

The University Senate of Michigan
Technological University

Proposal 14-20

Kinesiology and Integrative Physiology
Amended Charter

Office of the Provost and
Vice President for Academic Affairs

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TO: Glenn Mroz
President

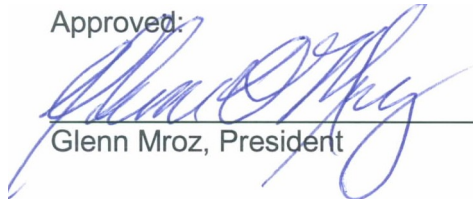
FROM: Max Seel -...><(""
Provost and Vice President for Academic Affairs

SUBJECT: Kinesiology and Integrative Physiology Proposed Charter Amendments

DATE: March 11, 2013

I have reviewed and endorse the Department of Kinesiology and Integrative Physiology 's proposed charter which was amended to reflect Senate policy.

Approved:



Glenn Mroz, President



Date

cc: Bruce Seely, Dean
Jason Carter, Department Chair
William Bulleit, University Senate President

DEPARTMENT CHARTER

Kinesiology and Integrative Physiology

This charter was prepared by faculty and professional staff in the Department of Kinesiology and Integrative Physiology (KIP), and was endorsed by voting members on March 8, 2013. Proposed amendments Nov. 6, 2019

1. DEPARTMENT VOTING AND PROCEDURE FOR APPROVING/AMENDING THE CHARTER AND HIRING AND APPOINTMENT OF THE DEPARTMENT CHAIR

A. Voting Rights

The Department of KIP has a diverse constituency that includes tenure/tenure-track faculty, lecturers, physical education, and regular, full-time staff with part-time instructional duties (i.e., athletic coaches, trainers, etc.). The following will have voting privileges on charter modification and chair hiring or reappointment to cast 1 vote each: 1) all tenured or tenure-track faculty with at least 1/3 appointment in the department 2) administrators whose academic home department is KIP who maintain active status (defined as advising graduate students, significant departmental based service or teach a regular academic load, 3) lecturers, 4) the director of physical education on behalf of the coaches who teach PE, 5) the academic advisor, 6) the internship coordinator, and 7) the senior departmental coordinator. Each individual will only cast a single ballot. It is expected that these voting members will seek input from other non-voting members within the department in an advisory capacity prior to casting their vote. Points of clarification:

1. *In the case of a chair hiring, when determining if a candidate meets the tenure and rank expectations posted in the advertisement, only tenured faculty will vote.*
2. *Employees whose primary responsibility is research support (i.e., post-doctoral fellow, research specialist, and research faculty) are not eligible to vote.*

B. Voting Procedure

Voting will occur in a manner that is compliant with University Senate procedure.

C. Procedure for Approving and/or Amending the Charter

Any voting departmental member may propose amendments to this charter at any time by providing a brief memo and proposed modifications to the Department Chair. The Chair will forward the memo and proposed modifications to the charter committee, which will discuss and evaluate the proposed changes. The charter committee chair will be responsible for providing a summary of those discussions, which include the potential ramifications of the proposal. This summary, along with the original memo and proposed modifications, will be placed on the agenda for the next available departmental meeting that should occur within 4 weeks of the original memo requesting the charter amendment. If at least 2/3 of the departmental voting members approves of the amendment, it will be forwarded to the Dean, Provost, and President in accordance with university policy.

D. Procedure for Updating Charter and Assuring Compliance

The voting members, along with the Department Chair, will be responsible for reviewing the Charter annually, and ensuring it is in compliance with University-wide and Senate policies. The Department Chair will include this as an action-item each year during one of the Fall semester faculty meetings.

E. Conflict with University Policy

In the event of items in this Charter are in conflict with University policies and procedures, the University policies and procedures take precedence.

2. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT CHAIR

A. Primary Duties and Responsibilities

The Department Chair will be responsible for the growth, development, and successful operation of all units within the Department of KIP. The Chair reports to the Dean of the College of Sciences and Arts. The following itemized responsibilities are not meant to be all-inclusive:

1. General operation of the department
2. Control and maintenance of the budget
3. Faculty and staff recruitment and hiring

4. Evaluation of the faculty and staff
5. Assignment of teaching loads
6. Personnel and program development
7. Assignment of merit pay
8. Allocation and disbursement of travel funds
9. Maintain an open, working relationship with other units on campus
10. Take an active role in fundraising and alumni relations

B. Procedure for Next-In-Charge

The Department Chair will designate during times of absence his/her a next in charge. In the absence of the Chair, the "next-in-charge" will act as the person temporarily responsible for matters pertaining to the department.

3. REAPPOINTMENT, PROMOTION, AND TENURE

A. Promotion and Tenure Committee

The Tenure, Promotion and Retention (TPR) Committee will consist of three tenured faculty members elected by all tenured faculty in the department. If three tenured faculty are not available within the Department, the Chair will solicit tenured faculty members from another department within the College of Sciences and Arts. Those elected by vote or selected by the Chair will be asked to serve on the TPR Committee for that academic year. The Chair of the TPR Committee will be elected by the committee during its first meeting of the Fall semester. The TPR Committee recommends if untenured professors should be tenured, and if assistant and associated professors should be promoted and/or tenured. While these recommendations are advisory to the Chair, the TPR Committee report must be included with the promotion and tenure package that the Chair forwards to the Dean of Sciences and Arts.

B. Promotion and Tenure Expectations

University Senate policy 7-00 focuses on the promotion and tenure process and states that *"Each academic unit's procedures must identify the operative factors in the tenure, promotion, and reappointment processes. The factors must include instructional quality, contribution to the MTU educational mission, independent research, and other scholarly activities, professional service (both internal and external to the University) and other activities consistent with the University mission. Normally, the procedures will not state expected levels of performance, but only what accomplishments in each category will be considered in formulating recommendations."* In accordance with this policy, Appendices A thru C includes the factors relevant to the Department of KIP, and provides some general examples of activities that will strengthen the case of a candidate.

1. Promotion and Tenure Procedures for Tenure-track Faculty

Each academic year, all tenure-track faculty will undergo either an interim or major review as determined by University policy. During the sixth year of employment, all tenure-track faculty will undergo a mandatory tenure review in accordance to Senate policy unless an extension of the tenure clock has been granted as determined by University policy. Review criteria are outlined in Appendix A

The TPR committee will meet and review the materials submitted by the faculty members. The TPR committee will prepare a written report/recommendation that will be submitted to the Department Chair at least one week prior to Chair deadline set by the Dean's office. The TPR committee shall be available to meet with individual faculty members to discuss the reviews and recommendations at the request of the faculty and/or Chair. In mandatory review cases, this report to the Department Chair will include the results of the final TPR committee vote for the candidate.

Upon receiving the TPR committee report, the Department Chair will perform an independent evaluation of each faculty member, with a case recommendation for each faculty member. This independent report/recommendation, along with the TPR Committee report and other materials collected for the review, will be forwarded on to the Dean of Sciences and Arts.

a. Cases of Early Tenure

In accordance with Board of Control Policy, cases of early tenure require at least 2/3 majority vote after the TPR Committee have reviewed the tenure package and external letters. If 2/3 majority vote of the P&T Committee is not obtained, the early tenure case cannot be reviewed by the Department Chair. Faculty with a non-mandatory promotion case not involving early tenure that do not have the 2/3 majority support are informed of the committee's position and given the opportunity to withdraw.

b. Reappointment to Current Rank

1. Reappointment of untenured, tenure-track faculty is based on steady and sufficient progress toward the next faculty rank as outlined in the departmental guidelines for promotion and tenure (i.e. trajectory toward tenure; see Appendix A). If that progress is considered insufficient, steps will be taken to address the deficiencies. If progress continues to be insufficient after these steps have been taken, the Department Chair will consider termination of the contract in accordance with University policy. It is critical for untenured, tenure-track faculty to understand that the department is under no obligation to renew a contract if the Department Chair and/or TPR Committee concludes that the untenured faculty member is unable to contribute adequately to the mission of the department.

2. Promotion and Tenure Procedures for Research Faculty

Reappointments of research faculty positions are one-year renewable appointments that depend on available funding. A successful researcher in these ranks is not eligible for tenure, but should expect to proceed in rank as appropriate. For faculty ranks preceded by the title "Research," criteria for promotion will follow guidelines for tenure-track faculty. However, progression through the ranks will depend almost entirely on research performance. Therefore, publication and funding achievements must exceed those for faculty at the same rank whose titles do not include "Research." Research faculty must be externally funded sufficiently to support their appointment and research independent of university support. Furthermore, the research must support the goals of the department. Such faculty are expected to support the department and university by contributing to graduate advising, presenting and/or teaching seminars, and collaborating in research. Review criteria are outlined in Appendix B.

3. Promotion Procedures for Lecturers

Faculty who hold a Lecturer position have a 2 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 all KIP faculty members. In addition, and in accordance with University policy, the Chair will annually prepare a NTT Faculty review Recommendation Form L for faculty who hold a Lecturer position. In the event that the faculty member seeks promotion, the evaluation materials will be forwarded to the TPR committee for evaluation in accordance with University policy. Reappointment of Instructors, Lecturers, Senior Lecturers, Principal Lecturers, and Professors of Practice shall be guided by University policy. Procedures and expectations for reappointment and promotion of lecturers are outlined in the Faculty Handbook. Review criteria are outlined in Appendix C.

4. ROLE OF PROFESSIONAL STAFF AND NON-TENURE/TENURE-TRACK MEMBERS

Some professional staff and non-tenure/tenure-track members have voting rights as defined previously in Section 1. While only some have voting rights, all are valued members of the department and it is expected that the Chair and other voting members will regularly seek advisory input on major departmental issues that require voting.

5. SABBATICAL LEAVE

Faculty interested in sabbatical leave should read Senate Proposal 09-05, which outlines University procedures for sabbatical leave. Specific to the Department of KIP, the Chair will solicit advice of other tenure/tenure-track faculty prior to making a recommendation for a sabbatical leave.

6. EMERITUS/EMERITA STATUS

Faculty interested in emeritus/emerita rank are referred to Senate Proposal 20-02, which outlines University procedures for emeritus/emerita status. Specific to the Department of KIP, a candidate can be recommended to the President if the Chair and at least 2/3 of the Promotion and Tenure Committee agree the candidate should be granted emeritus/emerita status.

7. GRIEVANCE PROCEDURE

Anyone having a grievance within the department should bring their concern in writing to the Department Chair. The Chair will refer the matter to the departmental grievance committee, which will be elected by the constituents each Fall semester at a faculty meeting. Nominations and discussion will be sought during this fall faculty meeting, and a secret ballot will be provided in which all voting members (defined in Section 1) will write three names of eligible individuals (i.e., any voting member). The Department Chair, faculty Senate representative, and the senior departmental administrative assistant will oversee the distribution and tallying of the secret ballot. The top three receiving votes will serve as the grievance committee, and the fourth individual in voting will serve as an alternate. The Department Chair is not eligible for membership on this committee. The committee primary role is to hear the grievance and try to recommend a satisfactory resolution to the Department Chair. University procedures (Senate Policy 23-00) determine the timeline of events and the conditions for appeal.

APPENDIX A

Department of Kinesiology and Integrative Physiology Guidelines for Reappointment, Promotion & Tenure for Tenure Track Faculty

A. To Assistant Professor

The title of Assistant Professor is awarded to faculty members who show promise for continued professional growth as evidenced by such activities as publications, presentations at professional meetings, and effective teaching. To qualify for such recognition the candidate should:

1. Normally have a Ph.D., although a degree at another level may be considered terminal in some fields.
2. Evidence competence as a teacher and demonstrate the ability to work and communicate effectively with students and peers.
3. Maintain active membership in appropriate professional societies.
4. Have publications in refereed professional journals and presentations at professional meetings.

B. To Associate Professor

The title of Associate Professor is awarded to faculty members who have demonstrated active professional development during recent years and who hold promise of continuing this development. The candidate should have demonstrated:

1. That all requirements for promotion to the rank of Assistant Professor have been met.
2. Effective contributions to the educational mission of the university as evidenced by effective performance as a teacher, as judged by students and peers in lecture, laboratory, and/or seminar. The following will strengthen these contributions:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other appropriate inter-personal interactions
 - c) obtaining external grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
3. Continuing and active participation in research that makes the candidate and department known beyond the confines of the campus should be evidenced by publication in refereed national or international journals, writing grant proposals, and some combination of the following:
 - a) presentation of research at regional, national, and/or international professional meetings
 - b) serving as an advisor or committee member for graduate students that have successfully graduated or are making satisfactory progress
 - c) serving as an advisor for undergraduate student research
 - d) obtaining external contracts or grants
 - e) filing of an application for a patent based on research accomplishments
4. Service to the university or the profession should be evidenced by one or more of the following:
 - a) serving on committees within the university.
 - b) serving as reviewer for journals or granting agencies.
 - c) service to professional organizations.

C. To Professor

The title of Professor is awarded to those faculty members who have achieved outstanding professional recognition -- local, regional, and national -- in education or research (2 or 3 below). This recognition can be obtained through a variety of activities that demonstrate professional achievement. For promotion to Professor an individual will have a longer period of productive activity and be recognized by a wide circle of peers. The qualifications of the

candidate will indicate continuing professional activity in each of the following, with nationally recognized contributions in 2 or 3:

1. All requirements for promotion to the rank of Associate Professor have been met.
2. Continuing, contributions to the educational mission of the university as evidenced by effective performance as a teacher, demonstrating excellence well beyond the average in his/her knowledge of subject and ability to communicate this knowledge at the appropriate level in a variety of teaching situations, as judged by students and peers, and by some combination of the following:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other appropriate inter-personal interactions
 - c) obtaining external grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
 - e) development of innovative teaching programs
 - f) group leadership and involvement in inter- or multi-disciplinary teaching program
 - g) national leadership in education through leadership in such activities as symposia, consulting, or workshops
3. Provide strong and continuing evidence of scholarly activity in research by publication in appropriate refereed national or international scientific or educational journals or by publication of nationally recognized professional books, by submitting grant proposals, and by continuing an active participation in the profession in a way that makes the candidate and department known in a positive way. He/she would also participate in some combination of the following as evidence of strong professional development:
 - a) successfully served as a primary advisor for graduate students that have obtained their degree
 - b) continued and consistent record of publication
 - c) development of improved methods or techniques in education as demonstrated by either publication or classroom effectiveness as judged by student and peer evaluation
 - d) membership in professional organizations and participation in activities such as chairing sessions, organizing symposia, reviewing papers and proposals, holding a national or international office, serving on editorial board of a professional journal or professional newsletter
 - e) obtaining external contracts or grants
 - f) filing of an application for a patent, based on research accomplishments
 - g) regular presentation of research at appropriate professional meetings
 - h) involvement in the departmental graduate program
 - i) group leadership and involvement in inter- or multi-disciplinary research
 - j) development of innovative research programs
4. Service to the university or the profession should be evidenced by some combination of the following:
 - a) serving on committees within the university
 - b) serving as reviewer for journals or granting agencies
 - c) holding an office in a national or international professional organization
 - d) significant contributions to the academic and professional programs of the university through such activities as serving on the university curriculum committee, graduate council, research council, university senate, college or university search committee, and presentation of guest seminars in other departments
 - e) effective handling of administrative duties within the department and university
 - f) serving as a professional consultant for local, state, or national government as a result of expertise in one's field
 - g) presentation of seminars or workshops at other universities
 - h) presentations of seminars or workshops for K-12 students or teachers

APPENDIX B

Department of Kinesiology and Integrative Physiology Guidelines for Reappointment, Promotion Research Faculty

The current description of Research Faculty (Assistant/Associate/Full Professor) in the *Michigan Tech Tenured/Tenure-Track Faculty Handbook* is: "An appointment offered to persons with qualifications commensurate with the research qualifications and the level of accomplishment of a regular tenure-track faculty of the same rank. These appointments entail full responsibility for research activities and limited responsibility for teaching, advising, and service activities. Appointments are initially for up to one year and are renewable depending upon funding for one-year periods."

Appointment process:

- 1) Any tenured, tenure-track, or research faculty member, including the Chair, can nominate a person for Research Faculty status. The nominator sends a statement of reasons for nomination and relevant qualifications, recommended rank of the nominee, length of appointment, and the nominee's current resume to the chair of the TPR Committee.
- 2) The above information is forwarded to all tenured, tenure-track, and research faculty as defined in step 1 above for consideration, followed by a discussion of the candidate's qualifications in an open forum.
- 3) A formal vote on the nominee by the faculty will be conducted with a two-thirds affirmative vote of ballots cast required for appointment.

Annual Evaluation and Reappointment - Each research faculty member will be evaluated annually by the TPR committee and the Chair. The evaluation criteria will be based on responsibilities outlined in the annual appointment letter for the year of review. The results of such a review will be sent to the research faculty member and the Dean.

Promotion - The research faculty member may apply for a change in rank by sending a statement requesting the change along with appropriate supporting documents to the Chair. The TPR committee will review the information, formulate a recommendation, and then follow steps 2 and 3 in the appointment process listed above. In the event of a positive vote for promotion, the Chair will use the materials submitted by the promotion candidate, recommendation from the TPR Committee, and the results of the faculty vote to determine whether promotion is warranted.

APPENDIX C

Department of Kinesiology and Integrative Physiology Guidelines for Reappointment and Promotion for Lecturers

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 NTT 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 Chair may solicit comments from all faculty and staff in order to assess an individual's performance. Each faculty member is expected to be engaged in scholarly work and professional development appropriate with the teaching and service on a continuing basis. All review and evaluation materials are confidential. In the event that a faculty member seeks promotion, the first stage of departmental review will shift to the TPR Committee. A review by the Chair will follow and will include review of the recommendation of the TPR Committee. All recommendations for promotion and reappointment will require the approval of the Dean for CSA, the Provost, the President, and the Board of Trustees.