

The University Senate of Michigan  
Technological University

Proposal 13-20

Department Charter for  
Engineering Fundamentals

# Charter for the Department of Engineering Fundamentals

Version 21

October 4, 2019

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

### 1.a.1. Voting Members

The term "voting faculty" used herein applies to faculty with at least a 50% appointment in the Department who hold the rank of Professor of Practice, Principal Lecturer, Senior Lecturer, Lecturer, Professor, Research Professor, Associate Professor, Associate Research Professor, Assistant Professor, or Assistant Research Professor. The chair votes only to break ties. Staff may vote on non-academic issues. Non-academic issues will be determined by the voting faculty.

### 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 before they are discussed at a departmental meeting and at least ten days before they will be voted on. If major amendments are completed, they shall be voted on by sections of the charter and not the charter as a whole. Approval of an amendment requires a two-thirds (2/3) majority of the voting faculty.

### 1.a.3. Voting procedures on Academic Issues

At least 2/3 of the voting members must be present, or cast an absentee ballot, in order to hold a vote on academic issues. On all academic issues, a simple majority vote of the voting members carries the motion. Voting members who are unable to vote in person due to travel, sickness, or leave, will have the opportunity to vote in absentia. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity.

### 1.a.4. Election of Senator and Alternate

The EF University Senator and Alternate assignment will be made through an election by voting faculty. The election process is to occur as follows: a call for nominations will take place two weeks prior to voting; close of nomination will take place one week prior voting; elections will take place by secret ballot. The date of the election will take place in accordance with university policy. Subsequent to the election of the EF University Senator, the EF faculty will also elect an alternate senator to help fulfill senate duties. The same election procedures will be used, with nominations that are followed by secret ballot voting.

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

The charter will be reviewed annually by the department's senator and senate alternate to ensure compliance with current University policy. If non-compliance is identified a review and update will occur. The charter will be amended and approved as described above.

### 1.b.2. Conflict with University Policies

If 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 faculty. The department chair will assign the standing committees using procedures detailed in section 8 of this document. The committee membership will put forward an elected chair to be approved and confirmed by the Department Chair. 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 or designee will conduct regular meetings with the faculty to maintain transparency.

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

Teaching will be evaluated in accordance with Senate 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. Teaching load will be balanced with other departmental responsibilities, research, service and outreach.

The faculty teaching load will be based on contact hours; course level; course type -laboratory, lecture, or recitation; number of students; number of course preparations. Although final teaching schedules are assigned by the Chair, faculty input and preferences will be requested each year and efforts will be made to accommodate the faculty requests and needs. The Workload Committee will give input regarding teaching loads to the Chair and Associate Chair. Teaching workload assignments for the next academic year will be published in the spring semester.

#### **2.a.5. Fundraising, Development, and Outreach**

The chair will take an active role in fundraising and other external relations.

#### **2.a.6. Search Procedure for Department Chair**

A search for a chair will be conducted according to current University Senate and Human Resources policies (Senate Procedure 805.1.1). A search committee will comprise, at a minimum, five (5) members: three (3) members from the Department of Engineering Fundamentals, one (1) member external to the department, and one (1) member appointed by the Dean.

#### **2.a.7. Evaluation of the Department Chair**

The department faculty will elect three faculty members to the evaluation committee. An evaluation process which follows current procedures established by the University Senate (Senate Procedure 506.1.1 and Senate Policy 710.1) and Human Resources will be developed by the evaluation committee and approved by the voting faculty before the formal evaluation commences. A survey will be distributed to staff and voting faculty. The ballot will be distributed to voting faculty.

### **3. Reappointment and Promotion Guidelines**

As part of one of the leading engineering colleges in the country, the faculty of this department are encouraged to take an active role in scholarly development and scholarly awareness regarding engineering and/or engineering education. Each faculty member is expected to be engaged in professional development on a continuing basis. The faculty will maintain a current understanding of new and innovative teaching and learning methods. Active collaborative teaching styles are encouraged in all courses. For search committee procedures on hiring new faculty and professional staff, see section 8 of this document.

#### **3.a. Tenure Track Faculty**

##### **3.a.1. Promotion and Tenure Committee**

The Promotion and Tenure committee will consist of three tenured faculty members elected by the voting faculty at the beginning of each academic year. If three tenured faculty members are not available within the Department, tenured faculty members from another department will be nominated and voted upon. Those elected by vote will be asked to serve on the Department Promotion and Tenure Committee for that academic year. The process will be repeated until the un-filled position(s) on the Promotion and Tenure Committee is filled. 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.a.2. Promotion and Tenure Procedures**

Each academic year, the committee will request that:

1. Submit their name to the Department Chair (approximately 2<sup>nd</sup> week in fall semester).
2. All non-tenured tenure track faculty complete and submit a form F.
3. Any tenured faculty member wishing to be considered for promotion complete and submit a form F (approximately 8<sup>th</sup> week of fall semester).
4. All promotion/tenure candidates submit a list of at least four professional references (approximately 8<sup>th</sup> week of fall semester).

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 committee 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 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 by the beginning of spring semester.

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 each candidate's files.

### **3.a.3. 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.a.4. 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 be 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.a.5. 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.

## **3.b. Non-Tenure Track Faculty (NTTF)**

The requirements and definitions of non-tenure track faculty can be found in the Faculty Handbook, section 1.5.5.

### **3.b.1. Promotion of NTTF Committee**

The Promotion of NTTF Committee will consist of three faculty of higher rank than the candidate's current level, elected by the voting faculty. The committee will select a Chair to be approved and confirmed by the Department Chair. If there are not sufficient faculty of higher rank within the Department, the committee makeup can include outside-department faculty. When this occurs, the EF faculty will make recommendations to the Dean of the College of Engineering for the outside-department members needed for this committee, and the Dean will appoint such members (having sufficient rank). If members outside EF are on the committee, the committee must have a minimum of two of the highest-ranking EF faculty; one will serve as Committee Chair. The following procedures and guidelines for promotion, as established by the faculty and maintained by the Chair of the Promotion of NTTF Committee, will be followed.

### **3.b.2. Promotion of NTTF Procedures**

Each academic year, faculty interested in being considered for promotion will:

1. Submit their name to the Department Chair (approximately 2<sup>nd</sup> week in fall semester).
2. Submit all the required materials (approximately 8<sup>th</sup> week of fall semester).

The Promotion of NTTF committee meets and reviews the forms F and required materials of all promotion candidates. The committee conducts a vote and prepares its recommendation, which includes the vote, and sends it along with the rest of the promotion package, to the department chair by the beginning of spring semester.

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 each candidate's files.

### **3.b.3. Reappointment to current rank**

Faculty who hold a Lecturer position have a two-year rolling appointment. Faculty who hold a Senior Lecturer, Principal Lecturer, or Professor of Practice position have a continuous appointment. In accordance with University policy, the Chair will annually complete a Form E teaching evaluation for each faculty member. In addition, and also in accordance with University policy, the Chair will annually prepare an NTT Faculty Review Recommendation Form L for faculty who hold a Lecturer position. In completing the Form L, the Department Chair may solicit comments from all faculty and staff in order to assess an individual's performance. All review and evaluation materials are confidential.

### **3.b.4. Criteria for Continued Appointment as Lecturer**

- Demonstrate continued quality teaching.
- Maintain effective participation in department and university service.
  - Lecturers during their first two years (initial appointment) will have limited committee assignments to allow them to develop their teaching and research interests. Instructors' primary focus is teaching and therefore will have no or limited service assignments.

### **3.b.5. Criteria for Promotion to Senior and Principal Lecturer**

#### **3.b.5.a. Promotion from Lecturer to Senior Lecturer**

A lecturer may be considered for promotion to senior lecturer generally after six years of employment at the University. A senior lecturer will have more experience in the classroom than a lecturer and have significant scholarly or professional activities beyond those at the lecturer level.

In addition to the expectations for lecturers, a senior lecturer is expected to have:

- Demonstrated excellence in teaching and leadership in education.
- Developed new courses, teaching methods and/or procedures that have substantial impact within the department and across the University.

#### **3.b.5.b. Promotion from Senior Lecturer to Principal Lecturer**

The position of principal lecturer is a continuing appointment.

In addition to the expectations for lecturers and senior lecturers, a principal lecturer is expected to have:

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

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

Staff includes the regular professional and clerical members of the Department. Staff may vote on non-academic issues. Non-academic issues will be determined by the voting faculty. Staff will also be surveyed for evaluation of the Chair. Other non tenure-track and tenure-track faculty, defined as adjuncts, instructors, visiting and temporary faculty are not eligible to vote.

## **5. Sabbatical Leave Recommendations**

A faculty member who wishes to take a sabbatical must apply for the sabbatical using the procedures described in the Michigan Tech Faculty Handbook and Senate policy. The Chair will solicit the advice of the chairs of standing committees and other appropriate faculty.

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

The Promotion and Tenure Committee or Promotion of NTTF 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

The departmental Grievance Committee will follow the University grievance policy and procedures (Section 8.1 of the Michigan Tech Faculty Handbook). All grievances that cannot be resolved through private and/or public discussion within the Department will be filed with the Chair. In the case that the grievance concerns the Chair, the grievance will be filed with the Dean. The Chair or the Dean will then request that an ad hoc Grievance Committee be formed. The Chair or the Dean will pass the written grievance to the Grievance Committee.

The Grievance Committee will be comprised of three faculty members of the department elected by the department faculty by secret ballot. A representative from Human Resources will also serve on the committee, consistent with University Senate policy. The chair of this committee will be chosen by committee members. The Chair is not eligible for membership on this committee. In the event that recusals cause participating committee membership to drop below three, additional member(s) will be appointed by the Dean for the College of Engineering to stand in for the recused members.

## 8. Committees

The committees, described below, shall generally consist of three (3) to five (5) members, except where stated otherwise. The seats of standing committees will be filled on a volunteer basis in so far as that is possible and in so far as the voluntary members are each approved and confirmed by the Department Chair. Each committee will elect a Committee Chair to be approved and confirmed by the Department Chair with the exception of the Chair Review and Grievance Committees. The Committee Chair will convene committee meetings, will see that the committee attends to its charge and does so in a timely manner, and will interact in an official capacity with the department, college, and university on behalf of the committee. To ensure efficient functioning of the committee, some members should remain on the committee from one year to the next. Membership and leadership of committees will rotate regularly. Committee appointments will be published at the beginning of the academic year.

### **8.a. First-Year Engineering Curriculum and Program Committee**

This committee assesses, reviews, and makes recommendations on the departmental courses, curricula, annual events, policies, and efforts that compose the CoE First-Year Engineering Program that is administered by the Department. The Committee will report to the Department on assessment of the fall semester courses at the subsequent mid-spring, and on the spring semester courses at the subsequent mid-fall.

### **8.b. Bachelor of Science in Engineering Curriculum Committee**

This committee assesses, reviews, and makes recommendations on the courses, curricula, and policies that compose the Bachelor of Science in Engineering degree. This Committee shall include the Department Academic Advisor as a voting member and the Department Chair as an ex officio (non-voting) member.

### **8.c. Ad Hoc Committees**

At times it will be necessary to establish ad hoc committees to perform relatively short term tasks (see examples of ad hoc committees below). Ad hoc committees normally should not be in existence for more than two years. If the charge task is likely to take longer than two years, that task should be delegated to a standing committee. The Department Chair will officially charge the committee. When the committee charge has been accomplished, the Department Chair will adjourn the committee.

- ***Chair Review Committee*** - The committee will follow guidelines detailed in section 2.a.7 of this document.
- ***Grievance Committee*** - The committee will follow procedures detailed in section 7 of this document.
- ***Promotion and Tenure Committee*** - This committee will be established as a standing committee when the department gains faculty in tenure track positions. The committee will follow guidelines detailed in section 3.a of this document.
- ***Promotion of NTTF Committee*** - The committee will follow guidelines detailed in section 3.b of this document.
- ***Search Committee*** - The hiring procedure for chair, new faculty, or professional staff will follow Human Resources guidelines. The search committee will provide all faculty with a list of acceptable/unacceptable interviewing practices. The search committee, with input from the faculty, will make ranked recommendations to the chair/dean.
- ***Workload Committee*** - This committee convenes every three years to provide input on faculty workload to the Chair and Associate Chair.