

The University Senate of Michigan Technological University

Proposal 68-20

Department of Manufacturing and Mechanical Engineering Technology

Inaugural Department Charter

Michigan Technological University
Department of Manufacturing and Mechanical Engineering Technology
Inaugural Department Charter

Approved unanimously by MMET Faculty, July 6, 2020

1. Approving and Amending the Charter, and Department Voting

1.a.1 Voting Members

The Department shall have two voting constituencies:

Faculty Voting Members (abbreviated “Faculty” in the remainder of this document) consists of 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 Department.

Academic issues, strategic planning, and amendment of the Charter require votes of the Faculty. The Department Chair may vote to break ties.

Staff Voting Members (abbreviated “Staff” in the remainder of this document) consists of all regular staff members, research faculty or post-docs with appointments of 50% or more in the Department. Regular staff excludes student employees and temporary employees.

Staff may participate in discussions of academic, strategic planning and charter issues, but may not vote on these issues. Staff may vote on all other issues that are not exclusively assigned to the Faculty.

1.a.2 Amendment of the Charter

Any Faculty Member 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 upon. Faculty can approve amendments by a two-thirds majority of the eligible Faculty Voting Members. Absentee votes are acceptable if a Faculty Voting Member is not able to attend the meeting where the vote takes place. Absentee votes must be made in writing to the Department Chair, prior to the vote.

1.b.1 Updating Charter to Assure Compliance

The Department Chair shall be responsible for reviewing the Charter with the Faculty annually in September to update the Charter and assure compliance with Senate and 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. The Department Chair shall be responsible for reviewing the Charter with the Faculty annually in September to update the Charter and assure compliance with Senate and University policies.

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 Voting Members. The Department Chair will determine the standing committees and their chairs. The Department Chair may appoint an Associate Department Chair if desired, but this is not required by this Charter. The Department Chair will hold regular department meetings to keep the department faculty and staff informed, and to solicit their input in the spirit of shared governance.

2.a.2 Evaluation of Teaching

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

2.a.3 Compensation

Salaries, wages and distributions of merit pay are the responsibility of the Department Chair.

2.a.4 Workload

The Department Chair, in consultation with the Associate Department Chair if one is on staff, determines workload, including teaching and committee assignments, and other university and departmental responsibilities.

2.a.5 Development

The chair takes an active role in fundraising and alumni development activity.

3. Reappointment, Tenure and Promotion Procedures and Guidelines

3.a. Promotion and Tenure Committee

The Promotion and Tenure Committee will consist of three tenured faculty members elected by the voting members of the faculty. at the beginning of the Fall Semester. The Department Representative on the College Promotion and Tenure Committee is ineligible to serve on the departmental committee. If three tenured faculty members are not available within the Department, the Department Chair will solicit volunteers from other departments within the College of Engineering. Terms of the external members are one year and potentially renewable. Terms of the internal members are three years and potentially renewable. The Committee will elect a Chair. If a candidate is requesting a promotion to Professor, at least two of the Committee Members for that year must be Full Professors.

3.b. Promotion and Tenure Procedures

Procedures for promotion and tenure will follow the normal procedures for the College of Engineering and the University as described in Appendix I of the Faculty Handbook. Each academic year, beginning in the Fall Semester, all untenured, tenure track faculty will undergo either an interim or major review. Interim and major reviews occur at alternating years, with the major reviews occurring after even years of employment. After six years of

employment, all untenured, tenure track faculty will normally undergo a mandatory tenure review. In some circumstances, the mandatory tenure review can be extended past the sixth year, for example, due to illness or the birth of a child. All such requests for delays will follow current University policies.

Faculty members are ultimately responsible for ensuring the completeness of their review packets prior to submission to the Department Promotion and Tenure 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 Promotion and Tenure Committee.

The Promotion and Tenure Committee meets and reviews the materials submitted by the faculty members. The Promotion and Tenure 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 Promotion and Tenure Committee's vote on the viability of the candidate's case. The Promotion and Tenure Committee also prepares a summary report that highlights the key points of the report/recommendation that was submitted to the Department Chair and supplies a copy of this report to the respective faculty member. After submitting these reports, the Promotion and Tenure Committee meets with the individual faculty members and verbally relates their reviews and recommendations.

Upon receiving the report/recommendation from the Promotion and Tenure Committee, the Department Chair performs an independent evaluation of each faculty member and forwards the entire package, including a case recommendation to the Dean, College of Engineering. In addition, the Department Chair prepares a summary report that highlights the key points of the report/recommendation that was submitted to the Dean and supplies a copy of this report to the respective faculty member. After submitting these reports, the Department Chair meets with the individual faculty members, and verbally relates their reviews and recommendations.

3.c. Reappointment to Current Rank

Tenure-track faculty members are reviewed yearly, per University policy. "Major" reviews occur in Years 2 and 4 for Assistant Professors. The faculty member will be considered for re-appointment if it is deemed that he or she is on a path that is likely to lead to obtaining tenure. If potential issues are evident, it is the responsibility of the Committee and the Department Chair to clearly inform the faculty member what needs to be improved in order to maximize the probability of obtaining tenure. If insufficient progress is evident and appears very unlikely, the Committee may recommend against re-appointment.

3.d. Promotion from Assistant to Associate Professor with Tenure

Tenure is a long-term commitment to a faculty member, and as such, the successful candidate must be proficient in all three areas of a faculty career: teaching, research/scholarship, and service. The candidate's record should meet the criterion "significant promise of long-term performance."

Every faculty member is different, with different strengths and positive contributions. The Committee will consider each case “as a whole” with the following guidelines.

3.d.1 Teaching and Advising

The successful candidate will demonstrate teaching activity that is, at minimum, judged to be effective and competent. Faculty are also encouraged to participate in meaningful ways in student advising (related to curriculum, career, etc.) and/or undergraduate project-based activities such as Senior Design and Enterprise. Contributions to curriculum development, new course development and assessment are valued.

3.d.2 Research/Scholarship

The research and scholarship record should be such that it can reasonably be extrapolated to continual productivity throughout the faculty member’s career. This can be evidenced by the following: a) Research funding; b) Publication of papers in refereed journals or conference proceedings, including citations and h-index; c) Presentation of research results at regional, national, and international conferences; d) Acting as advisor for thesis-based graduate research; e) Exceptional advising of undergraduate project-based activities (Undergraduate research, Senior Design, Industry-funded undergraduate project work, Enterprise, etc.); f) Successful collaboration with industry; g) Development of hardware or software for external constituents; h) Patents; i) Advising of graduate student independent research or special topics. The candidate must have demonstrated success in multiple categories listed above, in order to be a well-rounded scholar.

3.d.3 Service

It is expected that a tenured faculty member participates in service activities within the Department, within the University, and externally. Again, each faculty member is different, especially concerning external service activities.

3.e. Promotion from Associate to Full Professor

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. It is expected that Full Professors are excellent teachers, are nationally-recognized scholars, and are performing substantial service activities, both internally and externally. The same Research/Scholarship activities discussed in 3.d.2 are pertinent. Leadership roles in professional organizations as well as exceptional achievements such as awards and patents are helpful to the promotion case.

3.f. Promotion of Non-Tenure Track Faculty

Non-tenure track faculty members who seek promotion follow all established university procedures, which are similar to the procedures for those seeking tenure described above.

For promotion from Lecturer to Senior Lecturer, in addition to the expectations for lecturers, a senior lecturer is expected to demonstrate excellence in teaching and leadership in education and develop new courses, teaching methods and procedures that have substantial impact with the Department and across the University.

For promotion from Senior Lecturer to Principal Lecturer, 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 University's mission or by broad national or international impact

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

Staff

Staff includes the regular 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.

Administrative Faculty

Faculty who transfer into administrative positions within the university will be considered voting members of the departmental faculty if they continue to participate actively in the department, as evidenced by teaching at least one course per year, or advising departmental graduate students, or serving on departmental 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 any Department governance.

5. Sabbatical Leave Recommendations

The Department Chair shall solicit the advice of the Faculty Voting Members before making a recommendation for a sabbatical leave. See the prevailing Sabbatical Leave Procedures in the Faculty Handbook

6. Emeritus/Emerita Recommendations

The Promotion and Tenure Committee shall make recommendations to the Department Chair for faculty members who are eligible for Emeritus/Emerita status. Upon approval by the Department Chair, the recommendations will be forwarded to the Provost.

7. Grievance Procedure

Most concerns or complaints can be resolved through informal collegial discussions. If the issue cannot be resolved informally, a grievance must be filed in writing with the Department Chair. If the grievance involves the Department Chair, it must be filed with the Dean of Engineering. The written grievance shall be filed within thirty (30) working days after discovery of the event, action, or omission that is the basis for the grievance. The Department Chair or the Dean of Engineering shall appoint an Ad Hoc Grievance Committee, consistent with all current Grievance Policies and Procedures published by the University. The Ad Hoc Grievance Committee shall follow all current University Grievance Procedures, including deadlines and an effort at timely resolution.