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**TO:** Richard Koubek, President

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

*Jacqueline E. Huntoon*

**DATE:** January 10, 2019

**SUBJECT:** Charter of the School of Technology

I have reviewed and endorse the proposed charter of the School of Technology.

*Approved*  
*ML RL* 1/16/19

# **The University Senate of Michigan Technological University**

## **Proposal 3-19**

School of Technology  
Departmental Charter

# School of Technology Charter

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

### **Voting Members and Voting**

All faculty members with the title Assistant Professor, Associate Professor, Professor, Lecturer, Senior Lecturer, Principal Lecturer, and Professor of Practice, plus all undergraduate and graduate academic advisors, with appointments of 50% or more in the School of Technology (SofT), are voting members. Academic issues and major strategic planning decisions, including dean search and evaluation, require a vote of the voting members. The dean may vote on secret ballots and on open ballots to break ties. Staff may vote on non-academic issues as determined by the dean.

All voting by secret ballot will be conducted using the approved School of Technology secret ballot procedures.

### **Amendment of the Charter**

Any School of Technology faculty member or committee (including the dean) may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten days prior to a vote. Faculty members can approve amendments by a two-thirds majority of the voting faculty.

### **Charter Committee**

A charter committee will be appointed by the dean with representation from the faculty and staff. The charter committee will be responsible for reviewing the charter annually in September and proposing amendments to update the charter and ensure compliance with university policies.

### **Conflict with University Policies**

In any event in which these provisions are in conflict with university policies and procedures, the university policies and procedures shall take precedence.

## 2. Unit Governance

### **The Dean**

Governance of the School of Technology is the responsibility of the dean, in consultation with the School of Technology Council, faculty, and staff. The council comprises the dean and the program chairs. The dean will conduct scheduled meetings with the SofT Council and faculty/staff.

### **Program Chairs**

To assist the dean in managing the affairs of the school, program chairs will be appointed by the dean to manage specific degree areas. The program chairs report directly to the School of Technology dean. The dean shall request annual feedback from the faculty within each program area regarding performance of the respective program chairs.

### **Evaluation of Teaching**

Teaching will be evaluated in accordance with Board of Trustees policy and approved Senate procedures. Teaching evaluation will consist of student evaluations and other methods approved by the faculty.

### **Compensation**

Recommendations for salaries, wages, and distribution of merit pay are the responsibility of the dean.

**Workload**

The dean of the School of Technology, in consultation with the program chair(s), determines workload, including teaching, committee assignments, and other school and university services.

**Search Procedure for Dean**

See the prevailing Senate Policy regarding search procedures for school deans.

**Evaluation of the Dean**

The School of Technology Council will be responsible for conducting an evaluation by the voting members of the faculty and staff of the performance of the dean. See the prevailing Senate Policy regarding evaluation of school deans for the timing and procedures to be used.

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

The Tenure, Promotion and Reappointment (TPR) Committee will consist of five tenured SoT faculty members elected by the voting members of the faculty. Members elected to the next academic year TPR Committee will be elected prior to the official end of the spring semester. All terms begin two weeks prior to the start of the fall semester and are for two calendar years. The committee will select a chair.

**Inter-school Promotion and Tenure Committee**

Two tenured faculty members will be elected by the voting faculty members to serve on the Inter-school Promotion and Tenure Committee. The election will take place prior to the end of the spring semester, after the SoT TPR Committee members have been determined. Membership on the Inter-school Committee will follow the policies stated in the Tenured/Tenure-Track Faculty Handbook.

**General Procedures:**

Each academic year, the TPR Committee will request that:

1. All non-tenured tenure-track faculty members complete and submit a Form F, or university approved equivalent.
2. Any tenured faculty member wishing to be considered for promotion complete and submit a Form F, or university approved equivalent.
3. All promotion/tenure candidates submit a list of at least four professional references who will be considered by the TPR Committee to serve as reviewers.
4. All promotion/tenure candidates submit a *curriculum vitae* and three of their publications, to be sent to the reviewers chosen by the TPR Committee.

After reviewing the submitted materials, the TPR Committee prepares a written report for each non-tenured tenure-track faculty member and submits it to the dean with a copy to the faculty member.

The TPR Committee reviews the submitted forms of all promotion/tenure candidates. The committee then expresses its collective opinion through a vote on the viability of the candidate's case. Faculty members with a non-mandatory promotion case not involving early tenure, that do not have the support of a majority of the committee, are informed by the dean of the committee's position and given the opportunity to withdraw. For the remaining candidates, the committee develops a list of at least four professional references. The committee develops a final list of six references based on their list and the candidate's list. The dean's office contacts the individuals on the list to determine if they are willing to serve as reviewers. A minimum of five reviewers is required, which may require the

committee to solicit additional reviewers. Dossiers are sent to those that agree, following university and school procedures.

After the reviewer's letters are received, the committee meets, conducts a review, and prepares their recommendation, which is included in the candidate's binder. The binder is forwarded to the Inter-school Promotion and Tenure Committee for their review. The committee includes its written recommendation in the binder and it is forwarded to the dean of the School of Technology for review.

#### **Evaluation Criteria**

The evaluation criteria used in the School of Technology are included in Appendix A for tenure-track faculty and Appendix B for non-tenure-track faculty.

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

**Staff.** Staff includes the regular full-time professional and Office Professional (represented) members of the School of Technology. Staff may vote on non-academic issues as determined by the dean. Staff will also be surveyed for evaluation of the dean.

**Administrative Faculty.** Faculty who transfer into administrative positions within the university will be considered faculty of the School of Technology if they continue to actively participate in the school, as evidenced by teaching at least one course per year, or advising school graduate students, or serving on school committees.

**Other.** Research faculty members with official appointments are welcome to participate in faculty meetings and discussions but are not voting members. Post-doctoral researchers, visiting scholars, and students are not included in the school governance.

### **5. Sabbatical Leave Recommendations**

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

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

The TPR Committee shall make recommendations to the dean for faculty members who are eligible for Emeritus/Emerita status. Upon approval by the dean, the recommendation will be sent to the provost.

### **7. Grievance Procedure**

Most concerns or complaints can be resolved through informal collegial discussion and debate. If the issue is not resolved informally, a grievance must be filed with the dean. An ad hoc grievance committee shall be formed by random drawing of one representative from each program area, and staff members as appropriate. This committee will then act in accordance with prevailing senate and university policies and procedures concerning employee grievances.

A concern or complaint against the dean must be filed with the provost.

# **Appendix A: Promotion and Tenure Criteria for Tenured/Tenure-Track Faculty**

## **General Criteria for Appointment, Reappointment, Tenure and Promotion**

### General Considerations

Under the teacher/scholar model, each faculty member has the dual responsibility of (a) transmitting the fund of accumulated wisdom to students in the university's classrooms and laboratories, and also to colleagues in the worldwide learned community and (b) participating in the discovery of new knowledge. Hence, in addition to teaching, individual faculty members are expected to maintain ongoing programs of scholarly activity and publication appropriate to their respective fields of expertise. The quality of research achievements and service in the university's teaching mission are important factors when an individual is recommended for reappointment, promotion, or tenure.

In addition to direct classroom assignments and research activities, the university also recognizes a wide range of additional faculty activities as important in promotion and tenure decisions. These may include academic advising, curriculum and course development, fund raising, service to the profession or the public, general good citizenship within the university (e.g., by service on college, school, and university committees), and activities supportive of the university's goals for active technology transfer. The candidate must be an active participant in service activities that make a positive contribution to the university and school. The candidate must also demonstrate personal characteristics which include the ability to work cooperatively with students, staff, and administrative personnel of the university.

### Categories of Evaluation

A well-designed tenure and promotion system attracts capable and highly qualified faculty, strengthens the university by enhancing institutional loyalty of the faculty, and encourages academic excellence by retaining and rewarding the most able teachers, scholars and researchers. Tenure and promotion imply selectivity and choice; they are awarded for academic and professional merit, not merely for longevity. Candidates for appointment, reappointment, promotion, and tenure are evaluated in three general categories: A) teaching effectiveness, B) professional development, and C) professional service.

#### **A. Teaching Effectiveness.**

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of independent student research or study, and course and curriculum development.

#### **B. Professional Development.**

The area of professional development includes scholarship in all its manifestations, including research, publications, participation in professional institutes and workshops, presentations to professional organizations, exhibitions, performances, professional awards, grants and fellowships, service on editorial and advisory boards, and offices held in professional organizations.

### C. Committee and Administrative Service.

The area of university-related service includes committee and administrative work at any level of the university, assisting in student activities, and university-related community and clinical services rendered in a professional capacity.

### **Criteria for Appointment to Assistant Professor**

*Assistant Professor: An appointment requiring an earned doctorate or terminal degree or equivalent and the potential for excellence in teaching and research.*

To be appointed as an Assistant Professor, applicants must possess a terminal degree from an accredited university in a field appropriate to the position. Normally this degree will be an earned doctorate. In addition, applicants should demonstrate:

1. Excellent verbal and written communication skills.
2. Expertise in subject areas to be taught.
3. A commitment to teaching and learning.
4. Capacity to establish a record of scholarship and publication.
5. Willingness to work collaboratively in a multi-discipline environment while serving the university, school, and professional organizations.
6. Personal characteristics which include the ability to be responsive to students' needs, work cooperatively with students, staff, and administrative personnel of the university, and a commitment to the university's goal of increasing gender/ethnic diversity and international character.
7. Industry experience.

### **Criteria for Appointment or Promotion to Associate Professor**

*Associate Professor: An appointment requiring an earned doctorate or terminal degree or equivalent and demonstrated quality teaching, recognition for scholarly activities, and service to the university community.*

For appointment or promotion to Associate Professor, the candidate must meet all of the requirements for appointment to Assistant Professor, show evidence of growth and continuous acceptable performance in all three categories of evaluation, perform in a substantial manner in one of the areas of teaching or professional development, and meet the following criteria for professional excellence:

1. The candidate must display evidence of effective teaching and student advising. This may be demonstrated by the documentation of performance and professional growth in a teaching portfolio.
2. The candidate must display evidence of professional development of sufficient quality to indicate the continuation of a significant scholarly or creative career. This may be demonstrated by the number and classification of professional development activities completed during the period of evaluation.
3. The candidate must have begun to show competent work in university-related services at one or more levels.

### **Criteria for Appointment or Promotion to Full Professor**

*Full Professor: An appointment requiring an earned doctorate or terminal degree or equivalent and demonstrated sustained quality teaching, wide recognition for scholarly activities, and substantial service to university and appropriate outside communities.*

Normally, promotion to Full Professor will be considered after a minimum of six years following promotion to Associate Professor. Distinguished performance is expected which implies sustained professional development and recognition of the candidate's work by professionals in the field at no less than a national level. There should be recognized growth in leadership capabilities and overall professional standing. Promotion to Full Professor is based upon the candidate's cumulative record and must meet the following criteria for professional excellence:

1. The candidate must display evidence of effective teaching and student advising. This may be demonstrated by the documentation of performance and professional growth in a teaching portfolio.
2. The candidate must display evidence of outstanding scholarly work, including, for instance, one or more significant book-length works or a number of substantial articles. This may be demonstrated by the number, quality and classification of professional development activities completed during the period of evaluation.
3. The candidate must display evidence of significant and sustained university-related service.

### **Criteria for Tenure**

The candidate is expected to show: growth and continuous acceptable performance in all three categories of evaluation; evidence of collaborative and/or multi-disciplinary efforts; demonstrated responsiveness to students' needs; and the ability to work cooperatively with students, staff, and administrative personnel of the university. In addition, the candidate must meet the following criteria for professional excellence:

1. The candidate must display evidence of effective teaching and student advising. This may be demonstrated by the documentation of performance and professional growth in a teaching portfolio.
2. The candidate must display evidence of professional development of sufficient quality to indicate the continuation of a significant scholarly or creative career. This may be demonstrated by the number and classification of professional development activities completed during the period of evaluation.
3. The candidate must have begun to show competent work in university-related services at one or more levels.

### **Classification of Professional Development Activities**

The following activity classes represent some acceptable activities that may be submitted for evaluation to satisfy the professional development component in promotion and tenure decisions. The classes are organized in ascending order in terms of quality of achievement. The list of activities in each class is not complete; rather it is intended to suggest a class norm.

#### **Class 1**

1. Reviewer of articles, textbooks, grants.
2. Non-refereed presentation for a local professional organization.
3. Publication of student research project or thesis.
4. Leadership role in a local or state professional organization.
5. Editor of publication requiring no original input.
6. Participation in professional institutes and workshops.
7. Work completed for credit in a professional development course.
8. Submission of a grant for funding.



#### Class 2

1. Funded research, grant, or contract of small amount (<\$25K) or of short duration (less than 1 year).
2. Editor of a technical publication or book which requires a substantial technical contribution by the editor.
3. Presentation for a regional professional organization.
4. Publication that is not peer-reviewed.
5. Substantial training in a new area of the discipline so that the faculty member may teach and research in that area.
6. Serve as a committee member for graduate students.

#### Class 3

1. Funded research, grant, or contract of significant amount (\$25K-\$100K) or of significant duration (1-3 years).
2. Editor of a journal or book which requires a substantial technical contribution by the editor.
3. Presentation for a national or an internationally recognized professional organization.
4. Peer reviewed publications, including journal articles, conference proceedings, book chapters, books (only publications which are in-press, accepted, or published are counted).
5. Substantial software or hardware development.
6. Major leadership role for a regional or national professional organization.
7. Serve as the major advisor for graduate students.

#### Class 4

1. Peer reviewed publication in a primary transaction or journal (based on discipline and defined by program faculty).
2. General level or technical level book.
3. Funded research or contract of substantial amount (>\$100K) or of great duration (more than 3 years).
4. Major leadership role in an internationally recognized professional organization.
5. Graduate students for whom you are the major advisor, support, and are actively doing research.

## **Appendix B: Guidelines for Initial Appointment and Promotion of Non-Tenure Track Faculty**

The appointment and promotion of qualified non-tenure-track faculty (NTTF) is of great importance to the mission of Michigan Technological University. They provide devoted teaching and share specialized expertise with the students and provide enrichment to the university by engaging in areas of scholarship and creative endeavors based on their varied experiences.

There are several basic ranks that make up NTTF: Instructor, Lecturer, Senior Lecturer, Principal Lecturer and Professor of Practice. Appointment to, and promotion through, these ranks is based on experience, academic background and proven performance, as well as the needs of the particular unit.

### **Instructor:**

The Instructor position applies to temporary, one semester, or semester-by-semester appointments, on a full-time or part-time basis. A single contract between an Instructor and the university will have a duration of no more than one year. Minimum qualifications for an Instructor are a master's degree, or a bachelor's degree and professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

An Instructor may be expected to perform the following duties:

- Deliver existing courses
- Hold office hours
- Serve on committees
- Perform other duties associated with instruction

### **Lecturer:**

The Lecturer position is a two-year renewable (rolling) appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications include a master's degree or equivalent professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

A Lecturer may be expected to perform the following duties:

- Deliver existing courses
- Hold office hours
- Develop new teaching materials and course segments
- Develop new courses that keep pace with changes in the discipline
- Supervise personnel including other faculty members
- Represent the program/school in its relationships within the university
- Advise undergraduate student projects
- Conduct research
- Serve on committees

**Senior Lecturer:**

The Senior Lecturer position is a continuing appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications include a master's degree or equivalent professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

In addition to the expectations of the Lecturer position, a Senior Lecturer is expected to:

- Demonstrate excellence in teaching and leadership in education by fundamental contributions to the university's mission.
- Develop new courses, teaching methods and procedures that substantially impact the department/school and across the university.

Promotion to the rank of Senior Lecturer from the rank of Lecturer requires at least five (5) years at the Lecturer level, and strong evidence of demonstrated excellence in teaching and continued future pedagogical and professional development.

**Principal Lecturer:**

The Principal Lecturer position is a continuing appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications include a master's degree or equivalent professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

In addition to the expectations for Lecturers and Senior Lecturers, a Principal Lecturer is expected to:

- Demonstrate exceptional achievements in teaching and education, either by fundamental contributions to the university's mission, or by broad national or international impact.

Promotion to the rank of Principal Lecturer from the rank of Senior Lecturer requires at least three (3) years at the Senior Lecturer level, and strong evidence of demonstrated exceptional teaching ability and continued future pedagogical and professional development.

**Professor of Practice:**

The Professor of Practice position is a continuing appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications for Professors of Practice will be a BS degree with significant professional experience. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

A Professor of Practice may be expected to perform the following duties:

- Deliver existing courses
- Develop new teaching materials and course segments
- Develop new courses which keep pace with changes in the discipline
- Supervise personnel including other faculty members
- Represent the school in its relationships within the university
- Advise students
- Conduct research
- Serve on committees
- Be active in professional societies

**Initial Appointment:**

The dean of the school is responsible for initiating a search committee for NTTF appointments and, working with the search committee, should prepare and disseminate position announcements in compliance with university hiring policies.

Appointment materials to be requested from candidates should include the following:

- A cover letter summarizing the candidate's background and their reasons for applying.
- A vita, which includes relevant biographical and professional information.
- Three (3) letters of recommendation.

**General Promotion Criteria and Process within the Lecturer and Senior Lecturer Ranks:**

Faculty members who wish to be considered for promotion from Lecturer to Senior Lecturer or from Senior Lecturer to Principal Lecturer will submit documentation similar to that contained in the university Form F for tenure-track faculty.

Documentation for promotion may contain, but is not limited to the following:

- Summary information, including years of full-time and part-time Michigan Tech service and in what capacity, total years of full-time nonacademic professional experience, highest degree obtained along with the date and awarding institution.
- Record of teaching at Michigan Tech for the past six terms, which includes term and year, course number, course title, number of credits and contact hours.
- Syllabi of courses developed.
- Evidence of teaching effectiveness. Examples would be a summary of recent student ratings, peer evaluations, and university-administered student evaluations.
- Summary of special contributions to course and curriculum development, experiments with new methods, continuous improvement of problem sets, lab manuals, etc.
- Summary of contributions to interdisciplinary courses.
- Teaching strategy statement.
- Teaching goals, and summaries of professional development activities related to teaching. Efforts to improve teaching, including self-study teaching assessments, reflective teaching logs, working with teaching support systems on campus, etc.
- Advising activities, including academic advising of students, summer counseling, clinics, student organizations, etc.
- Research, creative and scholarly activities, including publications, reports, books or book chapters authored, oral presentations, patents and copyright software.
- Public service.
- Committee and administrative services to the program, school or university.
- Consulting activities and their benefit to the program, school and university.

School Approval: August 30, 2018

School Approval of Revisions: