

# Generic Department Sample Charter

(Approved 02 November 2013)

## 1. Approving and Amending the Charter and Department Voting

### 1.a.1. Voting Members

All faculty with appointments of 50% or more in this department and the undergraduate advisor are voting members. Academic issues and strategic planning require a vote of the voting members. The Chair may vote on secret ballots or on open ballots to make or break ties.

### 1.a.2. Amendment of the Charter

Any department faculty 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 two-thirds majority of the voting faculty or by a simple majority in two votes taken 12 months apart.

### 1.b.1. Updating Charter to Assure Compliance

The executive committee will be responsible for reviewing the charter annually in September and proposing amendments to update the charter and ensure compliance with university policies.

### 1.b.2. 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.1. Unit Governance

Governance of this Department is the responsibility of the department chair, in consultation with the Executive Committee and the faculty. The Executive Committee will include the chairs of all departmental standing committees and associate department chair(s). The department chair will determine the standing committees and their chairs. The associate department chair(s) will be appointed by the department chair from the faculty. If the position of department chair becomes vacant, the Dean will select one of the associate department chair(s) to assume the responsibilities of the department chair until an interim department chair is appointed. The department chair will normally conduct regular meetings with the Executive Committee and monthly meetings with the faculty.

### **2.a.2. Evaluation of Teaching**

Teaching will be evaluated in accordance with BOC policy. Teaching evaluation will consist of student evaluations (50% maximum) and other methods approved by the faculty.

### **2.a.3 Compensation**

Salaries, wages, and distribution of merit pay are the responsibility of the chair.

### **2.a.4 Workload**

The chair, in consultation with the associate chair(s), determines workload, including teaching and committee assignments and other university and departmental responsibilities.

## **3. Reappointment, Tenure and Promotion Procedures and Guidelines**

### **3.a. Promotion and Tenure Committee**

The Promotion and Tenure committee will consist of four tenured faculty members elected by the voting members at the beginning of each academic year. The committee will select a Chair. The following procedures and guidelines for promotion and tenure, as established by the faculty and maintained by the Chair of the Promotion and Tenure committee, will be followed.

### **3.b. Promotion and Tenure Procedures:**

Each academic year, the committee will request that:

1. All non-tenured tenure track faculty complete and submit a form F.
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 references.

After reviewing their forms 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 chair with a copy to the faculty member.

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. 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. For the remaining candidates, a list of appropriate references of at least four individuals is then 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.

After the letters are received, the committee meets and conducts a preliminary vote and prepares a draft recommendation, which it then discusses with the department chair. Following these discussions, the committee conducts a final vote and prepares its recommendation, which includes the vote, and sends it 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:**

The underlying criterion for this category is "Likelihood of achieving tenure". Evaluation of scholarly performance in the first year will be largely based on submissions, both for research proposals and publications. The new assistant professor should have or at least be seeking graduate students to work with them on the research program they are embarking on. As time goes on, 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.

### **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.

**Research:** The research activity should be such that it can reasonably extrapolated to continual research throughout the faculty member's career. This can be evidenced by the following: a) Research funding as principal investigator from two or more sources with continued funding from at least one source; 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.

**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.

**Service:** A successful candidate will demonstrate professional service within and outside the university.

### **3.e. Promotion from Associate to Full Professor:**

The underlying criterion for this category is “Sufficient Evidence of Scholarly Achievements and Professional Recognition” and “achievement of national/international recognition by his/her professional peers”. This requires continuing performances in teaching as described above, and an increase in both 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.

## **4. Professional Staff and Other Non-Tenured/Tenure-Track Members Governance**

Voting members of the Department shall be tenured and tenure-track faculty and lecturers. Non tenure-track faculty (adjuncts, instructors, visiting and temporary faculty) are encouraged to participate in all meetings and discussions but are not eligible to vote. Full time professional staff shall be eligible to vote on any non-academic item.

## **5. Sabbatical Leave Recommendations**

The Chair will solicit the advice of the associate chair(s) and other appropriate faculty before making a recommendation for a sabbatical leave.

## **6. Emeritus/Emerita Recommendations**

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 intervention 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.