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TO: Glenn D. Mroz
President

FROM: Jacqueline E. Huntow *Jacqueline E. Huntow*
Provost & Vice President for Academic Affairs

COPIES: Lorelle Meadows, Dean
Martin Thompson, University Senate President

DATE: September 15, 2017

SUBJECT: Charter for the Pavlis Honors College

I have reviewed and endorse the proposed charter for the Pavlis Honors College.



Glenn D. Mroz, President

9/20/17

Date

The University Senate of Michigan Technological University

Proposal 1-18

Charter for the Pavlis Honors College

This charter was prepared by the faculty and professional staff in the Pavlis Honors College, and was endorsed by voting members on September 1, 2017.

The Pavlis Honors College is a unique college at Michigan Tech. It serves the university by encouraging, creating, and managing high impact experiential learning opportunities that enhance student learning and engage faculty and staff in reflection and scholarship on transformative educational practices.

1. College Voting and Procedure for Approving/Amending Charter

A. Voting Rights

The Pavlis Honors College has a diverse constituency that includes faculty, full-time staff and part-time staff. The following will have voting privileges on charter modification, and dean hiring or reappointment: 1) all faculty with at least 20% appointment in the college averaged over the current academic year, 2) all full-time or part-time staff with at least 20% appointment in the college averaged over the current calendar year.

B. Voting Procedure

Voting will occur anonymously, either electronically or via paper ballot. The procedure for tallying votes must be agreed upon by at least 60% of the voting members. Every voting member has exactly one vote. A simple majority will prevail.

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 modification to the dean. The dean will forward the memo and proposed modifications to the constituency for discussion and evaluation at the next available college meeting that should occur within 4 weeks of the original memo requesting the charter amendment. If a majority of the college voting members approve the amendment, it will be forwarded to the provost and president in accordance with relevant university policy.

D. Procedure for Updating Charter and Assuring Compliance

The voting members, along with the dean, will be responsible for reviewing the charter annually, and ensuring it is in compliance with University-wide and Senate policies. The dean will include this as an action item during a college meeting once per academic year.

E. Conflict with University Policy

In the event of items in this charter coming in conflict with university policies and procedures, the university policies and procedures take precedence.

2. Duties and Responsibilities of the Dean

A. Primary Duties and Responsibilities

The dean will be responsible for the growth, development and successful operation of all units within the Pavlis Honors College. The dean reports to the provost. The following itemized responsibilities are not meant to be all-inclusive:

1. General operation of the college
2. Control and maintenance of the budget
3. Faculty and staff recruitment and hiring
4. Evaluation of the faculty and staff
5. Assignment and evaluation of balanced responsibilities
6. Personnel and program development
7. Assignment of merit pay
8. Maintenance of open working relationships with administration and other units on campus
9. Public relations and college student recruitment
10. Active fundraising and alumni relations

B. Procedure for Next-In-Charge

The dean will designate during times of absence a “next-in-charge.” In the absence of the dean, the “next-in-charge” will act as the person temporarily responsible for matters pertaining to the college.

3. Reappointment, Promotion and Tenure

A. Tenure

The Pavlis Honors College is not the tenure home for any faculty and thus has no need to address the reappointment, promotion or tenure of faculty in this track.

B. Research Faculty

Reappointment and promotion of research faculty positions shall be guided by university policy.

C. Non-Tenure Track Instructional Faculty

Reappointment of instructors, lecturers and professors of practice shall be guided by university policy.

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

All professional staff and faculty members of the Pavlis Honors College are valued members of the college. It is expected that the dean and other voting members as defined in section (1) will regularly seek advisory input from non-voting members on major college issues that require voting.

5. Sabbatical Leave

Per university policy, sabbatical leave is only available to tenured faculty. The Pavlis Honors College does not serve as the tenure home for any faculty at Michigan Tech.

6. Emeritus/Emerita Status

Per university policy, emeritus/emerita status is only available to tenured faculty. The Pavlis Honors College does not serve as the tenure home for any faculty at Michigan Tech.

7. Grievance Procedure

If a grievance is brought to the dean, the university grievance policy will be implemented to attempt to resolve the issue.