves, appointment of a regular member to the College or University Committees or when a regular member asks to be excused from the review of another faculty member. Because interpersonal conflicts may affect the committee's recommendations, the department chair, in consultation with the two other regular members of the committee, may request a member be excused from some reviews. In these cases the alternate member will serve. Candidates for review with concerns about the objectivity of a committee member should consult with the department chair.

B. Review Procedures

1. Teaching reviews and peer evaluation of teaching

- a. Teaching reviews of nontenured, tenure track faculty are required annually. These reviews must be based on both student and peer evaluation. Student evaluations are conducted in accord with University Senate Policy. Peer evaluation is done by the TPR committee as follows: At least two members of the TPR Committee member visit at least one class taught by the faculty candidate. Each evaluator provides written or electronic evaluation to the TPR Committee chair. This evaluation includes the dates and courses evaluated, by whom, a brief summary of the "lecture" approach, strengths, weaknesses, comments on course materials (e.g., texts, reading assignments, examinations) and suggestions for improvement. The committee chair then prepares a summary of the evaluations, to be reviewed by the members of the committee until a final draft is agreed upon.
- b. The candidate is invited to provide student comments from teaching evaluations, but these cannot be required. They are often helpful in understanding why student evaluations differ from those of faculty evaluations. If student comments are provided to the committee for a course, all comments received by the candidate for that course should be submitted.
- c. Peer reviews of teaching will form part of the candidate's record and copies will be provided to the candidate.

2. Progress evaluations, reappointment, tenure and promotion reviews

a. Types of Reviews

(1). Progress Evaluations. These are annual reviews not involving tenure, promotion or reappointment. Committee reviews are forwarded to the department chair who will prepare a written evaluation of the candidate as required by the University Procedures. The chair's evaluation must be based in part on the committee's review. The chair will discuss the written progress evaluation of the candidate with the TPR committee before it is presented to the candidate. As required by the University Tenure, Promotion and

Reappointment Procedures, 1.g., the Department Chair will present and discuss the progress evaluation with the candidate. The TPR committee review will also be made available to the candidate.

(2). Reappointment Reviews. Reviews involving reappointment of candidates are performed by both the TPR committee and the Chair. The committee will prepare a written review that clearly indicates whether reappointment is recommended. In cases where the committee recommendation is not a consensus, the review must include the result of any votes taken. This review is forwarded to the Chair who will also prepare a written review. Both reviews are forwarded to the Dean for consideration. Both the chair's and committee's review will be made available to the candidate following decision making regarding reappointment.

(3). Tenure or Promotion Reviews. Committee reviews involving tenure or promotion will form a part of the tenure or promotion folder before the department chair prepares his/her review of the candidate. Committee reviews must be written and clearly state whether tenure or promotion is recommended. In cases where the committee recommendation is not a consensus, the review must include the result of any votes taken. The department chair is not required to discuss her/his recommendation with the committee before it is forwarded to the College. Access to these reviews is only in accordance with the University Tenure, Promotion, and Reappointment Procedures.

- b. The Department Chair will set dates for completion of stages of the review based on the timeline determined annually by the Provost and the Dean and inform the chair of the TPR Committee which faculty members require annual progress evaluations, reappointment reviews, tenure reviews, or are requesting promotion.
 - c. The candidate for review will prepare documentation of his/her accomplishments and assemble them in the university F Form by the specified date. Candidates should seek advice from the Department Chair and the TPR committee regarding information to be included in the F Form.
 - d. Documentation is presented by the candidate in electronic form whenever possible and distributed to the TPR Committee.
 - e. The TPR Committee makes their final, summary evaluations or reviews regarding performance in the areas of teaching, scholarship, service, and academic citizenship based on the university F Form, peer and student evaluation of teaching, and other documentation. Progress evaluations and reappointment reviews should include recommendations or suggestions for ways to improve the portfolio, both in presentation and content, and for ways to improve those areas of performance that seem weak toward gaining tenure or promotion.
3. Candidate Response.

The candidate may request a meeting at any time with the TPR Committee to discuss progress evaluations, recommendations for improvement or advice on issues related to tenure, promotion or reappointment. Candidates may also provide written responses to

the committee concerning their reviews which become part of their file. Neither meetings with the committee nor responses are required.

4. External Evaluation in Tenure and Promotion

Scholars external to the university will be solicited to evaluate candidates in cases involving tenure and promotion. Candidates are requested to provide the TPR Committee and the chair with a list of at least eight to ten persons knowledgeable in their discipline to act as outside reviewers, and to indicate the candidate's relationship with the suggested reviewers. Persons closely involved with the candidate's research and publication or who are in a mentor-student relationship should not be included. Candidates should provide the TPR Committee with details of their relationship to the suggested reviewers. Candidates may also list up to two outside scholars whom they would prefer not to serve as reviewers. The TPR committee members will also assemble a list of eight to ten potential reviewers. The committee will select 12 reviewers to recommend to the Department Chair including an equal number from the candidate's list and the committee's list. The Department Chair will contact the identified scholars and provide them with the necessary materials for their review. The tenure and promotion folder will include identification of the scholars as required by the University Procedures.

IV. Professional Staff

The professional staff (Section I.) play an important role in departmental operations. They may participate in departmental meetings, serve on committees as voting members and vote on non-academic matters in the department unless otherwise limited in this Charter.

V. Sabbatical Leaves

The Department Chair will review sabbatical leave requests, consult with the faculty regarding such leaves, and make appropriate recommendations.

VI. Emeritus/Emerita Faculty

Retiring faculty who wish to be appointed Emeritus/Emerita Professor should request such appointment from the Department Chair. The Department Chair may also recommend appointment to Emeritus/Emerita status. The Chair will bring the request to the department faculty for a vote. Two thirds of the faculty must vote on the request and a simple majority of those voting is sufficient for a recommendation for Emeritus/Emerita status. The Chair will forward recommendations for appointment to the President for presentation to the Board of Control. Any appeals of recommendations by either the department or candidate will be to the College Dean.

VII. Departmental Grievance Policy

The following procedure is provided for reviewing and resolving faculty grievances. It follows the requirements of the University Grievance Policy, which gives examples of possible grievable issues under this procedure. Staff grievances are handled according to University Procedure 2.6013, Employee Complaints and Grievance Policy. Staff may request initial resolution of grievances by the departmental Grievance Committee.

Because most faculty and staff complaints can be resolved informally through collegial communications, faculty members should communicate with the Chair in the spirit of problem solving. The faculty and/or the Chair are encouraged to request the assistance of the University Ombudsman to assist in problem solving.

If collegial communication does not lead to a mutually satisfactory outcome, the faculty or staff member may pursue the issue further by filing a formal grievance. Such grievances are evaluated by the Grievance Committee under the Grievance Procedure below:

A. Grievance Committee

The Grievance Committee, a standing committee in the department (Section IX.C.), will be comprised of three faculty members of the department elected by the departmental faculty by secret ballot on an annual basis. An alternate member will also be elected as the person receiving the next highest number of votes. The chair of this committee will be chosen by committee members. A representative from Human Resources will also serve on the committee, consistent with University Senate policy. The Department Chair is not eligible for membership on this committee. Any member of the committee involved in a grievance will step down from the committee and be replaced for that particular action by the alternate member.

B. Grievance Procedure

The grievant shall file a grievance in writing with the Department Chair, specifying the grounds on which the grievance is based. The grievance shall be filed within thirty (30) workdays after the discovery of the event, act, or omission that is the basis for the grievance, or thirty (30) work days after the date on which the grievant reasonably should have known of such an event, act, or omission, if that date is later. In cases where a basis for the grievance is an alleged historical pattern of inequity, the thirty workdays shall commence after an identifiable action, event, or omission, if that date is later. No grievance need be accepted for processing unless a written grievance is provided to the Chair within this thirty (30) day period.

The Department Chair will forward the written grievance and any written response to the departmental Grievance Committee for action within five (5) working days. This five-day period may be extended if the Chair is off campus but should be as short as possible. It is the responsibility of the committee to maintain a written record of the grievance process, consistent with the maintenance of due process, and with the possibility of a review of its deliberations by the University Faculty Review Committee. Within thirty (30) workdays after receiving the materials from the Chair, the committee must notify, in writing, the grievant and the chair of its decision regarding the merit of the grievance. The committee decision shall be based on a simple majority vote.

In cases where the grievance is found to have merit by the committee but the issue is not resolved at the departmental level, at the grievant's request, the committee shall refer the grievance to the University Faculty Review Committee. If the departmental committee does not find the grievance to have merit (i.e., is not supported by the evidence, does not fall within the list of grievable issues, does

not have substantial impact) the grievant may appeal the decision, following procedures of the University Grievance Policy (see Faculty Handbook). Staff grievances not resolved by the Grievance Committee revert to University Procedure 2.6013 at this point.

VIII. Departmental Governance

A. Policy Decisions

1. Authority for setting policy within the department rests with the faculty as define in Section I.
2. The faculty will determine which matters are major policy issues. Major policy issues require faculty approval before action is taken. The Chair will consult with the faculty whenever a determination is needed.

B. Department Meetings

1. Department meetings held weekly or as needed will be the primary forum for discussion of all governance and policy issues among the faculty, the professional staff and the Chair. Items of information may be distributed to the faculty and staff in writing or electronically when a meeting is impractical or not otherwise necessary.
2. The Chair is free to run meetings in whatever manner he/she deems appropriate as long as each faculty and staff members' right of participation is respected.
3. A major policy issue must be discussed at a previous meeting before a vote can be taken on the issue. A quorum, 2/3 of the faculty, must vote on major policy decisions. A simple majority of those voting is necessary for passage of major policy decisions.
4. Votes taken in department meetings may be by voice or ballot, according to the consensus of those present unless otherwise stipulated.
5. In all cases of secret ballots and elections votes will be counted by the departmental senator and alternate. Other faculty may observe if they so desire.

C. Committees

Much of the department's planning and problem solving is accomplished by committees: teams of faculty and staff whose efforts are focused on tasks defined in written charges. Each member of the faculty is expected to be an active contributor to the work of committees. Out of respect for the value of faculty and staff time, every effort will be made to limit committee work to tasks that are essential to the department, and to make committee charges clear and precise so that committee work can be efficient and effective.

The members of many committees are appointed by the Department Chair as described below. Prior to making these appointments, the Chair will consult with each faculty member to determine on which committees that person would prefer to serve. Assignments will be consistent with preferences to the extent possible while at the same time considering the need for balance in representation of various departmental constituencies. Staff may be asked to participate on any committee unless stated otherwise below. To provide continuity over the summer, members of standing committees should be appointed during the spring term for the next academic year.

The committee structure of the department will consist of standing committees and *ad hoc* committees.

1. Standing committees of the Department of Biological Sciences include Tenure, Promotion and Reappointment; Grievance; Outreach and Communications; Graduate; Curriculum; Infrastructure and Operations; Safety; and Charter Review.

a. Tenure, Promotion, and Reappointment Committee. – The membership, charge and procedures of this committee are detailed in Section IV.

b. Grievance Committee - The membership, charge and procedures of this committee are detailed in Section VIII.

c. Other Standing Committees

1) Chairs and members of all other standing committees will be appointed by the Department Chair in consultation with the faculty and staff.

2) Committee members and chairs will function in that capacity for one academic year.

3) The responsibilities of the Outreach and Communications, Graduate, Curriculum, Safety, Infrastructure and Operations, and Charter Review committees are outlined below.

Charges for Standing Committees

Outreach and Communications Committee: The responsibility of the Outreach Committee is the development and maintenance of programs that build awareness and recognition of our department both on campus and in our region and the effective communication of these programs.

Graduate Committee: The primary function of this committee is to oversee the operation of the departmental graduate program. The committee will recommend to the Department Chair and faculty procedures and policies for implementation. The Graduate Committee will be responsible for recruiting, screening and admitting well-qualified students, tracking the progress of graduate students within the program, and providing recommendations on graduate course offerings. The Director of Graduate Studies chairs this committee.

Curriculum Committee: The Curriculum Committee is responsible for reviewing all departmental requests for course changes, deletions, and additions, and for ensuring compliance with the University rules on course changes. It is also responsible for assessing of the success of our curricula and for planning improvements based on assessment results.

Infrastructure and Operations Committee: This committee is responsible for coordinating, prioritizing, and recommending departmental infrastructure improvements including general access research and teaching equipment maintenance and purchases, and facility improvements.

Safety Committee: The responsibility of this committee is to educate faculty, staff, and students utilizing our safety program, to monitor the department by providing an inspection

and maintenance program, and to assure compliance with federal, state, and University requirements.

Charter Review Committee – The responsibility of this committee is to review annually the Departmental Charter based on changes in University policy and/or intradepartmental conditions and to propose updates and amendments needed.

d. *Ad hoc* Committees

1) An *ad hoc* committee may be formed at any time during the calendar year as a need for departmental consideration or management arises.

a) The need for such a committee and its composition should be agreed upon by the faculty and staff in a Department meeting whenever possible. Each *ad hoc* committee should be given a specific charge or project.

b) *Ad hoc* committees may be appointed by the Chair when a department meeting is impossible. Faculty and staff should be informed of such appointments in writing or electronically in a timely manner.

c) Committee chairs may be appointed by the Department Chair or selected by committee members at their first meeting.

2) *Ad hoc* committees will continue to function until the project is complete or the issue is no longer of concern. Existing *ad hoc* committees may be reconstituted by the faculty and staff at the beginning of the fall term.

IX. General Policy on Teaching Loads

a. Quantity of Teaching: Faculty support the Department's educational mission both by teaching courses and by supervision of student research. The level of effort for a full time load will consider the relative equivalence between teaching (credit hours taught) and research supervision (graduate students supervised). The equivalency will not apply perfectly to any one faculty member. Considerations of assignments of a full-time load must include the teaching and research efforts as well as the efforts toward an active program of scholarship, participation in committee work, and student advising.

b. Courses to be Taught: The Chair will solicit from the faculty their preferences for teaching assignments and will take these into consideration along with faculty expertise while at the same time making sure the instructional needs of the curriculum are met in making teaching assignments. Final authority for teaching assignments rests with the department chair.

X. Guidelines for annual meetings between faculty and chair

a. During the academic year each faculty member will meet with the Chair to discuss and develop workload goals in the areas of teaching, scholarship, and service for the next academic year.

b. This meeting will also serve to review the current year's accomplishments. At this time the faculty member may provide the Chair with a written self-evaluation of her/his efforts to meet the goals set the previous year.

c. This meeting will also serve as an annual opportunity to discuss compensation (e.g., merit or equity raises). The annual vita update form is the official documentation relied upon by the University Administration in reviewing the Chair's recommendation regarding compensation.

XI. Conflicts with University Policy

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

APPENDIX A: Search Procedure for New Faculty

1. Search Initiation

The Chair, with consultation by the faculty, will initiate the search and make the necessary arrangements with the Dean and other administrators.

2. Search Committee

The search committee will consist of four departmental faculty members. A member from another department or school may be added if the nature of the search justifies such an additional member. The departmental faculty will elect the search committee in an election conducted by the department's Senator and alternate. Ties will be resolved by random selection. The chair of the search committee will be elected by the committee at its first meeting. All committee members must meet requisite university guidelines.

3. Position Description

The search committee, with input from the faculty, Chair and the Affirmative Action Officer, will produce the first draft of the position description and position advertisement. The committee will also produce a document that lists necessary and desirable qualifications and attributes of candidates. These documents will be treated as departmental major policy issues (Charter, Section IX) and must be approved by the faculty.

4. Candidate Identification

The committee will complete the Request for Posting Memo and send it to the Human Resources Office. The committee is responsible for ensuring that the search conforms to current legal requirements, and for maintaining the applicant flow log.

Applications for the position are made to the committee. Departmental faculty may nominate candidates. In the case of an open search, the position will be advertised in appropriate professional journals, and faculty should distribute position descriptions to their professional colleagues.

5. Short List of Candidates

The committee will review the applications to produce a list of possible candidates that meet the necessary qualifications and attributes. The committee will present this list of candidates to the department for a discussion of their relative merits and poll the faculty to produce a reduced list of

the best qualified candidates for further consideration. The committee will conduct phone interviews or otherwise investigate this reduced list of candidates and report their findings to the faculty who will vote to establish a short list of at least two candidates to be invited for an interview.

The application materials of each candidate on the short list will be available to all departmental faculty and staff. The letters of recommendation will be accessible to members of the department, but the letters cannot be copied. The candidates will be informed of this requirement.

6. Candidate Interviews

The search committee will arrange for each candidate on the short list to make the following two presentations to the faculty, staff, and students of the department, as well as to other interested members of the University community:

a) A technical presentation in the field of the candidate's specialization.

b) A presentation arranged as a lecture on a topic area and at an educational level stipulated by the search committee to be presented to an appropriate student audience. The topic area/level will be the same for all candidates and will be selected by the faculty.

The search committee will arrange the candidate's schedule and set up appointments with faculty members, graduate and undergraduate students (may be group meetings), appropriate administrators and other persons outside of the department.

7. Selection of the Faculty Member

After the candidates have completed their interviews, the search committee will arrange a meeting of faculty and staff to discuss the candidates. The committee will solicit the opinions of graduate and undergraduate students.

The Committee will send ballots to the departmental faculty. The ballots will list the names of the candidates. On the ballot, each candidate may be marked as acceptable or unacceptable and voters will rank order acceptable candidates. The ballots will be tabulated by the search committee.

The vote of the faculty is advisory; however, it is expected that the Chair and Dean normally will select the new faculty member consistent with the faculty balloting. The Dean will notify the department faculty and staff of his/her decision regarding the candidates. The Dean's decision requires approval by the University Provost and President.

8. Failure of the Search Process

The search process fails if no candidate is found to be acceptable to a majority of the faculty. In this case, the search process is re-initiated (Section 1 of this Appendix).

APPENDIX B. Other Departmental Administrative Appointments

1. Departmental Director of Graduate Studies

The Director of Graduate Studies in Biological Sciences serves as coordinator for all aspects of the department graduate program. The administrative tasks include:

- a. serving as chair of the departmental graduate committee;
- b. processing of graduate application files;
- c. making support determinations (GAs, TAs, Fellowships) in consultation with the graduate committee and department Chair;
- d. initial advising of new graduate students who do not have advisors;
- e. coordinating new graduate student orientation;
- f. providing advice to all graduate students within the program who solicit such advice;
- g. approving transfer credits for graduate students with the students advisor and Graduate School;
- h. writing requests for GA and TA positions;
- i. making regular checks on present students progress towards degree completion;
- j. responding to inquiries about our graduate program;
- k. providing department approval for various forms as required by the Graduate School.

2. Directorship of Medical Laboratory Science Program

The Medical Laboratory Science (MLS) Program Directorship administrative tasks are the following:

- a. approving transfer credits (referrals from Michigan Tech Admissions);
- b. orienting first-year and transfer students;
- c. overseeing the MLS undergraduate program curriculum design, degree schedule revision, catalog copy revision, academic and career advising, and program assessment;
- d. developing and maintaining the MLS Laboratory Safety Program;
- e. granting of "Tech Is...." and "Jack Holland" scholarships;
- f. developing and maintaining hospital affiliation agreements;
- g. maintaining MLS Program Adjunct Faculty appointments;
- h. coordinating Clinical Practicum/Application/Computer Match placements
- i. overseeing tuition sharing (3+1 Program);
- j. assigning of grades for hospital-based 3+1 Program seniors;

- k. curriculum design and maintenance of M.S. program in Clinical Laboratory Management:
- l. producing the alumni newsletter (periodic joint effort with Biology faculty).

APPENDIX C

Criteria for Tenure Track Ranks and other Academic Appointments and Reappointments

I. Criteria for Academic Ranks

A. Assistant Professor

The title of Assistant Professor is awarded to faculty members who show promise for continued professional growth as evidenced by such activities as publications, presentations at professional meetings, and effective teaching. To qualify for such recognition the candidate should:

1. Have a Ph.D., although a degree at another level may be considered terminal in some fields.
2. Evidence competence as a teacher and demonstrate the ability to work and communicate effectively with students and peers.
3. Maintain active membership in appropriate professional societies.
4. Have publications in refereed professional journals and presentations at professional meetings.

B. Associate Professor

The title of Associate Professor is awarded to faculty members who have demonstrated active professional development during recent years and who hold promise of continuing this development. The candidate should have demonstrated:

1. That all requirements for promotion to the rank of Assistant Professor have been met.
2. Effective contributions to the educational mission of the university as evidenced by effective performance as a teacher, as judged by students and peers in lecture, laboratory, and seminar. The following will strengthen these contributions:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other inter-personal interactions
 - c) obtaining grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles

3. Continuing and active participation in research that makes the candidate and department known beyond the confines of the campus should be evidenced by publication in refereed national or international journals, writing grant proposals, and some combination of the following:
 - a) presentation of research papers at regional, national, or international professional meetings
 - b) serving as an advisor or committee member for graduate students
 - c) obtaining contracts or grants
 - d) filing of an application for a patent based on research accomplishments
4. Service to the university or the profession should be evidenced by one or more of the following:
 - a) serving on committees within the university.
 - b) serving as reviewer for journals or granting agencies.
 - c) service to professional organizations.

C. Professor

The title of Professor is awarded to those faculty members who have achieved outstanding professional recognition -- local, regional, and national -- in education or research (2 or 3 below). This recognition can be obtained through a variety of activities that demonstrate professional achievement. For promotion to Professor an individual will have a longer period of productive activity and be recognized by a wide circle of peers. The qualifications of the candidate will indicate continuing professional activity in each of the following, with nationally recognized contributions in 2 or 3:

1. All requirements for promotion to the rank of Associate Professor have been met.
2. Continuing, contributions to the educational mission of the university as evidenced by effective performance as a teacher, demonstrating excellence well beyond the average in his/her knowledge of subject and ability to communicate this knowledge at the appropriate level in a variety of teaching situations, as judged by students and peers, and by some combination of the following:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other inter-personal interactions
 - c) obtaining grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
 - e) development of innovative teaching programs
 - f) group leadership and involvement in inter- or multi-disciplinary teaching program
 - g) national leadership in biological education through leadership in such activities as symposia, consulting, or workshops
3. Provide strong and continuing evidence of scholarly activity in research by publication in appropriate refereed national or international scientific or educational journals or by publication of nationally recognized professional books, by submitting grant proposals, and by continuing an active participation in the profession in a way that makes the candidate and department known in

a positive way. He/she would also participate in some combination of the following as evidence of strong professional development:

- a) involvement with graduate students as a major advisor
 - b) continued, consistent record of publication
 - c) development of improved methods or techniques in education as demonstrated by either publication or classroom effectiveness as judged by student and peer evaluation
 - d) membership in professional organizations and participation in activities such as chairing sessions, organizing symposia, reviewing papers and proposals, holding a national or international office, serving on editorial board of a professional journal or professional newsletter
 - e) obtaining contracts or grants
 - f) filing of an application for a patent, based on research accomplishments
 - g) presentation of papers at appropriate professional meetings
 - h) involvement in the departmental graduate program
 - i) group leadership and involvement in inter- or multi-disciplinary research
 - j) development of innovative research programs
4. Service to the university or the profession should be evidenced by some combination of the following:
- a) serving on committees within the university
 - b) serving as reviewer for journals or granting agencies
 - c) holding an office in a national or international professional organization
 - d) significant contributions to the academic and professional programs of the university through such activities as serving on the university curriculum committee, graduate council, research council, university senate, college or university search committee, and presentation of guest seminars in other departments
 - e) effective handling of administrative duties within the department and university
 - f) serving as a professional consultant for local, state, or national government as a result of expertise in one's field
 - g) presentation of seminars or workshops at other universities
 - h) presentations of seminars or workshops for K- 12 students or teachers

D. Reappointment to the rank of Assistant Professor, Associate Professor and Professor will utilize the departmental criteria outlined above to determine progress within the rank and if applicable toward promotion.

II. Reappointment of:

A. Untenured Tenure-Track Faculty

Reappointment must be reviewed by the Departmental Tenure, Promotion, and Reappointment Committee and the Department Chair as outlined in Article IV of the charter. Reappointment is based on steady and sufficient progress toward the next faculty rank using the criteria outlined above.

B. Lecturer, Senior Lecturer, Principal Lecturer and Professor of Practice

Re-appointment of Lecturers shall be based on teaching and service only, using the same criteria as for faculty on tenure track. In most cases, the teaching responsibilities will be greater than those for tenurable faculty who have research responsibilities. In

cases where lecturers hold administrative positions, administrative duties may be credited in lieu of some teaching/service responsibilities. Advancement in Lecturer ranks (Lecturer, Senior Lecturer, Principal Lecturer) and salary considerations will include their performance in teaching, administrative duties, and service as defined in the criteria set for tenurable faculty ranks.

C. Research Assistant Professor, Research Associate Professor, and Research Professor

Research faculty positions are one-year renewable appointments that depend on available funding. A successful researcher in these ranks is not eligible for tenure, but should expect to proceed in rank as appropriate. For faculty ranks preceded by the title "Research," criteria for promotion will follow guidelines for tenure-track faculty. However, progression through the ranks will depend almost entirely on research performance. Therefore, publication and funding achievements must exceed those for faculty at the same rank whose titles do not include "Research." Research faculty must be externally funded sufficiently to support their appointment and research independent of university support. Furthermore, the research must support the goals of the department. Such faculty are expected to support the department and university by contributing to graduate advising, presenting and/or teaching seminars, and collaborating in research.

III. Criteria for Non-tenure-track MLS Faculty Appointments, Reappointments and Promotions

A. Instructor

The title of Instructor is awarded to faculty members who are appointed to full-time or part-time temporary employment for no longer than one year. To qualify for such recognition the candidate should:

1. Have a Master's Degree; or a Bachelor's Degree and national certification as MLS/CLS/MT; or a Bachelor's Degree and appropriate national categorical certification.
2. Evidence competence as a teacher and demonstrate the ability to work and communicate effectively with students and peers.

B. Lecturer

The title of Lecturer is awarded to faculty members who show effective teaching and promise of continued professional growth as evidenced by professional involvement at local and/or state level.

To qualify for such recognition the candidate should:

1. Have a Master's Degree; or a Bachelor's Degree and national certification as MLS/CLS/MT; or a Bachelor's Degree and appropriate national categorical certification.
2. Evidence competence as a teacher and demonstrate the ability to work and communicate effectively with students and peers.
3. Maintain active membership in appropriate professional societies.

NOTE: Senate Proposal 04-07 states that "minimum qualifications include a Master's Degree or equivalent professional qualifications." In MLS, we consider a Bachelor's Degree with a clinical practicum and national certification to be equivalent qualifications.

C. Senior Lecturer

The title of Senior Lecturer is awarded to faculty members who have demonstrated active professional development during recent years, who hold promise of continuing this development as evidenced by such activities as membership in state and national professional societies, and who show evidence of professional involvement at the state level.

The candidate should have:

1. Demonstrated that all requirements for the rank of Lecturer have been met.
2. A Master's Degree and national certification as MLS/CLS/MT or a Master's Degree and appropriate national categorical certification.

D. Principal Lecturer

The title of Principal Lecturer is awarded to faculty members who have demonstrated active professional development during recent years, who hold promise of continuing this development as evidenced by such activities as membership in state and national professional societies, and who show evidence of professional involvement at the national level.

The candidate should have demonstrated:

1. That all requirements for the rank of Senior Lecturer have been met.
2. Competence in one or more of the following areas:
 - a) documented research
 - b) publication of original research, new technique, procedure, protocol, training piece, survey results, curriculum design, or educational philosophy
 - c) professional journal peer review
 - d) grant acquisition
 - e) administrative activity

E. Professor of Practice

The title of Professor of Practice is awarded to faculty members who have demonstrated active development in their professional field during recent years and who hold promise of continuing this development.

The candidate should have:

1. A Master's Degree; or Bachelor's Degree and national certification as MLS/CLS/MT; or Bachelor's Degree and appropriate national categorical certification
2. More than one of the following:
 - a) specialist certification or documentation of significant contribution in (focused) area of expertise
 - b) documented national certification for 10 year time period or significant recognition for contribution to the profession
 - c) documentation of full-time permanent jobs in the field for 10 years
 - d) membership in state, and national professional societies
 - e) supervisory/administrative experience
 - f) documentation of continued external (non-Michigan Tech) consultation activity

IV. Adjunct Positions

An adjunct position within the department permits a scholar to use departmental and university facilities, but does not obligate the university to provide any financial compensation. Appointments to adjunct positions must be approved by the departmental Tenure, Promotion and Reappointment Committee. Such a person may be encouraged but not required to seek external funding. A successful researcher in these ranks is not eligible for tenure, but should expect to proceed in rank as appropriate. Adjunct faculty who hold a tenurable position or research faculty position in another department in this university will automatically receive the adjunct rank bestowed upon them by that department. For those who do not hold another position in the university, criteria for promotion will follow guidelines for tenure-track faculty except for clinical adjunct appointments. However, importance of service, teaching, and research must be modified as appropriate to the role of the particular adjunct position.