

College of Forest Resources and Environmental Science

BYLAWS

Michigan Technological University

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Approved by the College – December 11, 2020

1. Voting Procedure

Unless otherwise noted in Charter (specifically votes regarding Charter revisions and TPR), all votes require a simple majority. All persons voting must be charter eligible. The intent of these procedures is to provide informed and inclusive balloting. Voting in CFRES will include the following constituencies:

- Faculty and Staff
- Faculty
- Tenure-Track and Tenured Faculty
- Tenured Faculty

The secret ballot for the College will consist of anonymous electronic survey ballots, however, paper ballots may be requested for particularly sensitive topics and these votes will be administered or handled by the TPR committee. Committee appointments can be voted on in a faculty/staff meeting by simple majority of those present. All other votes should be sent via electronic surveys between meetings.

Voting Protocol: Items to be voted upon will be put forward and discussed in a faculty meeting with voting to follow at a subsequent meeting or anonymous electronic vote. Alternatively, votes may occur during a faculty meeting where items are introduced, if preparatory materials are provided at least 3 days in advance. Anonymous electronic votes will be open for a minimum of three business days. The open period may be shortened for emergency circumstances at the Dean's discretion. Meeting votes may be anonymous upon request to the College administration or TPR Committee. Comments may be requested on anonymous votes.

Paper secret ballot voting will be conducted by the TPR committee using a double envelope procedure. The marked ballot will be sealed in a small envelope. This envelope must be sealed within a larger envelope, which must be signed by the voter across the flap. At least three members of the TPR committee must be present when the votes are separated from the large outer envelope by the College Director of Administration. The College Director of Administration also will record the names of the voters. Finally, the College Director of Administration will mix the smaller envelopes and give them to the TPR committee members present to count the ballots and record the vote. The organization of the ballot and options included are the responsibility of the TPR committee.

The table below lists issues that require a vote and the associated procedure. A quorum is required for meeting votes to be valid. A quorum is a simple majority of eligible voters. A quorum is assumed for electronic votes. Votes may be oral, electronic, written, or another mechanism.

Charter Section	Issue	Type	Eligible Voters	Form of Majority Required to Pass
1.a	Initiate Charter revision & select committee	Meeting	Faculty and Staff	Simple
1.c	Approve changes to Charter	Anonymous	Faculty and Staff	Super Majority (2/3)
3.a.2	Appointment of TPR committee member	Meeting	Tenured Faculty	Simple
3.d.2 (step 3)	Promotion and/or tenure of tenured/tenure track faculty	Anonymous Paper Ballot	Tenured Faculty	Informative
4.a	Appointment or promotion of adjunct faculty	Anonymous	Faculty	Simple*
4.c	Appointment or promotion of research faculty	Anonymous	Faculty	Simple*
8	Recommendation of faculty emeritus/emerita status	Anonymous	Tenured Faculty	Simple*
Operating Manual Section				
2	Confirmation of new tenured or tenure- track faculty hire	Anonymous	Tenured and Tenure-Track Faculty	Simple*
3	Confirmation of Associate Dean or a Director	Anonymous	Faculty	Simple*
4.a	Evaluation of the Dean	Anonymous	Faculty and Staff	Informative survey - Follow Senate procedures
5.a	Election of members to non-academic standing committees	Meeting	Faculty and Staff	Simple
5.a	Election of members to academic standing committees	Meeting	Faculty	Simple
5.a	Curriculum Changes	Meeting	Faculty	Simple

* Hiring decisions are the purview of the University administration since they are contractual and may involve the commitment of resources. Consequently, these votes are advisory, however, the collective insight of College faculty and/or staff are integral to these decisions.

2. Search for Tenured or Tenure-Track Faculty

In the event of a vacancy in a tenured or tenure-track faculty position or the creation of a new tenured or tenure-track faculty position, the Dean shall appoint a search committee chair from amongst the College's tenured faculty. The Dean and the Chair will work together to select the remainder of the committee. The committee will consist of at least two additional College tenured or tenure-track faculty members. Faculty members from other campus units; College staff, and student members; and additional College faculty may be added as appropriate. The search committee must conduct a search, in accordance with all appropriate University policies and guidelines, to identify the best qualified available individuals. After interviews are complete, the committee will produce a written evaluation of the strengths and weaknesses of the acceptable candidates and present it to the Dean. Approval of the Dean's selection is confirmed with an anonymous vote of the tenured and tenure-track faculty. If majority support is not obtained, it is recommended that the Dean select an alternate acceptable candidate (to be subject to a confirmation vote) or initiate a new search.

3. Appointment and Responsibilities of the Associate Dean and Director of the Ford Center and Forest

Associate Dean - The Associate Dean is appointed by, reports to, and is evaluated by the Dean. The appointment is confirmed by a vote of the faculty. The responsibilities of the Associate Dean are assigned by the Dean. A list of these responsibilities must be provided to the College's faculty, staff, and students so they are aware of the Associate Dean's duties.

Director of the Ford Center and Forest – The Director of the Ford Center and Forest (FCF) is appointed by, reports to, and is evaluated by the Dean. The appointment is confirmed by a vote of the faculty. The responsibilities of the Director are assigned by the Dean. A list of these responsibilities must be provided to the College's faculty, staff, and students so they are aware of the Director's duties. These responsibilities will include preparation (and/or ongoing maintenance) of a master plan for the FCF that incorporates a business plan for the Ford Center and management plan for the Ford Forest and other research forest lands administered by the College; preparation of an annual written report that includes activities at the FCF during the prior year, financial status of the Center, the upcoming year's planned activities; and presentation of the annual report to the College faculty and staff.

Other Directors - Director(s) will be appointed from the faculty by the Dean and evaluated annually by the Dean. The appointment should be confirmed by a vote of the faculty. These directorships may include but are not limited to: Director of Undergraduate Programs, and Director of Graduate Studies.

4. Additional College Policies and Practices

a. Performance Evaluations

Faculty and Staff - The Dean and all other supervisors within the College must conduct a performance evaluation of College employees who report to them. Performance evaluations will be conducted at least annually. An exception is made for represented

employees. In all cases, contractual protocols must be followed for represented employees, however, these employees have the option of being evaluated using the College's process. Evaluation of faculty and staff will be based on a standardized procedure developed by the Dean. A description of the standardized method will be available from the Dean's office.

Generally, each participating employee will develop a statement that describes their role within the College. This role statement will be developed in collaboration with the employee's supervisor and form the basis for annual evaluations. Role statements will be reviewed periodically by the employee and their supervisor and changed if necessary. Supervisors will meet with each participating employee to discuss their role and review their performance. Supervisors must prepare an annual written evaluation detailing the positive aspects of performance and areas requiring improvement. The written evaluation must be recorded with a copy provided to the employee and a copy placed in the records of the College. Employees may request a follow-up meeting after the employee receives their annual written evaluation. After the follow-up meeting, the supervisor may replace the original written evaluation with a revised version with the consent of the employee.

Tenured and tenure-track faculty will be evaluated using the areas procedures outlined in Section 3.c of the Charter. Teaching will be evaluated in accordance with Senate policy.

Dean – The review and reappointment of the Dean will follow Senate Procedures 502.1.1. The Dean is appointed or reappointed for four-year terms. Input on the performance of the Dean will be provided to the Provost by the faculty and staff of the College during the fall semester of the fourth year of appointment. A review and reappointment committee is appointed by the Provost. Since the CFRES does not have departments, representatives from the College's programmatic areas should serve on the committee, along with one member of College's advisory board and others as defined in Senate Procedures 502.1.1.

In addition to the report by the committee, a secret ballot of the voting faculty and staff of the College will be conducted to solicit input on whether the Dean should or should not be reappointed. The result of the vote will be reported in two groups: 1) tenured and tenure-track faculty; and 2) all other eligible faculty and staff. The committee's report, Dean's response, and the results of the vote will be disseminated to all College faculty and staff, and submitted to the Provost. A copy of the report must be placed in the records of the College. The Provost should meet with the faculty and staff of the College to discuss the review results before action is taken on reappointment. The final decision to reappoint or replace the Dean is made by the University administration as specified by Michigan Tech policies.

b. College Advisory Board

The overall mission of the College Advisory Board is to make recommendations to the Dean regarding the performance and direction of academic, research, advancement and service activities of the College. In this role, the Board:

- 1) Provides guidance and feedback on ideas and efforts which are undertaken by the College's leadership and employees;
- 2) Advises on the overall direction for the College through evaluation of its strategic

and tactical planning efforts; and
3) Serves as an advocate for the College and its programs.
Meetings will be held at least annually. The Board is composed of members appointed by the Dean. Members serve terms determined by the Dean.

c. Faculty/Staff Meetings

Regular meetings of College faculty and staff must be held at least monthly during the academic year, exclusive of the summer session. In addition, an annual faculty and staff retreat will be held early in each new academic year. At this annual retreat, the Dean will review the state of the College and present the College budget and strategic and tactical goals for the year. Minutes will be recorded and sent to faculty and staff. A meeting or retreat agenda and any supporting materials must be distributed to all faculty and staff at least 2 days before the start of a meeting or retreat. Unless otherwise announced in the agenda, regular meetings will be 50 minutes in duration.

5. College Committees

a. Standing committees

The College must maintain standing committees to develop policy as directed by the faculty and staff and conduct routine business. Committees may be created or dissolved by the Dean in consultation with the faculty and staff. Committees will consist of at least three members. The guidelines described in this paragraph apply to all standing committees except where noted in the following sections dealing with individual committees. Committee members will be elected from and by the constituents that the committee represents. Committee members will serve for terms coinciding with the academic calendar. New members will be elected during the first faculty/staff meeting of the fall semester by a majority affirmative vote and will replace outgoing committee members. Outgoing members can be re-elected to start new terms. In the event of a vacancy during the academic year, a replacement will be elected at the next faculty/staff meeting. The chair of each committee will typically be the member who has served on the committee the longest and will serve a one-year term. Committee meetings are open to Charter-eligible faculty and staff except when indicated. Active committees will provide updates and announce scheduled meetings to faculty and staff.

Tenure, Promotion, and Re-appointment – The preceding paragraph does not apply to the Tenure, Promotion, and Re-appointment (TPR) Committee. The responsibilities and structure of the TPR committee are defined in Section 3.a of the Charter.

Graduate Studies - This committee is responsible for working with the Dean or the Dean's designate to: 1) develop policy and guidelines for graduate programs based on the direction provided by the College's graduate faculty; 2) distribute graduate awards; 3) review changes to the graduate curriculum; 4) identify required graduate classes for the graduate degree programs; 5) review and update the graduate web page; and 6) select graduate teaching assistants who are centrally funded but who are not assigned to a specific faculty member.

- Eligibility: graduate faculty
- Term: 3-year

Information Technology - This committee is responsible for policy regarding information technology (IT) system infrastructure and use within the College. The

committee manages the computer replacement funds available to eligible faculty and advises the Dean on other IT issues.

- Eligibility: faculty and staff
- Term: indeterminant

Curriculum – This committee develops and manages undergraduate curricula (including degree programs, certificates, minors, and courses) within the College, which are then administered by the Dean or the Dean’s designate. The undergraduate advisor is an ex-officio voting member of this committee. The committee handles the routine annual business related to curricula (i.e., white book changes). New policies and major curricular changes will be developed in consultation with faculty and staff. These may require the formation of ad hoc committees, especially in the case of new degree programs.

Confirmation of changes requires a simple majority vote of the faculty. The Dean and Associate Dean must work with faculty to bring items to this committee for consideration.

- Eligibility: faculty
- Term: 3-year

Ford Center and Forest – This committee advises the Director of the Ford Center and Forest (FCF) on matters regarding the management, business plan, and development of the FCF and other research forest lands administered by the College. In addition, all research performed in the Ford Forest must be approved by this committee. The committee will review and provide feedback on the Director’s annual report before it is submitted to the College. The committee is composed of at least five Charter-eligible College members. The Director of the Ford Center and Forest chairs the committee.

- Eligibility: faculty and staff
- Term: 5-year

Diversity and Inclusion – This committee advises the Dean on matters regarding the College’s commitment to diversity and inclusion in the Strategic Plan’s Mission, Vision, and Goals. The committee considers efforts to support and improve diversity and inclusion holistically in CFRES and develops recommendations to be shared with the Dean or the Dean’s designate. This may include advocating for changes outside of CFRES that impact the broader Michigan Tech community. Considerations or suggestions may refer to curricula or program offerings, building and space use, or other areas that may impact the culture for CFRES students, faculty, and staff. Topics may be brought to the committee’s attention by any College student or employee, or the committee may be charged by the Dean to consider a specific issue.

- Eligibility: faculty and staff
- Term: 3 year

b. Ad Hoc Committees

Ad hoc committees may be established by the Dean in consultation with the faculty and staff of the College to accomplish specific tasks. Establishment and membership in these committees will be confirmed at a faculty/staff meeting by a majority affirmative vote of Charter-eligible College members present. Ad- hoc committees must elect their own chairs.

- Eligibility: faculty and staff
- Term: 1-year