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TO: Glenn D. Mroz, President

FROM: Jacqueline E. Huntoon, Provost & Vice President for Academic Affairs

DATE: October 10, 2016

SUBJECT: Humanities Proposed Charter Amendments

I have reviewed and endorse the Department of Humanities proposed charter which was amended by the department to reflect changes in practice and removal of the ESL program from their area.

Approved:

Glenn D. Mroz, President

Date

c: Bruce Seely, Dean
Ronald Strickland, Department Chair
Martin Thompson, University Senate President

Attachment

Humanities Department

Charter

Michigan Technological University

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Revised and Approved Fall 2016

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1. Purpose

This Charter provides guidelines for the organization, operation, and governance of the Department of Humanities. The basic principle of governance of the department is shared governance based on mutual respect among faculty, students, staff, and administrators.

The department strives to make decisions by considering the opinions of all members of the department. The chair's decision-making authority is based on respect for academic freedom, on consensus building within the department, and on consideration of 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.

2. Procedures for Approving, Amending, and Updating the Charter

2.1 Approving the Charter

Promotion and tenure guidelines for tenured and tenure-track faculty must be approved by a 2/3 majority of the department's tenured and tenure-track faculty. Promotion guidelines for lecturers must be approved by a 2/3 majority of the department's tenured and tenure-track faculty and lecturers. All other components of the Charter must be approved by a 2/3 majority of the department's voting constituency as specified in the section on Voting Faculty and Balloting Procedures.

Voting for approval will be conducted through a written ballot. At least 50 percent of the eligible electorate must vote. A staff advisory vote will be taken and the results communicated to the faculty prior to their voting on the Charter.

The chair will submit the Charter to the dean and provost for approval. If a revision of substantial import is required, the departmental chair will call a meeting for further discussion. If necessary, an additional ballot will be taken.

2.2 Amending the Charter

Amendments may be proposed by departmental faculty, staff, or any departmental committee and must be discussed and voted on by the voting faculty. Proposed amendments to the department's promotion and tenure guidelines for tenured and tenure-track faculty must be approved by a 2/3 majority of the department's tenured and tenure-track faculty. Proposed amendments to the department's promotion guidelines for lecturers must be approved by a 2/3 majority of the department's tenured and tenure-track faculty and lecturers. Proposed amendments to all other components of the department's Charter must be approved by a 2/3 majority of the department's

voting constituency. (Note: see section on Voting Faculty and Balloting Procedures.

2.3 Updating the Charter

The Charter will be reviewed by the faculty in April of each year. The departmental university senate representatives will advise on updates to bring the Charter in accord with senate policies.

3. Duties and Definition of the Department Chair

3.1 General Responsibilities of the Department Chair

The chair has the authority to act as the department's representative and in its best interest as chief administrative officer in his/her dealings with the university administration. In accordance with the university's concept of shared governance, the chair must balance his/her responsibilities to the department with those to the university administration. In general, the chair oversees the department's budgets, policies, plans, and academic programs. The chair represents the department on university committees and councils.

3.2 Specific Responsibilities of the Department Chair

General operation of the department

- Chairs department meetings
- Oversees departmental budgets
- Ensures faculty are aware of, and are involved in, department budgeting and resource allocation
- Evaluates faculty and staff
- Facilitates faculty and staff professional development
- Recommends salary increments to the dean
- Maintains records relevant to personnel actions
- Makes teaching assignments and schedules (consistent with 11.0 Guidelines for Determining Faculty Work Assignments)
- Makes committee assignments as appropriate
- Engages in fund raising (including alumni relations)
- Prepares an annual report for the faculty
- Represents the department to others both on campus and off
- Is easily accessible to faculty and staff

Future direction of the department

- Oversees faculty and staff recruitment and hiring, as described below
- Oversees intra- and interdepartmental interdisciplinary program development
- Oversees graduate and undergraduate scholastic program development
- Prepares long-range planning documents

Communication of decisions

- Reports all policy decisions to the faculty in a timely manner along with the rationale for those decisions.

3.3 Department Chair Search and Evaluation

The University Senate specifies the university-wide search procedure for and evaluation of Department Chairs. A chair evaluation committee of four members will be elected by the voting faculty to carry out the evaluation process. The committee will select a chair from among its members. The voting constituency for the chair evaluation will consist of all full-time, continuing faculty members and professional staff within the department with the exception of instructors and visiting assistant professors who have not yet been reappointed at least once. All faculty and professional staff of the department will be surveyed as part of the chair evaluation.

In the case where an Interim Chair must be appointed, the Dean will consult with the faculty before making an appointment.

4. Promotion and Tenure Guidelines and Procedures

The multi- and interdisciplinary nature of the Humanities Department necessitates the establishment of departmental criteria for promotion that are both stringent, in order to assure high standards of professional performance, and flexible, in order to allow for recognition of achievement in traditional scholarship and research, in innovative and experimental interdisciplinary research, and in professionally recognized creative activity, including creative writing and design.

Faculty members may qualify for promotion through suitable accomplishment in effective teaching, professional development, academic attainment, research in the subject area(s) or in instructional methods, service to students, program development and administration, and professional service, as specified in the sections below. Except under unusual circumstances, recommendations for promotion will be based upon continuing accomplishments, both qualitative and quantitative.

4.1 Structure of the Promotion and Tenure Committee

The Promotion and Tenure Committee shall consist of four members elected from the tenured faculty and a chair appointed by the Department Chair.

4.2 Function of the Promotion and Tenure Committee

The committee reviews the work of all untenured tenure-track faculty and lecturers in the department, as well as that of candidates for promotion, in the areas of research, teaching, and service, and then makes recommendations to the Department Chair on tenure, promotion, and reappointment.

4.3 Reappointment Review

The Department Chair shall arrange professional development interviews with untenured faculty members of the department. These interviews should review recent activities and accomplishments of faculty members, their plans and objectives, and the relationship and merit of their contributions to the department and university programs. The committee will advise the Department Chair on reappointment of untenured faculty. Faculty due for reappointment will submit their vitae and a one-page statement of scholarly accomplishments and teaching and service activities to the committee for review.

4.4 The Tenure and Promotion Process

Every spring, the promotion and tenure committee chair, Department Chair, and departmental representative to the college community will conduct an informational meeting for untenured faculty on the promotion process and on how to build a presentable record for tenure.

4.5 Tenure and Promotion Review

The committee will provide adequate notice of the review deadline and clear instructions to candidates on preparation of their files. The candidate can suggest up to five external scholars as potential reviewers of the candidate's work for tenure and promotion. The committee identifies five external scholars to review the work of each candidate for tenure and promotion. After the candidate has had the opportunity to remove one of those names, the committee, in consultation with the Department Chair, chooses five reviewers from the combined list.

4.6 Rights of Applicants for Tenure and Promotion

Candidates will have the right to:

- Provide a list of potential external reviewers (four or five)
- Eliminate, without explanation, one name from the list of no fewer than five potential reviewers drawn up by the committee, working with the Department Chair and independently of the candidate. Referees asked to evaluate candidates will ordinarily be drawn from both the candidate's and the committee's lists.
- Be informed by the Department Chair of the committee's recommendation before it is sent to the college committee.
- Update their tenure or promotion file after it has left the department under the following circumstances: if a grant application already submitted for review is approved; if an article, chapter, or book already submitted for review is accepted; if an article, chapter, or book listed as "forthcoming" in the file is has been published; or if any other significant honors, awards, or positions have been attained.
- Withdraw a tenure and promotion application at any time, if not subject to mandatory review.

4.7 Criteria for Appointment to Assistant Professor

Full-time, tenure-track faculty in the Humanities Department are hired at the rank of Assistant Professor, with the Ph.D. or equivalent. In some instances another degree and/or suitable professional experience, satisfactorily documented by the candidate, may be equivalent.

Candidates should have demonstrated clear potential for research, scholarly, or creative endeavor; effective teaching; and contributions to the university.

4.8 Criteria for Promotion to Associate Professor

The title of Associate Professor is awarded to faculty members who have made significant progress toward achieving national or international recognition in research, scholarship, or creative activity, who have strong records in the areas of teaching, professional development and service, and who show evidence of continued development in these areas.

Candidates should have demonstrated continuing and active participation, appropriate to their area and/or form of expertise, in research, scholarship, or creative activity as evidenced by activities such as: publication of books, monographs, journal articles, creative writing publications, book chapters, media productions, software design, technical reports, works in translation, or conference proceedings; editing of creative or scholarly journals with national and/or international circulation; developing grant proposals, receipt of funding for grants and work on grants received (either as PI or co-PI); the performance and display of artistic work; research, teaching, or service awards; critical acclaim. Work should be academic peer reviewed as specified by area conventions and viewed and evaluated according to the standards of the medium in which it was produced.

4.9 Criteria for Appointment to Full Professor

The title of Full Professor is awarded to faculty members who have achieved national and/or international recognition in scholarship, research, or creative activity, who have provided leadership in professional organizations at the national level, who have provided strong leadership in the areas of teaching, professional development, and service, and who show evidence of increasing leadership in these areas.

Candidates should have demonstrated significant achievement, appropriate to their area and/or form of expertise, including national or international recognition in research, scholarship, or creative activity as evidenced by activities such as: publication of books, monographs, a substantial number of journal articles, creative writing publications, book chapters, media productions, software designs, technical reports, works in translation, or conference proceedings; editing of creative or scholarly journals with national or international circulation; developing grant proposals, receipt of funding for grants and work on grants received (either as PI or co-PI); the performance and display of artistic work; major research, teaching, or service awards; significant critical acclaim. Work should be academic peer reviewed as specified by area conventions and viewed and

evaluated according to the standards of the medium in which it was produced.

4.10 Criteria for Appointment to Lecturer

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 instruction, develop new courses and participate in program development, represent the department, advise students, pursue professional development activities, and serve on committees.

4.11 Criteria for Promotion to Senior Lecturer

Senior Lecturers hold continuing appointments. 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 programs, courses, teaching methods, and procedures that have substantial impact within the department and across the university.

4.12 Criteria for Promotion to Principal Lecturer

Principal Lecturers hold continuing appointments. 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.

4.13 Performance Review for Lecturers, Senior Lecturers, and Principal Lecturers

Lecturers will be evaluated annually by Department Chair, and shall receive written comments. All lecturers serving in these positions shall also be evaluated annually by the Promotion, Tenure and Reappointment Committee. Senior lecturers and principal lecturers may request to be evaluated in the annual review process. 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.

4.14 Categories of Evaluation

4.14.1 Research, Scholarship, and Creativity

Research, scholarship and creativity comprise the following list of items and they can be in various forms (e.g., print, digital, oral) as appropriate. A fundamental criterion for published materials is that they have been formally reviewed by peers in a national and/or international context appropriate to the publication venue and genre. Faculty members must remain current in their fields, as evidenced by criteria such as:

- Publication of books, monographs, book-length translations, or edited books
- Publication, performance, or display of creative work
- Publication of original research in refereed journals
- Publication of works in translation
- Book chapters, articles in non-refereed journals, and translated articles
- Publication of abstracts
- Significant professional presentation of creative work by performance, exhibits, demonstrations and publications
- Delivery of oral presentations at local, regional, national, or international meetings
- Invited lectures or writer-in-residence appointment at other universities.
- Receipt of funding for grants, developing grant proposals (either as Principal Investigator or co-PI) and working on grants received
- Editing of creative or scholarly journals
- Research, teaching or service awards or critical acclaim

Note: Significant collaborative work will receive the same recognition as single-authored publications or individually created works. Depending on the candidate's field, the conventions of primary authorship will be considered. Candidates should, however, balance collaborative and primary work, such that all publications are not collaboratively authored.

4.14.2 Teaching Effectiveness

Effective teaching is evidenced by criteria such as:

- Written evaluations of classes by colleagues, particularly by those familiar with the candidate's performance over a period of time
- Evaluations of classes by students, when used with proper caution as to validity (popularity is not synonymous with good teaching; ratings in service courses tend to be lower than those in courses for majors; ratings in trailer sections tend to be lower still; etc.)
- Effective activity in curricular matters: devising, developing, and teaching new courses or programs; engaging in team teaching and interdisciplinary courses; experimenting with new, different, or proven teaching methods and/or equipment; keeping current in new pedagogy
- Directing doctoral dissertations
- Directing masters theses and projects

- Service on graduate student advising committees
- Advising undergraduates and curricular advising

4.14.3 Professional Development

Professional development is evidenced by criteria such as:

- Participating in scholarly seminars at other institutions (such as summer seminars sponsored by the National Endowment for the Humanities or the National Endowment for the Arts).
- Spending a leave, sabbatical or otherwise, at another university, institute, etc., for professional work; or spending summers in like work
- Participation in a study or creative group with occasional area conferences and exchange by mail or electronic networks

4.14.4 Contributions to the University

Contributions to the university are evidenced by criteria such as:

- Service on departmental, college, and university committees
- Service on the University Senate, etc.
- Graduate and undergraduate curriculum advising
- Conducting workshops or coordinating conferences at the university
- Advising students groups

4.14.5 Professional Services

This includes all activities in which faculty members, either as professionals or educators, serve other professionals or nonprofessionals in the local, regional, national, or international community. Such activities include:

- Participation in professional societies, especially serving leadership roles in those societies
- Professional reviewing of manuscripts for journals and of proposals for funding agencies
- Reviewing files for promotion and tenure review for other universities
- Conducting workshops and coordinating regional, national, and international conferences
- Acting as consultants to industry, government, public schools, or other organizations.
- Oral presentations in one's professional specialty to service clubs, school groups, church groups, etc.

5. Role of Professional Staff and other Non-Tenure/Tenure-Track Members in Department Governance

Professional staff and other non-tenure/tenure-track members of the department provide essential expertise and experience in support of the department's mission. They may serve on standing and ad hoc committees in an advisory capacity. They do not vote on matters of faculty status and curriculum. (Note: see section on Voting Faculty and Balloting Procedures.)

Professional staff and other non-tenure/tenure-track members of the department may vote on non-

academic issues. They will also be surveyed as part of the process of Chair evaluation and the appointment of a new Chair.

6. Sabbatical Leaves

Procedure for obtaining advice from the unit faculty regarding recommendations for sabbatical leaves can be found in Senate Proposal 09-05.

The Chair and the University Sabbatical Leave Committee support and approve applications for sabbatical leaves for research. Applications for sabbatical leaves will normally be approved provided the department is able to meet its teaching commitments. The Chair will seek advice from unit faculty before recommending faculty for sabbatical leaves.

7. Emeritus/Emerita Faculty

Emeritus/Emerita status is an honorary rank awarded to retirees who have tenure. Holders of this rank qualify for a number of privileges defined by the university.

7.1 Criteria for Appointment to Emeritus/Emerita Status

The process of appointing a faculty member to this honorary rank may be initiated by the retiree, by any faculty member, or by any other member of the department. If the Department Chair and the voting faculty approve of awarding the rank, the Department Chair writes a letter of recommendation and forwards it to the Dean of the College of Sciences and Arts. If the Department Chair and the electorate do not approve, the faculty member may appeal to the departmental tenure and promotion committee.

8. Grievance

This section supplements university policy, describing the mechanism for settling grievances within the department.

Department staff who are represented by a union will follow the procedures outlined in their union contract. Faculty who are not tenured or tenure-track and staff who are not represented by a union will follow the procedures in the MTU Board of Control Procedures Manual, sec. 5.1.18, Employee Complaints. Tenured and tenure-track faculty and lecturers follow the grievance policy outlined in the Tenured/Tenure-Track Faculty Handbook, Chapter 8.

The departmental grievance committee consists of three tenured faculty elected by the departmental electorate and an ex officio (non-voting) member appointed from the Human Resources Office to act as a resource person for current personnel policy and other legal issues and also to provide "training services" for committee or panel members. The member with the highest number of votes serves as chair.

Grievable issues are defined in the Tenured/Tenure-Track Faculty Handbook, Chapter 8, and

include such matters as the application of policy, salary levels or salary adjustments, teaching loads or workload, reprisals, academic freedom, facilities or space, or sanctions. Some issues are not grievable, such as promotion and tenure decisions.

Tenured and tenure-track faculty should first take their grievances to the Department Chair in the normal spirit of faculty problem solving. They should also consult with the ombudsperson. If this does not lead to a mutually satisfactory outcome, faculty should request the grievance committee to adjudicate their grievance.

Grievances should be written and submitted to the chair of the department unless the grievance involves the Department Chair, in which case the grievance should be submitted to the Dean of the College of Sciences and Arts. The grievance shall be filed within 30 work days after discovery of the event, action, or omission that is the basis for the grievance. The chair or dean will refer the grievance within 5 days to the grievance committee for action. The grievance committee will investigate the situation by talking with the people concerned and will attempt to resolve the problem to the satisfaction of all. The committee will keep written records of their work, including minutes of meetings, notes from interviews, and all documents consulted.

Within 30 work days from the receipt of the grievance, the committee must notify the grievant and the Department Chair or dean in writing of its findings. The written records and findings will be filed after 30 working days in the office of the Department Chair. All deliberations of the grievance committee will be confidential.

Procedures following the written notification of findings from the committee are outlined in the Tenured/Tenure-Track Faculty Handbook, Appendix C, Grievance Procedures.

9. Administrative Structure of the Department

The Department of Humanities consists of a team of faculty, staff, and students, led by a Department Chair, and a number of standing committees working together to achieve the mission of the department. This section describes the responsibilities of the chair and the various standing committees.

9.1 Associate Chair

The Department Chair, given financial resources and need, may choose to appoint an Associate Chair. Once selected, the associate chair serves at the pleasure of the chair with responsibilities as designated.

9.2 Program Directors/Coordinators

The Department Chair, in consultation with the faculty, determines which areas within the department require directors or coordinators. All directors/coordinators are appointed by and are accountable to the chair. Appointees are the primary administrators of their respective programs,

and they are responsible for the day-to-day operation of their programs as well as planning and setting long-term goals. They oversee budgets, monitor staffing needs, direct promotional efforts, determine admission policies, supervise advising, handle placement, and adjudicate complaints. The department is notified of open positions for directors and coordinators. Compensation is normally based on a combination of release time and, in some cases, a tenth month of salary.

When conditions require the addition or deletion of a program, these changes must be approved by the voting faculty by means of a formal ballot.

9.3 Standing Committees

There are twelve standing committees. Some committees have elected members; others have appointed members. The Department Chair, with the help of the elections officer, notifies department members of open positions on committees and solicits members to run for elected positions. Program directors and the elections officer advise the Department Chair on requests to members to serve on appointed committees.

9.3.1 Promotion and Tenure Committee

<i>Type</i>	Appointed chair and 4 elected members.
<i>Membership Eligibility</i>	Tenured faculty.
<i>Number of Members</i>	4 in addition to the chair.
<i>Length of Term</i>	Two years with election of two new members each year. Any member who has served two consecutive terms must be removed from eligibility for one year.
<i>Voter Eligibility</i>	Tenured and tenure-track faculty.
<i>Chair</i>	Appointed by the Department Chair. The chair is ideally a full professor and must have previous service on the committee.
<i>Task</i>	Review all applications for tenure and promotion and recommend award or denial. Other duties as outlined in department tenure and reappointment guidelines.

9.3.2 Performance Evaluation Committee

Type	Elected.
Membership Eligibility	Tenured faculty.
Number of Members	3 elected members in addition to the Department Chair (and the associate chair when one has been appointed).
Length of Term	Two years. Any member who has served two consecutive terms must be removed from eligibility for one year.
Voter Eligibility	Voting faculty.
Chair	Department Chair.
Task	Make recommendations to the chair for merit raises. Conduct annual reviews of faculty without on-going appointments.

9.3.3 Department Steering Committee

Type	Appointed program directors and 2 elected members.
Membership Eligibility	Committee composition should be broadly representative of department concerns.
Number of Members	Two in addition to the program directors.
Length of Term	One year for the elected representatives.
Voter Eligibility	Voting faculty.
Chair	Department Chair.
Task	Serve as advisory body to chair and faculty on important department issues, directions, initiatives, and challenges.

9.3.4 Graduate Steering Committee

Type	Appointed by the Department Chair in consultation with the director of graduate studies.
Membership Eligibility	Tenured and tenure-track faculty with graduate faculty status.
Number of Members	4 faculty in addition to the program director and one non-voting doctoral and one non-voting master's student representative.
Length of Term	One year. Any member who has served two consecutive terms must be removed from eligibility for one year.
Voter Eligibility	---
Chair	Graduate director.
Task	Advises and assists the director of graduate studies in administering the department's graduate programs. This includes promoting programs, course scheduling, recruiting new students, admissions, funding, assessing and revising RTC curriculum, and handling of informal complaints and grievances according to graduate program policy.

9.3.5 English and Liberal Arts Steering Committee

Type	Appointed by the Department Chair in consultation with the English and Liberal Arts chair.
Membership Eligibility	Appropriately qualified Humanities faculty.
Number of Members	3-5 faculty and an English or Liberal Arts student representative, usually the president of the MTU Literary Arts Collective.
Length of Term	One year.
Voter Eligibility	---
Chair	---
Task	Advises and assists the English and Liberal Arts chair in administering the department's undergraduate programs in English and Liberal Arts. This includes, but is not limited to, promoting programs, recruiting new students, assessing and revising English and Liberal Arts curriculum, advising the MTU Literary Arts Collective, and maintaining relations with alumni.

9.3.6 STC Steering Committee

Type	Appointed by the Department Chair in consultation with the STC director.
Membership Eligibility	Tenured and tenure-track faculty.
Number of Members	3-5 faculty and an STC student representative, usually the president of MTU Student Chapter of STC.
Length of Term	One year.
Voter Eligibility	---
Chair	Department Chair.
Task	Advises and assists the STC program director in administering the department's undergraduate programs in STC. This includes promoting programs, recruiting new students, assessing and revising STC curriculum, placing graduates and co-op students, advising the Student Chapter of the Society of Technical Communication, organizing biennial meeting of STC Advisory Board, and maintaining relations with alumni.

9.3.7 Modern Language Steering Committee

Type	Appointed by the Department Chair in consultation with the Modern Language director.
Membership Eligibility	Tenured and tenure-track Modern Language faculty.
Number of Members	In addition to the language represented by the Modern Language Director, one continuing faculty member for each other language taught in the department.
Length of Term	One year.
Voter Eligibility	---
Chair	Modern Language director.
Task	Advises and assist the Modern Language Director in administering the department's modern language programs. This includes promoting programs; assessing and revising curricula, minors and certificates; and making recommendations pertaining to the modern language component of general education and the graduate program.

9.3.8 Communication, Culture, and Media Committee

Type	Appointed by the Department Chair in consultation with the CCM director.
Membership Eligibility	Tenured and tenure-track faculty.
Number of Members	3–5 faculty.
Length of Term	One year.
Voter Eligibility	---
Chair	CCM Director.
Task	Advises and assists the CCM program director in administering the department's undergraduate programs in CCM. This includes promoting programs, recruiting new students, assessing and revising CCM curriculum, developing opportunities for graduate and co-op student placements, advising the National Communications Association MTU Student Chapter, and maintaining relations with alumni.

9.3.9 Media Committee

Type	Appointed by the Department Chair.
Membership Eligibility	Faculty (to include but not necessarily limited to tenured and tenure-track faculty); director of HDMZ.
Number of Members	3-5, including members of media faculty, director of HDMZ, and representatives from department degree programs.
Length of Term	One year.
Voter Eligibility	---
Chair	Appointed by Department Chair.
Task	Coordinates media course offerings in consultation with department degree programs. Administers the media production minor. Coordinates course offerings and requirements with HDMZ resources.

9.3.10 Grievance Committee

Type	Elected.
Membership Eligibility	Tenured faculty.
Number of Members	3.
Length of Term	Three years.
Voter Eligibility	Voting faculty.
Chair	Member elected with the highest number of votes.
Task	Adjudicates grievances within the department in accordance with the university senate procedure.

9.3.11 Philosophy Steering Committee

Type	Appointed by the Department Chair in consultation with the Philosophy director.
Membership Eligibility	Tenured and tenure-track Philosophy faculty.
Number of Members	3-5 faculty.
Length of Term	One year.
Voter Eligibility	---
Chair	Philosophy director.
Task	Advises and assists the Philosophy director in administering the department's Philosophy programs. This includes promoting programs, recruiting new students, assessing and revising Philosophy curriculum, minors and certificates, and making recommendations pertaining to the philosophy component of general education and the graduate program.

9.4 Ad Hoc Appointed Committees

The Department Chair can form ad hoc committees when circumstances warrant. These committees are fact-finding and opinion gathering, not legislative. Typically, ad hoc committees would be formed to conduct a faculty search, undertake curricular reform, make decisions about our physical plant, advise the Department Chair on particular aspects of our programs or policies, or establish liaison with other departments.

Type	Appointed by the Department Chair.
Membership Eligibility	---
Number of Members	---
Length of Term	As long as it takes to accomplish the charge or until discharged by the Department Chair.
Voter Eligibility	---
Chair	Elected by the committee.
Task	---

9.5 Other Elected Positions

9.5.1 Elections Officer

Type	Elected.
Membership Eligibility	Tenured faculty.
Number of Members	---
Length of Term	One year.
Voter Eligibility	Voting faculty.
Chair	---
Task	Aids the chair of the department in constructing written ballots, distributes and collects ballots, and tabulates and reports the results.

9.5.2 Department University Senator and Alternate

Type	Elected.
Membership Eligibility	Two-year service at MTU. Cannot serve more than two consecutive terms
Number of Members	---
Length of Term	Three years.
Voter Eligibility	---
Chair	---
Task	---

9.6 Task Assignments

Task assignments may include serving as a safety officer or library liaison, advising students, coordinating publications and contests, facilitating elections and meetings, scheduling and planning colloquia, supervising international programs, and serving as a representative of the department.

Assignments will be made annually. Faculty will periodically be given an opportunity to request specific task assignments, and although the chair is expected to make every reasonable effort to accommodate such requests, the chair must ultimately decide on task assignments in the best interests of the department.

10. Department Meetings

Department meetings are generally informal, but a modified version of Robert's Rules of Order may be used when appropriate. Faculty members are expected to attend, in keeping with the principle of shared governance. Meetings are open to all faculty and staff unless restricted in advance to certain groups. All faculty and staff in attendance are allowed to speak to any matter being discussed. Faculty and staff in this sense includes professional staff and other non-tenure/tenure-track members of the department who are in a University Senate constituency.

Meetings should be announced and agendas distributed at least two working days in advance except in case of emergencies. Committee recommendations, reports, other informational items, and any agenda item that may require a formal vote must be distributed to faculty at least 24 hours before the meeting. Any item that requires a formal vote may not be voted on during the same meeting in which it is proposed. Proposals may be voted on by secret ballot or at a subsequent meeting scheduled soon after.

Minutes of the meetings are to be taken by the administrative aide (or designated substitute), circulated by email for approval, and filed in the Department Chair's office.

Meetings are scheduled by the Department Chair or as requested by committees or individual faculty. Meetings are held at least twice a semester.

Department meetings will be limited to one hour unless otherwise scheduled in advance.

A simple majority of the voting faculty must be present at department meetings before a binding vote can be conducted.

10.1 Voting Faculty and Balloting Procedures

The voting constituency of the department consists of all tenured and tenure-track faculty and lecturers who have at least a 50 percent appointment in the department.

Visiting faculty are not eligible to vote.

Votes on issues that affect or are of special importance to tenured and tenure-track faculty will be restricted to tenured and tenure-track faculty. Specifically:

- Revisions of promotion and tenure guidelines and procedures
- Recommendations on hiring tenured or tenure-track faculty
- New degrees, majors, minors, certificates, or major new initiatives

- Departmental degree requirements
- Establishment of interdepartmental degree programs involving the department
- Addition, deletion, or change in catalog course descriptions

Changes or implementation of any of the above must be approved by a majority of the tenured and tenure-track faculty.

10.2 Written Ballots

A tenured faculty member will be elected each year to serve as elections officer. The elections officer will aid the chair of the department in constructing written ballots and will tabulate and report the results.

In order to insure anonymity, written ballots will be returned in an unsigned and sealed inner envelope that is placed within an outer envelope that is sealed and signed across the flap.

For simpler ballot matters, the faculty may choose (by a 2/3rds vote of the electorate present) to forgo the double-envelope system and submit ballots by the following system: a paper ballot will be given to the voting constituency by the Elections Officer; voters will submit their ballots to the HU office staff member in charge of the locked ballot box, who will check off each name on a list of eligible voters when the ballot is turned in.

During faculty meetings in which straw polls are desired, upon the request of any faculty member, paper ballots will be provided, to be collected during the meeting and tallied by the Elections Officer.

At least three working days must be allowed for the written balloting to be conducted. Proxy votes are allowed in cases of unavoidable absence by contacting the elections officer. At the close of the balloting period, the staff member who maintains the ballot box will check the signatures against the list of the departmental electorate, open and discard the outer envelopes, and deliver the inner envelopes to the elections officer. The counting of the ballots must be announced in advance, and must be open to observation by all members of the voting constituency. At least one member of the voting constituency in addition to the elections officer must be present for the counting of the ballots. The elections officer will open the inner envelopes, tabulate the votes, and report the results to the department.

11. Guidelines for Determining Faculty Work Assignments

Full-time tenured faculty who are active scholars will normally be assigned a teaching load of two courses per semester or the equivalent. To be considered active, faculty should produce over any current four-year period an appropriate combination of peer-reviewed journal articles, book chapters, conference or invited presentations, creative work, editing, translating, significant and demonstrable progress on a book, or receipt of grants. Tenured faculty who are not active scholars may have their teaching loads increased up to teaching of three courses per semester or the

equivalent at the discretion of the Department Chair.

Tenure-track faculty will generally have a teaching load of two courses per semester or the equivalent.

Lecturers will have a teaching load of four courses or the equivalent per semester.

The course load for instructors and professors of practice will be negotiated with the chair each year.

Preferences for teaching assignments are solicited by the Department Chair who takes them into account while at the same time making sure that the instructional needs of the curriculum are met. Committees for the various degrees and disciplines in the department (RTC, STC, CCM, English/Liberal Arts, Modern Languages, Philosophy) assist in coordinating teaching assignments in their areas.

Faculty who take on major administrative duties that extend beyond their normal committee load may be assigned administrative release time. The Associate Chair, RTC Director, STC Director, CCM Director, English/Liberal Arts Director, Modern Language Director, Philosophy Director, Media Director, Writing Programs Director, and the Director of the Multiliteracies Center may receive one course release per year. Directors of other programs negotiate release time with the chair.

12. Merit (Performance Profile) Categories and Evaluation Criteria

The evaluation of faculty for merit raises is conducted on a yearly basis by the chair of the department in consultation with the Performance Evaluation Committee. Merit raises are determined through the Merit Criteria Guidelines (approved by the department in April 2001). A general description of the criteria follows:

12.1 General Guidelines for the Merit Evaluation Process

- Points system: Generally, each non-administrative candidate is evaluated on a 40/40/20 basis with points awarded as follows: scholarship 4 /teaching 4 / service (department, university or national) 2.
- Each administrative member (Associate Chair, RTC Dir., Writing Programs Dir., STC Dir., Writing Center Dir., CCM Director, English/Liberal Arts Dir., Modern Language Dir., Philosophy Dir., Media Dir.) will normally be evaluated on a 4/3/3 basis, but the program directors can negotiate another basis, such as 4/4/2 at the time of appointment or reappointment.
- Faculty members can petition the Chair to be evaluated on a different basis (research-intensive; teaching-intensive; service-intensive) during a designated period of time to be agreed upon in advance, in writing. The Performance Evaluation Committee should be made aware of the conditions of this agreement.

- There is no difference in criteria among assistant/associate/full.
- There will be no overall rating, only ratings based upon performance in each area. Thus, this system will offer more gradients than just an “outstanding” and a “solid.”
- Raises will be determined by the number of points a faculty member receives. When the Performance Evaluation Committee has completed all evaluations, and after the University releases the “merit pool” to the department, the Chair will divide the pool by the total number of points given to the department. The Chair will also adjust the amount per point based upon each faculty member’s current salary. Thus, each member will receive a merit raise based upon his or her total number of points times the dollar amount per point as prorated at the faculty member’s salary level.

12.2 General Criteria for All Categories

- 0 — Someone has not performed up to basic expectations. There will be no merit reward associated with this rating.
- 1 — Someone has performed what is expected. They have, in other words, met the base expectations of a contributing faculty member in the department.
- 2 — Someone who has gone beyond base expectations and has performed in a notable fashion in the given category.
- 3 — Someone has distinguished him or herself in a significant manner.
- 4 — Exceptional achievement.

The process for conducting merit evaluations is at the discretion of the Department Chair. Evaluations will be carried out on a yearly basis following the end of the academic year. Merit thus is determined based upon work conducted between the end dates of the spring semesters .

A faculty member has the right to question his/her evaluation and should do so by discussing the evaluation with the Chair within two weeks of receiving notice of the evaluation. In cases where the faculty member is unsatisfied with the determination of merit, the Performance Evaluation committee will be consulted by the Chair before the Chair makes a final recommendation of merit.

13. New Tenure-Track Searches and Appointment of Adjuncts

The decision to launch a search for a tenure-track faculty or lecturer results from a conversation involving the faculty and department chair and is approved by the dean. Factors include budgetary realities, strategic needs in terms of teaching and research, and the rank to be offered, among other factors. Departmental recommendations may reflect faculty consensus or majority votes in department meetings per the guidelines offered in the section on Voting Faculty. Once a search has been approved at all levels, an ad hoc search committee will be appointed to develop the position description and advertisement for approval. The committee and the department chair will keep the

faculty apprised of the progress of the search at regular intervals and faculty will have the opportunity for input.

Once the committee has determined candidates for initial interviews, the committee will make the complete files of all interviewees available to the faculty. Further, once candidates for campus visits have been chosen by the committee, the committee shall inform the department in a general meeting of those choices prior to formally inviting the candidates.

Once candidates have come to campus, the search committee chair shall request written feedback from the faculty and graduate students on their evaluation of the candidates. The search committee, in consultation with the Department Chair, will rank the candidates and then call a general department meeting to explain the rankings prior to making a recommendation for appointment to the Dean.

Adjunct faculty are of two types. First, instructors (defined as those not on a continuing contract) are hired to fill immediate instructional needs, sometimes on an emergency basis. These hires shall be at the discretion of the Department Chair in consultation with relevant departmental program directors or committees, as necessary. In most cases, instructors are hired on a part-time basis.

The second type of adjunct appointment is for instructors who likely will be at least three-quarter time employees. These hires may be a result of partner hiring, sabbatical leave replacements, or visiting faculty. The Department Chair shall consult with the directors/committees of such appointments.

14. Guidelines for Faculty Split Appointments

Appointments that require a faculty member to be split between more than one department shall adhere to the college and university guidelines.

15. Procedure for Approving Curriculum Development and Curriculum Changes

The department will follow the white binder process with the following stipulations:

- Proposed curriculum changes must be sent to the department two weeks before discussion.
- Voting to approve significant changes must take place at a second meeting after the first discussion.