

The University Senate of Michigan Technological University  
Proposal 34-23  
Departmental Charter for the Department of  
Engineering Fundamentals

# Charter for the Department of Engineering Fundamentals

Version 23

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

### 1.a.1. Voting Members

The term "voting member" used herein applies to permanent staff with at least a 50% appointment in the department and faculty with at least a 50% appointment in the department who hold the rank of Professor of Practice, Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Professor, Research Professor, Associate Professor, Associate Research Professor, Assistant Professor, or Assistant Research Professor. The chair is considered a voting member.

### 1.a.2. Amendment of the Charter

Any voting member or departmental committee may propose amendments to the charter. Proposed amendments will be circulated to the department five working days before they are discussed at a departmental meeting where a quorum is present. Voting members will then have five working days after the meeting to vote. If major amendments are proposed, the voting members will determine if the amendments shall be voted on by sections of the charter or the charter as a whole. Approval of an amendment requires a two-thirds (2/3) majority of the voting members.

### 1.a.3. Voting procedures

A quorum, unless specifically defined elsewhere, will consist of a simple majority of those eligible to vote. A quorum of the voting members must be present (in-person or virtually) in order to hold a vote. On all issues, unless specified otherwise, a simple majority vote carries the motion. Members who are unable to vote in person 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 Engineering Fundamentals (EF) University senator and alternate assignment will be made through an election by voting members. The new senator and alternate assignments must be in place to attend the final senate meeting of the academic year.

### 1.a.5. Updating the Charter to Assure Compliance

The charter will be reviewed by the department's senator and senate alternate to ensure compliance with new policies and procedures (see Faculty Handbook 1.4.1).

### 1.b.1. 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 individuals to the standing committees using procedures detailed in section 8 of this document. Associate department chair(s) (if any) will be appointed by the department chair from the faculty. If the position of department chair becomes vacant, the college dean will select one of the associate department chair(s) (if such exist) to assume the responsibilities of the department chair until an interim department chair is appointed. If there are no associate department chairs, the college dean will appoint another member of the department faculty to serve until an interim 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 Faculty Handbook 3.2.13. Teaching evaluation will consist of student, peer or colleague, and self-evaluations; none of these measures will constitute more than 50% of the evaluation of teaching.

### **2.a.3. Compensation**

Recommendations regarding 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, and service.

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.

Draft teaching workload assignments for the next academic year will be made available 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 University Senate Procedure 805.1.1. A search committee will comprise, at a minimum, four (4) members: three (3) members from the Department of Engineering Fundamentals, and one (1) member appointed by the Dean. The voting members will vote to decide if they would like to invite an additional member external to the department.

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

The department voting members will elect three voting faculty members to the evaluation committee. An evaluation process that follows University Senate Procedure 506.1.1 will be developed by the evaluation committee and approved by the voting members before the formal evaluation commences. A survey will be distributed to voting members. The ballot will be distributed to the 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. All faculty are expected to participate in departmental committees and/or service.

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

The requirements and definitions of tenure-track faculty can be found in the Faculty Handbook, section 1.5.1.

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

The Tenure, Promotion, and Review (TPR) Committee will consist of at least three tenured faculty members, two of which must be full professors, elected by a simple majority of the voting members at the beginning of each academic year. If three tenured faculty members are not available within the department, tenured faculty members from another College of Engineering department will be nominated and voted

upon. Those elected by vote will be asked to serve on the Department TPR Committee for that academic year. The process will be repeated until the unfilled position(s) on the TPR Committee is filled. The committee will select a chair. The following procedures and guidelines for TPR, as established by the faculty and maintained by the Chair of the TPR Committee, will be followed.

### **3.a.2. Tenure, Promotion, and Review Procedures**

At the start of each academic year:

1. Candidates for tenure and/or promotion submit their name to the department chair.
2. All non-tenured tenure-track faculty complete and submit a Faculty Activity Report (FAR).
3. Any tenured faculty member wishing to be considered for promotion complete and submit a Faculty Activity Report.
4. All tenure/promotion candidates submit a list of at least four and at most six professional references. A candidate may also provide names of people that should not be asked. Valid reasons for the do-not-ask list are former advisor, former advisee, and/or peers where previous professional or personal conflicts have arisen and there exists significant likelihood of reviewer bias.

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 normally occurring after even years of employment. After six years of employment, all untenured, tenure track faculty will normally undergo a mandatory tenure review. 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.

Faculty members are ultimately responsible for ensuring the completeness of their review packets prior to submission to the TPR Committee, with the exception of the confidential review letters provided by external references (see section 3.a.4 below). 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 TPR Committee.

### **3.a.3. For Review of Non-Tenured Tenure-Track Faculty**

After reviewing the required materials for each candidate, the TPR Committee meets with all non-tenured tenure-track faculty who are not seeking tenure or promotion to review with them their progress toward tenure. The TPR Committee then prepares a written report on each case to the department chair with a copy to the faculty member.

### **3.a.4. For Promotion of Tenure-Track Faculty**

The TPR Committee reviews each tenure/promotion candidate's FAR. 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 candidates moving forward with the process, the committee prepares a reference list of at least five appropriate individuals which are not on the candidate's reference list nor on the candidate's do-not-ask list.

Six references will be selected randomly by the committee with the first 3 being chosen from the committee list and the other three drawn from all the remaining references on the committee list and the candidate list. The department chair will contact the references to ask if they are willing to review the candidate's dossier. If needed, the committee will select additional references from the pool to make sure six have agreed to respond. The list of references will not be shared with the candidate. Dossiers are sent to the six references, following university and college procedures. The ultimate goal of the reference evaluation process is to obtain at least 5 reference letters with at least 3 of them independent of the candidate's list. In the event the references are unable to meet the university review schedule, a packet with four letters will be considered complete as long as at least 2 letters are independent from the candidate's list.

The TPR Committee meets and reviews the materials submitted by each faculty member and the references' reviews and prepares a confidential written report/recommendation and submits this report/recommendation

to the department chair. This report includes the results of the TPR Committee's vote on the viability of the candidate's case. At this time, the TPR Committee notifies the candidate that they have completed their review.

Upon receiving the report/recommendation from the TPR Committee, the department chair performs an independent evaluation of each faculty member and forwards the entire package, including a case recommendation to the college dean. At this time, the department chair notifies the candidate that they have completed their review.

### **Criteria for Evaluation of Teaching, Research, and Service**

**Teaching:** A successful candidate will demonstrate effective and competent teaching based on the department's teaching evaluation policy.

**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) Obtaining research funding from external sources;
- b) Publication of research papers in refereed journals and conference proceedings;
- c) Presentation of research results at national and/or international conferences; and
- d) Successful research mentorship, either as sole or co-advisor, of undergraduate students, MS candidates and/or PhD candidates, within any college or department.

**Service:** A successful candidate will demonstrate professional service within and outside the university. Faculty during their first two years will have limited committee assignments to allow them to develop their teaching and research interests.

#### **3.a.5. 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 TPR Committee and the department chair.

#### **3.a.6. 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 [their] peers". The factors to be considered include research (as defined above), instructional quality (including supervision of student research), professional service to the University, and professional service to the academic and research communities. The primary emphasis shall be on the first two criteria, research and instructional quality, weighted equally. Professional service will be considered as well, although certain service that enhances research or instruction in a demonstrable and tangible fashion should be included as a part of the research or instructional quality criteria.

#### **3.a.7. 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 and/or international recognition by their professional peers". In addition to the expectations for Associate Professor, a Full Professor is expected to have sustained instructional quality and an increase in both research and service. There should be a continuing output of publications, with a significant number of journal publications and well-funded research that supports 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, election to fellow status, and patents will receive significant weight.

### **3.b. Instructional Track Faculty (ITF)**

The requirements and definitions of instructional track faculty (ITF) can be found in the Faculty Handbook, section 1.5.5.

#### **3.b.1. Instructional Track Faculty Promotion Committee**

The Instructional Track Promotion Committee will consist of three faculty of higher rank than the candidate's current level, elected by the voting members.

<b>Current Level</b>	<b>Committee Member Level</b>
Assistant Teaching Professor	Associate Teaching Professor or higher
	Associate Professor or higher
Associate Teaching Professor	Teaching Professor
	Full Professor

The Instructional Track Promotion Committee will consist of at least three faculty members from EF with higher rank than the candidate(s) being reviewed, elected by a simple majority of the voting members. If three faculty members of sufficient rank are not available within the department, faculty members from another college of engineering department will be recommended to the dean of the College of Engineering who will appoint such members. The committee will select a chair. 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 voting members and maintained by the Chair of the Instructional Track Promotion Committee, will be followed.

#### **3.b.2. Instructional Track Promotion Procedures**

At the start of each academic year, faculty interested in being considered for promotion will:

1. Submit their name to the department chair.
2. Complete and submit a Faculty Activity Report (FAR) and other required materials found on the Human Resources *Checklist for Assistant Teaching Professor Rank Promotions*.

The Instructional Track Promotion Committee meets and reviews the FAR and other required materials of all promotion candidates. The committee conducts a vote and prepares its recommendation, which includes the outcome of the vote, and sends it along with the rest of the promotion package, to the department chair according to the deadline set in the *Recommended Schedule of Administrative Deadlines* maintained by Human Resources. At this time, the Instructional Track Promotion Committee notifies the candidate that they have completed their review.

The department chair then reviews the promotion package and adds a recommendation for each candidate and forwards the entire package to the dean. At this time, the department chair notifies the candidate that they have completed their review.

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

Faculty who hold an Assistant Teaching Professor position have a two-year rolling appointment. Faculty who hold an Associate Teaching Professor, Teaching Professor, or Professor of Practice position have a continuous appointment. In accordance with University practice, the department chair will annually complete a Faculty Teaching Evaluation Summary Form E for each faculty member. In addition, and also in accordance with University policy, the chair will annually prepare an Instructional Track Review Recommendation Form L for faculty who hold an Assistant Teaching Professor position. All review and evaluation materials are confidential between the department chair and the individual faculty.

#### **3.b.4. Criteria for Continued Appointment as Assistant Teaching Professor**

- Demonstrate continued quality teaching.

- Maintain effective participation in department and university service.
  - Assistant Teaching Professors 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 Associate and Teaching Professors**

#### **3.b.5.a. Promotion from Assistant Teaching Professor to Associate Teaching Professor**

An Assistant Teaching Professor may be considered for promotion to Associate Teaching Professor, generally after six years of employment at the University. An Associate Teaching Professor will have more experience in the classroom than an Assistant Teaching Professor and have significant scholarly or professional activities beyond those at the Assistant Teaching Professor level.

In addition to the expectations for Assistant Teaching Professors, an Associate Teaching Professor 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 Associate Teaching Professor to Teaching Professor**

In addition to the expectations for Assistant Teaching Professors and Associate Teaching Professors, a Teaching Professor 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 Faculty Members Governance**

Staff includes the regular professional and clerical members of the department. Staff will be surveyed for evaluation of the chair but will not vote. Other faculty defined as adjuncts, instructors, affiliated, visiting, and temporary faculty are encouraged to participate in departmental meetings and discussions but 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 Appendix E of the Michigan Tech Faculty Handbook and Senate procedure 706.1.1. The department chair will solicit the advice of the chairs of standing committees and other appropriate faculty.

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

The TPR Committee shall make recommendations to the department chair for faculty who are eligible for Emeritus/Emerita status. Upon approval by the chair, the recommendation will be forwarded through the appropriate administrative channels to the president for presentation to the Board of Trustees, according to standard University policy.

### **7. Grievance Procedure**

The departmental Grievance Committee will follow the University grievance policy and procedures (Section 8 and Appendix C 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 college dean. The chair or dean will then request that an ad hoc Grievance Committee be formed. The chair or dean will pass the written grievance to the Grievance Committee.

The Grievance Committee will be composed of three faculty members of the department elected by the voting members by secret ballot. A representative from Human Resources will also serve on the committee, consistent with University Senate procedure 704.1.1. The chair of this committee will be chosen by committee members. The department 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 of the College of Engineering to stand in for the recused members.

## **8. Committees**

All faculty are expected to participate in departmental committees and/or service. With increasing rank comes increasing responsibility for such activities, and it is expected that the higher-ranking members of the department will assume higher degrees of service within the department and/or the university.

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 reviewed and potentially approved by the department chair with the exception of the Chair Review, Grievance, TPR, and Instructional Track Promotion 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 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 (BSE) 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. Tenure, Promotion, and Review (TPR) Committee**

This committee will follow guidelines detailed in section 3.a of this document.

### **8.d. 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 each ad hoc committee except for the Chair Review Committee, which will receive its charge from the dean of the College of Engineering. When the committee charge has been accomplished, the department chair will disband 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.
- ***Instructional Track Promotion 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 committee will follow guidelines detailed in section 2.a.6 of this document. 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 recommendations to the chair/dean.