




Office of the Provost and
Senior Vice President for Academic Affairs

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TO: Richard Koubek, President

FROM: Andrew Storer, Interim Provost & Senior Vice President for Academic Affairs 

COPIES: Janet Callahan, Dean, College of Engineering
Aleksy Smirnov, Department Chair, Geological and Mining Engineering and Sciences

DATE: November 8, 2022

SUBJECT: Charter, Department of Geological and Mining Engineering and Sciences

The reviewed version of the Department of Geological and Mining Engineering and Sciences Charter was submitted to the provost's office June 8, 2020. The unit will operate under the submitted version of their charter, which is attached until they are able to consider and address comments and recommendations provided by the interim provost.

I concur X do not concur with this recommendation.



Richard Koubek, President

11/9/22

Date

**The University Senate of Michigan Technological
University**

Proposal 65-20

Geological and Mining Engineering and Sciences
Departmental Charter

Department Charter

Geological and Mining Engineering and Sciences

1. A variety of editorial improvements were made. Substantive changes made May 2020 to clarify amending the charter, referring to Faculty Handbook for details on promotion, tenure, and reappointment process, change to Executive Committee membership to be voting-faculty representatives from each of the standing committees, rather than automatically the committee chair being on the executive committee (electronic ballot 5/29/2020: 9 in favor, 0 against, 3 did not vote).
2. Change made 6 April 2017 to clarify that Dept. Chair would contact External Evaluators for P&T, 13 April 2017 Department Vote (electronic ballot): 9 in favor, 0 against, 3 did not vote
3. 22 December 2017 Department Vote (electronic ballot): 11 in favor, 0 against, 1 did not vote

GMES Department

1. Approving and Amending the Charter and Department Voting

1.a.1. Voting Members

All tenured and tenure-track faculty and lecturers with appointments of more than 50% in this department are voting members. Academic issues and strategic planning, as determined by the Department Chair in consultation with the Executive Committee, require a vote of the voting members. Faculty who transfer into administrative positions within the University will be considered voting members if they continue to actively participate in the Department, as evidenced by teaching at least one course per year, or advising departmental graduate students, or serving on departmental committees, unless the administrative position is exclusively in the line of reporting above the Department level (Dean, Provost, etc.).

1.a.2. Amendment of the Charter

Any voting faculty member may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten calendar days before the meeting at which they will be discussed and voted. Faculty can approve amendments by a two-thirds majority of all voting faculty. Approved amendments will be enacted, subject to the approval of the Dean, Provost and the President, at the start of the next academic year or immediately, if the proposed change is understood at the time of the amendment process to be intended as an immediate change.

1.b.1. Updating Charter to Assure Compliance

The Executive Committee will be responsible for reviewing the charter annually 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 and the voting faculty. The Chair may consult with the Executive Committee in any governance issue. The Department Chair will determine what standing committees will exist. The faculty will determine the committee membership and each committee will determine their own chairs during the first two weeks of the academic year. The committees will also elect one member, which could be the committee chair, to represent the committee and faculty on the Executive Committee. If the position of Department Chair becomes

vacant, the Dean will select one of the tenured faculty to assume the responsibilities of the Department Chair until an interim Department Chair is appointed. The Department Chair will conduct meetings with the Executive Committee and with the faculty at appropriate times during the academic year.

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 voting 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 Executive Committee, determines workload, including teaching and other university and departmental responsibilities.

2.a.5 Fundraising

The chair shall take an active role in fundraising and alumni relations.

3. Promotion, Tenure and Reappointment Procedures and Guidelines

3.a. Promotion, Tenure, and Reappointment (PTR) Committee

The Promotion, Tenure, and Reappointment committee (PTR) will consist of at least three tenured faculty members elected by a simple majority of the voting members at the beginning of each academic year. In the absence of sufficient number of tenured faculty members to fully staff a committee, the Department Chair, in consultation with the Executive Committee, nominates for election ad hoc members from the tenured faculty in other departments who are cognate to the field of those submitting applications for promotion and/or tenure. The PTR committee members will elect the chair of the PTR Committee.

3.b. Promotion and Tenure Procedures

Procedures for promotion, tenure, and reappointment will follow the procedures for the College of Engineering and the University as described in Appendix I of the Faculty Handbook.

Faculty members are ultimately responsible for ensuring the completeness of their review materials prior to submission to the department PTR committee, with the exception of the confidential review letters provided by external referees. It is the responsibility of the Department Chair to ensure that these external reviews are present in the review packet prior to submission to the Department PTR Committee.

The PTR Committee reviews the materials submitted by the faculty members. The PTR Committee prepares a confidential written report/recommendation and submits this report/recommendation to the Department Chair. In promotion and/or tenure cases, this report to the Department Chair includes the results of the PTR Committee's vote on 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 are given the opportunity to withdraw.

Upon receiving the report/recommendation from the PTR Committee, the Department Chair performs an independent evaluation of each candidate and forwards the entire package, including a case recommendation to the Dean, College of Engineering.

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. New assistant professors should have or 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 members be on a trajectory toward tenure and be advised of their situation annually by both the PTR 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 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 external sources;
 - 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 be considered as significant evidence in support of promotion.

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

Staff includes the regular full-time professional and clerical members of the Department. Staff may vote on non-academic issues as determined by the Chair. Staff also will be surveyed for evaluation of the Chair. Research faculty members with official appointments are welcome to participate in faculty meetings and discussions but may not participate in any faculty vote. Post-doctoral researchers, visiting scholars, instructors, and students are not included in any Department governance.

5. Sabbatical Leave Recommendations

The Chair may solicit the advice of faculty before making a recommendation for a sabbatical leave.

6. Emeritus/Emerita Recommendations

The PTR 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.