The University Senate of Michigan Technological University

Proposal 31-18

May 2, 2018

Department Charter

Geological and Mining Engineering and Sciences

1. 22 December 2017 Department Vote (electronic ballot): 11 in favor, 0 against, 1 did not vote
2. Change made 6 April 2107 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

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 chair and 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 one in the line of reporting above the department level (dean, provost, etc).

1.a.2. Amendment of the Charter

Any department faculty member or departmental committee 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 or by a simple majority in two votes taken more than two weeks apart but less than 12 months apart.

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 Executive Committee will include the chairs of all departmental standing committees. 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 week of the academic year. 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 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 and associate chair(s), if any, 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. Reappointment, Tenure and Promotion 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 Chair, in consultation with Executive Committee, nominate 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 committee will select a Chair. The following procedures and guidelines for promotion and tenure, as established by the faculty and maintained by the Chair of the PTR committee, will be followed.

3.b. Promotion and Tenure Procedures

At the start of each academic year, prior to September 1st, the PTR committee will request that:

1. All non-tenured tenure-track faculty complete and submit a form F.
2. Any tenured faculty member wishing to be considered for promotion complete and submit a form F.
3. All promotion/tenure candidates may submit a list of professional references. If a candidate chooses to provide names, the list should consist of at least 4 names to ensure anonymity and not more than six names for pragmatism. A candidate may also provide names of people that should not be asked. Valid reasons for the do-not-ask list are peers where previous professional or personal conflicts have arisen and there exists significant likelihood of reviewer bias.

After reviewing their Form F, the PTR committee meets with each untenured tenure-track faculty to review with them their progress toward promotion and tenure. The PTR then prepares a written report on each case to the chair with a copy to the faculty member. 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 not involving early tenure 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, a list of appropriate references of at least five individuals is then prepared by the committee. The department chair will contact references to evaluate the candidate's dossier. The references that are selected from among both the candidate's list and the committee's list are then contacted asking if they are willing to serve as a referee. Dossiers are sent to those that agree, following university and college procedures. The list of references will not be shared with the candidate. 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. No more than 6 letters will be sought. In the event of references 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.

After the letters are received, the committee meets and conducts a preliminary vote and prepares a draft recommendation, which it then discusses with the department chair. Following these discussions, the committee conducts a final vote and prepares its recommendation, which includes the vote, and sends it along with the rest of the promotion package, to the department chair. The department chair then adds a personal recommendation for each candidate and forwards the entire package to the Dean. Copies of the committee's and department chair's recommendations are kept in each candidate's files.

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 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.