TO: Glenn Mroz  
President

FROM: Max Seel  
Provost and Vice President for Academic Affairs

SUBJECT: Chemical Engineering Proposed Charter Amendments

DATE: March 11, 2013

I have reviewed and endorse the Department of Chemical Engineering's proposed charter (see inserts) which was amended to reflect Senate policy.

Approved:
Glenn Mroz, President  3/12/13

cc: William Worek, Dean  
S. Komar Kawatra, Department Chair  
William Bulleit, University Senate President
Mission Statement
We develop, implement, and maintain high-quality undergraduate and graduate programs in chemical engineering. We achieve research and teaching excellence, and maintain diversity among faculty, staff, and students.

1. Approving and Amending the Charter

1.a. Voting Members
All tenure-track faculty with appointments of 50% or more in the Chemical Engineering Department are voting members for approving the Charter. At least 2/3 of the faculty must participate in a departmental meeting to conduct a binding vote. The Chair may vote to break ties.

1.b. Amendment of the Charter
Any department faculty member, staff member, or committee may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten days before the meeting at which they will be discussed and voted. Faculty can approve amendments by a 2/3 majority of the voting faculty.

1.c. Updating Charter to Assure Compliance
The faculty will review the charter annually in April of each year to determine whether amendments are needed to update the charter and ensure compliance with university policies. For substantial modifications to the charter, a Charter Committee will be appointed by the Executive Committee to propose and write the necessary changes. Once a revised charter is written, it will be presented to faculty and staff at a regular departmental meeting, and will be adopted upon approval by 2/3 of the voting members.

1.d. Conflict with University Policies
In any event in which these precepts are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

2. Duties and Responsibilities of the Department Chair

2.a. Unit Definition
Faculty for departmental governance purposes includes all tenured or tenure-track faculty members, Instructors, and Lecturers who have at least a 50% appointment in the Department. Faculty who transfer into administrative positions within the University will be considered voting faculty if they continue to actively participate in the Department, as evidenced by teaching at least

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one course per year, advising departmental graduate students, and serving on departmental committees.

2.b. Unit Governance
The Chair has the primary responsibility for operating the department in an efficient manner and is responsible for guidance in faculty development and promotion. This includes day-to-day operations and policy implementation. The Department Chair should demonstrate leadership and represent the faculty to the administration. The Chair should also coordinate and maintain departmental relationships with alumni and industry, and will take an active role in fundraising.

Except where explicitly stated otherwise in this document, votes made by the faculty and decisions made by committee are advisory to the Department Chair. In the event that any of the committees described in this Charter do not perform their functions, the Department Chair may temporarily execute those functions as required.

2.c. Selection of Chair
The Chair will be selected in accordance with the policies set forth in Senate Proposal 6-11, “Proposal to Establish University-Wide Procedures to Search For, Hire, and Evaluate School Deans and Departmental Chairs”[1]. All tenure-track faculty in the Department will be eligible to vote on Chair candidates during the selection process.

2.d. Evaluation of Chair
Evaluation of the Chair will be carried out by an Evaluation Committee according to the schedule and procedures laid out in Senate Proposal 6-11[1]. The Evaluation Committee will consist of three tenure-track faculty members selected by the Executive Committee (minus the Department Chair). All tenure-track faculty in the Department will be eligible to serve on the Evaluation Committee.

2.e Evaluation of Teaching
The Chair will ensure that teaching is evaluated in accordance with Board of Control policy, as described in the Faculty Handbook[2]. Teaching evaluation will consist of student evaluations (50% maximum); evaluations by self, peers, or colleagues; and other methods approved by the faculty.

2.f Compensation
Salaries, wages, and distribution of merit pay are the responsibility of the chair. Each year, the chair will present to the faculty the process to be used to determine salary raises. The faculty will approve the salary raise criteria for the following academic year by majority vote.

2.g Workload
The chair, in consultation with the Executive Committee, determines workload, including teaching and committee assignments and other university and departmental responsibilities.

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3. Reappointment, Tenure and Promotion Procedures and Guidelines

3.a. Promotion and Tenure Committee
The Promotion and Tenure Committee will be selected and organized as described in Section 8.a.2.

3.b. Promotion and Tenure Procedures:
Each academic year, the Department Chair will request that:
1. All non-tenured tenure track faculty complete and submit a form F to the Promotion and Tenure Committee.
2. Any tenured faculty member wishing to be considered for promotion complete and submit a form F.
3. All promotion/tenure candidates submit a list of at least four professional and academic references.

After reviewing their form F, the P&T Committee meets with all untenured tenure-track faculty to review with them their progress toward tenure. The P&T then prepares a written report on each case to the Department Chair.

The P&T Committee meets with and reviews the forms F of all promotion/tenure candidates. The committee then expresses its collective opinion through a vote on the viability of the candidate’s case. In accordance with the Faculty Handbook [5], the cases of faculty up for early tenure who do not receive a 2/3 majority vote of the committee are not brought forward. Faculty with a non-mandatory promotion case not involving early tenure that do not have the support of a majority of the committee are informed of the committee’s position and given the opportunity to withdraw, but are not required to withdraw.

For the remaining candidates, a list of appropriate references of at least four individuals is then prepared by the committee. This list will include at least two references from the list provided by the candidate, and two from a separate list prepared by the committee. The references on both the candidate’s list and the committee’s list are then contacted asking if they are willing to serve as a referee. Dossiers are sent to those that agree, following university and college procedures. If at least four of the references selected do not agree to participate, the committee will add additional names to its list until at least four references provide letters. All of the letters received will be included in the candidate’s application package, even if more than four letters are received.

After the letters are received, the committee meets, conducts a vote, and prepares its recommendation. The recommendation, including the vote results, will then be sent along with the rest of the promotion package to the department chair. The department chair then adds a personal recommendation for each candidate and forwards the entire package to the Dean. Copies of the committee’s and Chair’s recommendations are kept in the each candidate’s files.

3.c. Reappointment to current rank:
It is imperative that the faculty member be on a trajectory toward tenure, and be advised of their situation annually by both the Promotion and Tenure Committee and the Department Chair.

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3.d. Promotion from Assistant to Associate Professor with Tenure:
The underlying criterion for this category is “Sufficient promise of long term performance” and
“significant progress toward becoming nationally known by his/her peers”. This requires a blend of
performance in teaching, research, and service.

3.d.1. Research: The research activity should be such that it can be reasonably extrapolated to
continual research throughout the faculty member’s career. This can be evidenced by the
following: a) Research funding as investigator; b) Publication of research papers in refereed
journals and conference proceedings; c) Presentation of research results at national and
international conferences; and d) Successful guidance of M.S. and Ph.D. candidates to achieving
their degrees.

3.d.2. Teaching: A successful candidate will demonstrate teaching activity that, as a minimum,
can be ranked as effective and competent, based on the department’s teaching evaluation policy.

3.d.3. Service: A successful candidate will demonstrate professional service within and outside the
university. Information showing involvement in state, regional, national, and international groups
within the field will be considered in evaluating service, as will objective data that demonstrate
that the individual is held in high regard by his or her peers.

3.e. Promotion from Associate to Full Professor:
The underlying criterion for this category is sufficient evidence of scholarly achievements and
professional recognition. This requires continuing effective and competent performance in
teaching, research, and service. There should be a continuing output of publications, with a
significant number of journal publications and a well-funded research program supporting graduate
students. In addition, a successful candidate will have national or international recognition
evidenced by leadership services in professional society activities, conferences, journals, etc.
Exceptional achievements such as research awards, teaching awards, and patents will receive
significant weight.

3.f. New Hires
3.f.1. Non-Tenure-Track Faculty
The decision to hire a new non-tenure-track faculty member (Lecturer/Instructor/Visiting) to be
funded by the university and/or the department will be initiated by the Department Chair in
consultation with the Executive Committee and the Dean of Engineering. The Executive
Committee, in consultation with the Department Chair and faculty, will perform a search if
appropriate for the position. The top candidates will be interviewed by the Executive Committee
which will make a hiring recommendation to the Department Chair. The Department Chair will
perform the necessary negotiations with the candidate and work with the university administration
to obtain final approval to offer the candidate the position.

For non-tenure-track faculty appointments and re-appointments within the Department that are
funded by sources other than the General Fund, such appointments can be made by the Department
Chair in consultation with the executive committee, subject to university rules and regulations.
Support of such appointments will not become the responsibility of the department if the original
funding sources run out.

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3.f.2. Tenure-Track Faculty
The decision to hire a new faculty member will be initiated by the Department Chair in consultation with the Executive Committee and the Dean of Engineering. Following the necessary approvals, an ad hoc search committee will be elected by the faculty. The search committee, in consultation with the Department Chair, will perform the search. The search will begin with the advertising of the open position in appropriate national and regional publications. The applications received will then be reviewed and ranked by the search committee. The top candidates will be invited to MTU for interviews with the faculty. The search committee will then conduct a vote of the faculty to make hiring recommendations to the Department Chair for full-time faculty. The Department Chair will perform the necessary negotiations with the candidate and negotiate with the university administration to obtain final approval to offer the candidate a position.

4. Professional Staff and other Non-Tenured/Tenure-Track Members
Staff includes the regular full-time professional, technical, and clerical members of the Department. Staff may vote on non-academic issues as determined by the Chair. Staff also will be surveyed for evaluation of the Chair. Research faculty members with official appointments are welcome to participate in faculty meetings and discussions but may not participate in any Department vote. Post-doctoral researchers, visiting scholars, and students are not included in any Department governance.

5. Sabbatical Leave Recommendations
A faculty member who wishes to take a sabbatical must apply for the sabbatical in compliance with the procedures described in Appendix E of the MTU Handbook For Academic Faculty[3]. Departmental approval for sabbatical leave must be obtained from the Department Chair.

6. Emeritus/Emerita Recommendations
Retired faculty members who have tenure in the professorial ranks and have served the department with distinction are eligible to apply for the status of faculty member emeritus/emerita. Candidates for emeritus/emerita status should express interest and intention to continue serving the Department, University, and State through association with the Department. The Promotion and Tenure 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 sent to the President.

7. Grievance Procedure
All grievances will be filed with the Dean who will forward copies to the Chair and members of the Executive Committee. The Executive Committee, without involvement from the department chair, shall select a Chair for an Ad Hoc Grievance Committee. This Chair shall conduct an election for two additional members from the faculty. This committee will then act in accordance with the current Faculty Grievance Policy and Procedures as adopted by the Senate, as described in the Faculty Handbook, Appendix C[4].

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8. Other Policies and Practices

8.a. Committees and Coordinators
Governance of the Department of Chemical Engineering is the responsibility of the Department Chair, in consultation with the Executive Committee and the faculty and staff. The department will have the following standing committees: Executive; Promotion & Tenure (P&T); Curriculum; Safety; Computer, Graduate, and Assessment. Each year before the end of Spring semester, the Executive Committee for the Summer through following Spring semesters will be elected by the faculty and staff as outlined in Section 8.a.1.

Following the election of the Executive Committee, written preferences will be solicited from faculty and staff members regarding committee assignments. Each faculty member is expected to be an active participant on one or more standing committees. Except for the Executive Committee, the Department Chair is not eligible for membership on any standing committee except as an ex officio member. Preferences, work load, balancing of academic ranks, and the needs of the department will be considered by the Executive Committee, which will forward committee assignments to the faculty and staff before the start of the next academic year. Objections to committee assignments may be submitted in writing to the Executive Committee, which shall have final authority to resolve such disputes. Normally, the department as a whole will review the membership and major responsibilities of each standing committee at the annual Department Retreat.

For each standing committee, the Executive Committee shall appoint an interim Chair, who will call the first meeting of the committee. At that meeting the committee will elect its own Chair. In the event that a committee member cannot fulfill the duties of office, the Department Chair may appoint a replacement committee member to fulfill the remainder of the term of office of that committee member.

8.a.1. Executive Committee
The Executive Committee consists of the Department Chair, three additional faculty members elected by the faculty, and a staff representative elected by the staff. All members of the Executive Committee serve one-year terms, and their election is made with due consideration for those who are willing and able to serve. Each year, at the first meeting of the newly-elected Executive Committee, a Chair shall be selected from among the members. The Chair of the Executive Committee shall be appointed as the Associate Department Chair and will serve as Acting Department Chair in the short-term absence of the Department Chair. The Associate Department Chair must be tenured and may not be the Department Chair.

The Executive Committee considers fundamental policy not addressed by other standing committees. The Executive Committee will also address financial policy issues and will consult with the Department Chair on fund-raising initiatives. This committee (minus the Department Chair) will be responsible for initiating the annual evaluation of the Department Chair and for maintaining the questionnaire used in that evaluation.
8.a.2. Promotion & Tenure Committee (P&T) and CM Representative to the College of Engineering P&T Committee

The CM P&T committee makes recommendations to the department on issues related to promotion, tenure, and re-appointment. This committee will consist of four tenured faculty members in the department. If possible, the Chair of the committee should be a full professor. The P&T committee, in consultation with the Department Chair, will review annually the activities and accomplishments of untenured faculty. The P&T committee will provide written feedback to all faculty members who are reviewed, indicating any actions that need to be taken by the faculty member in order to obtain a favorable recommendation from the P&T committee at the time of reappointment or tenure.

A tenured full Professor who is not a member of the Department P&T committee will be selected as the departmental representative on the College of Engineering Promotion and Tenure committee. This selection will be carried out as part of the committee assignment process.

8.a.3. Computer Committee

The Computer Committee will conduct continuing reviews of the department's computing needs and will make appropriate recommendations on computing issues to the Department Chair. This committee will consist of three faculty members and an elected staff representative. The Computer Committee may also elect to have student representation.

8.a.4. Curriculum Committee

This committee reviews and makes recommendations on courses, curricula, and academic specialty programs affecting the department. The Curriculum Committee considers all matters related to the undergraduate requirements including review of curriculum content with respect to ABET requirements, prerequisite/corequisite requirements, new courses/options, and all other matters which affect the curriculum. Policy related to these issues is also addressed by this Committee. It is recommended that the Curriculum Committee will meet jointly with the Assessment Committee twice per fall and spring semester. This committee will consist of three faculty members, and the undergraduate academic advisor.

8.a.5. Graduate Committee

The Graduate Committee reviews and ensures graduate program quality and makes recommendations to the faculty on policy related to graduate students and graduate programs. This committee recruits and tracks applications to the department’s graduate programs and is responsible for graduate admissions. It rates applicants for departmental fellowships and assistantships and makes recommendations to the Department Chair. This committee is responsible for coordinating fall graduate student orientation. It also is responsible for administering the doctoral qualifying examinations and making recommendations to the departmental graduate faculty on passage or failure of students on the qualifying exams. This committee will consist of three graduate faculty members.

8.a.6. Safety Committee

This committee is responsible for reviewing and auditing the safety program in the department and making recommendations to the faculty on safety policies. Specific safety-related duties include the following:

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• Reviewing and updating the department’s safety and waste disposal manuals annually;
• Supervising the annual laboratory safety inspections;
• Recommending to the Department Chair remediation actions for any hazards that might
  exist or arise in the department. The committee may recommend to the Department Chair
  that any facility be shut or locked until a hazard is corrected.
• Recommending, offering, and maintaining records of safety training for all affected
  employees of the CM department.

Under the Michigan Occupational Safety and Health Act (MiOSHA) the department is required to
have a Chemical Hygiene Plan (CHP). The department’s safety manual serves as the CHP and
defines the position of Chemical Hygiene Officer (CHO). The CHO is appointed by the
Department Chair upon recommendation by the Safety Committee. The committee shares with
affected employees and students responsibility to ensure that the CHP is working.

The committee will consist of three faculty members, plus an elected staff representative and the
Chemical Hygiene Officer.

8.a.7. Assessment
The Assessment Committee will serve as stewards of the department’s assessment program. The
committee is responsible for gathering assessment data, supervising any assessment exams or
surveys, reporting on assessment results to the department, and suggesting changes in the
department’s assessment tools. The Assessment Committee will work closely with the Curriculum
Committee; it is recommended that these committees meet jointly twice each fall and spring
semester. The Assessment Committee is responsible for assessment issues related to accreditation,
including collecting ABET assessment materials in preparation for ABET site visits and
coordinating the preparation of the department’s ABET assessment report. This committee will
consist of three faculty members and the undergraduate academic advisor.

8.b. Ad Hoc Committees
It will be necessary at times to develop ad hoc committees to perform relatively short-term tasks.
Ad hoc committees normally should not be in existence for more than one year. These committees
will consist both of faculty and staff members, depending on the purposes of the committee. Ad
hoc committees will be created by the Department Chair, who may not be a voting member of the
committee. The Department Chair or his/her representative may convene the first meeting of the
committee and present the committee with its charge.

The CM Grievance Committee is a special ad hoc committee whose composition and function is
described in Section 7: Grievance Procedure.

8.c. Coordinators
Coordinator positions are created to assist the Chair in specific duties as the need arises. These
positions are created by the Executive Committee working with the Department Chair. Faculty
members filling Coordinator positions serve at the pleasure of the Department Chair.

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References

[1] Senate Proposal 6-11, “Proposal to Establish University-Wide Procedures to Search For, Hire, and Evaluate School Deans and Departmental Chairs”,
http://www.admin.mtu.edu/usenate/propose/11/6-11revised.htm

[2] Teaching Evaluation Policy, Tenured/Tenure-Track Faculty Handbook,
http://www.admin.mtu.edu/admin/prov/facbook/ch3/3chap-23.htm

[3] Appendix E. Sabbatical Leave Procedures, Tenured/Tenure-Track Faculty Handbook,
http://www.admin.mtu.edu/admin/prov/facbook/appe/eapp.htm

[4] Appendix C. Grievance Procedures, Tenured/Tenure-Track Faculty Handbook,
http://www.admin.mtu.edu/admin/prov/facbook/appc/capp.htm

[5] Appendix I. Tenure, Promotion, and Reappointment Procedures,
http://www.admin.mtu.edu/admin/prov/facbook/appi/iapp.htm