

**DEPARTMENT OF CHEMISTRY**  
**PROCEDURES AND BYLAWS**  
**AND INTERNAL OPERATING SYSTEM**  
**August 1989**

**PROCEDURES AND BYLAWS**

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## DEPARTMENT OF CHEMISTRY

### Procedures and Bylaws

#### I. Preamble

- A. Any person meeting the requirements as a faculty member defined in the Agreement or holding more than one-half time faculty appointment in the Department of Chemistry shall be considered a member. For purposes of modifying these Procedures and participating in personnel matters (Sections III to VIII inclusive), the only department members eligible for participation are those who are recognized as regular faculty in the current Agreement (Recognition Clause).
- B. Meetings will be conducted according to Roberts Rules of Order.
- C. Printed agenda will be distributed at least 48 hours before a meeting.
- D. When not otherwise defined, the terms, faculty, department, and departmental refer to a quorum of the members as defined above.

#### II. Governance Structure and Operating Methods

##### A. Position of Department Chair

Supplemental to the duties as Chair assigned by Central Michigan University and incorporated in the letter of appointment, the Chair will serve the department by assuming responsibility for administering the business and budget of the department, providing leadership in curriculum development, facilitating scholarly activity on the part of the faculty, and representing the faculty's positions to other departments, the University administration, and constituencies external to the University. The Chair shall also be responsible for allocation of student assistance, work study, and laboratory aide funds and personnel and assignment of advisement responsibilities to faculty. The Chair shall be responsible for making all teaching assignments, with advice and consent of the faculty. The position normally carries a half-time teaching responsibility.

##### B. Committee System

During March, an administrative committee will solicit input from all faculty members concerning their evaluation of the committee system's effectiveness and efficiency and request suggestions for modification of the system to achieve specific goals. During the fourth-from-last week of the winter semester, an

administrative committee will present a report to the faculty on the year's

functioning of the committee system, including recommended changes, together with their rationale. The updated committee system will be voted on by the faculty.

### **III. Procedures for Development of Criteria for Tenure, Promotion, and Reappointment**

#### **A. Procedures to Assure Faculty Participation in Development of Criteria**

Departmental decision-making with regard to the procedures by which faculty participate in formulating the Department's criteria for reappointment, promotion, and tenure, and personnel procedural policies, including changes in them, shall be as follows:

All items shall be acted upon at a meeting of the department held at least one week after notice of the meeting has been given, along with notice of the specific agenda items. For approval, a majority vote of those attending the meeting is required.

The department or an individual may refer items to a personnel committee for study. A personnel committee shall report its recommendation on the referred items to the department as a whole. All amendments to existing policies shall be initiated by requests directed to the Chair of a personnel committee.

#### **B. Criteria for Tenure, Promotion, and Reappointment**

The Department of Chemistry of Central Michigan University will use the following criteria in evaluating the work of a member under consideration for a decision on a personnel matter. These criteria were originally written by the Personnel Committee, revised with input from all department faculty members, and approved as part of the bylaws by majority vote of the faculty. These criteria are either identical or supplemental to established University criteria.

1. Teaching - A person shall demonstrate effectiveness as a teacher. Some important components of this category are:
  - a. Subject matter competence
  - b. Ability to communicate
  - c. Good rapport with students
  - d. Advising and counseling students

- e. Efforts to evaluate and improve teaching effectiveness
  - f. Development of programs and courses which are pertinent to student needs and concerns. Among evidence reflecting these components, the following may, if the candidate desires, be considered:
    - (1) Student Opinion Survey results
    - (2) Trends in class enrollments
    - (3) Performance of students on standardized tests
    - (4) Peer review results
    - (5) Instructional materials
2. Scholarly and Creative Activities - A person shall demonstrate competence in and sustained commitment to one's field by activities such as:
- a. Research
  - b. Peer-reviewed publication
  - c. Presentation of work at professional meetings
  - d. Other scholarly contributions, such as research into teaching methodology, consultation
3. Service - A member should take an active part in the activities of the department, profession, and the University, and engage in public activities in a meaningful way. These activities include:
- a. Working with colleagues towards the departmental goals
  - b. Committee work
  - c. Preparing proposals for and securing grants
  - d. Guest lecturing and consultation
  - e. Public relations activities

#### **IV. Procedures for Determining Departmental Recommendations for Tenure, Promotion, and Reappointment for Regular and Temporary Faculty**

- A. The Department Chair shall notify the department at least 45 days (if possible) prior to the date due in the Dean's office, when a recommendation on personnel matters (reappointment, tenure, promotion) is required. Such notification will include the names of candidates for reappointment and/or tenure. For any promotion, either the individual or another member of the department (with prior consent of the individual) shall be responsible for requesting, in writing, that consideration for promotion be given in order to initiate action. Such requests are to be addressed to the Chair of the Personnel Committee, who will inform the entire faculty of the due date for the request.
- B. The Personnel Committee shall give any candidate a written notice of at least four weeks in order to afford an opportunity to submit material in writing which is believed to be relevant. Simultaneously, the same notice shall be sent to nonmembers of the committee (including those faculty members on leave) who may present information for or against the candidate under consideration.
- C. The Personnel Committee shall have the responsibility of gathering data and presenting the file to the appropriate recommending body of the department on matters of reappointment, tenure, and promotion. The Personnel Committee shall be obliged to accept and present to the appropriate recommending body all information presented by the candidate. The candidate for tenure or promotion shall provide the following: resume, a list of and copies of publications, lists and brief summaries (abstracts) of presented papers and grant applications, and a summary of the candidate's involvement in activities at the Department, School, and University level. In addition, the candidate may, but is not required to, submit brief descriptions and samples of course materials (handouts, exams, etc.), brief descriptions of course and instructional developments, student evaluations, records of course enrollments, standardized test results, and results of peer review. In addition, the candidate has the right to request an appearance before the Personnel Committee to discuss the contents of the file at any time during the data-gathering process. The Chair of a Personnel Committee or designee (each shall be tenured full professors) shall act as the Chair of all recommending bodies. A recommending body may act only when at least three-fourths of those eligible are present. The recommending bodies shall have the responsibility for making the final recommendations (reached by majority vote of all members present and voting by secret ballot) of the department to the Dean's office on these matters. Their membership shall be as follows:

For reappointment and tenure: the entire tenured faculty.

For promotion: all regular faculty of rank higher than that of the individual under consideration.

A second responsibility of the recommending body shall be the preparation of a strengths and weaknesses statement for the candidate. This statement shall be

prepared and transmitted to the candidate before the vote on the final recommendation. The individual shall have the option of discussing, in person or in writing, with the recommending body, such assessment as shall have been conveyed to the individual by that body (again, before the secret ballot). All copies of the strengths and weaknesses statement, other than that presented to the candidate under consideration, shall be destroyed. If the candidate wishes, the application may be withdrawn; then, all materials are to be returned, and the recommending body disbanded. Each individual under consideration by a recommending body shall be informed of the decision of that body within ten days.

D. If the decision of the appropriate recommending body is

1. not to renew contract,
2. not to grant tenure, or
3. not to promote,

the individual shall be notified, in writing, if the individual so desires, of the reasons for the decision, and the application may be withdrawn. When the recommending body has made the final decision, the application materials described above, plus the departmental recommendation, with the Chair's recommendation and the appropriate completed forms, shall be forwarded to the Dean's office. The file shall be clearly marked with the name of the Personnel Committee Chair or designee. The recommending body's recommendation on all personnel matters shall be based on a composite of all the above criteria and not on the fulfillment of a single criterion. The criteria above will serve as guides of the personnel consideration of:

Reappointment: In order of decreasing importance: Teaching, Service, and Scholarly and Creative Activities.

Tenure: In order of decreasing importance: Teaching, Expected Promotability, Scholarly and Creative Activities, and Service. Normally the earned doctorate is expected.

Promotion: In order of decreasing importance: Teaching, Scholarly and Creative Activities, and Service. Promotion is normally accompanied by publication of scholarly research since a previous promotion. Normally the earned doctorate is expected. With increasing rank, all criteria shall be applied more rigorously; Scholarly and Creative Activities shall increase in importance relative to the other two criteria, while remaining the second in order of importance.

- E. For temporary (including part-time) faculty, peer review for the purpose of reappointment will be carried out by a recommending body composed of all members of the Chemistry faculty on regular appointment. This recommending body will be chaired by a member of the department Personnel Committee.

Each temporary faculty member will be reviewed for a subsequent appointment by the recommending body on a schedule equivalent to that of a faculty member on regular tenure track appointment at the same rank. Review of subsequent appointments will not be required after the temporary faculty member has served a time equal to the probationary period of a tenure track faculty at the same rank.

The department Personnel Committee will notify the department and each temporary faculty within 30 days of the beginning of the semester when review is required. Upon this notification, any temporary faculty to be considered for reappointment should present written evidence to the recommending body in support of reappointment. The criteria for such appointment are:

1. Teaching (see III. B. 1. above) and to a lesser extent;
2. Scholarly and creative activities (see III. B. 2. above);
3. Service (see III. B. 3. above).

While 2 and 3 are not as important as 1, temporary faculty should recognize that 2 and 3 are vital to the health of the department and are thus expected activities. Temporary (including part-time) faculty are expected to make greater contributions in 2 and 3 during subsequent appointments.

After review of written evidence, the recommending body may request additional information. Within 30 days after initial notification of the temporary faculty, the recommending body will vote to reappoint/not reappoint. The decision will be made by majority written vote of the recommending body members present and voting. No temporary (including part-time) faculty shall be reappointed subsequently without a) the above procedures being followed and b) when review is required, a positive vote for reappointment, except in extenuating circumstances.

In cases where the number of faculty for subsequent appointment exceeds the number of allocated positions, the department Chair will decide which temporary (including part-time) faculty are offered appointment.

## **V. Reductions in Number of Faculty**

- A. In cases where reductions in the number of faculty are ordered as a result of retrenchment by the University, the following options will be exercised in the order given:
1. To leave unfilled the requisite number of faculty vacancies existing as a result of natural attrition, e.g., death, retirement, or resignation.
  2. Not to reappoint faculty members then serving on a temporary appointment in a regular position.
  3. Not to reappoint a nontenured faculty member serving on a regular appointment.
  4. Not to reappoint a tenured faculty member.

In cases 2, 3, and 4, the most recently hired faculty member shall be dismissed.

## **VI. Selection of Department Chair**

- A. The Chair of the department shall, whenever possible, be chosen from among the eligible voting faculty members of the department and shall in every case be elected by two-thirds majority of the eligible voting faculty to serve for a specified term, normally three years. The Chair may serve successive terms.

Normally, during the fall semester of the year immediately preceding that in which the term of the Chair expires, the Personnel Committee shall notify, in writing, all department members of the impending vacancy, and shall solicit names of those members who are willing to be considered for appointment to that position.

Within one week following the date of notification of vacancy, the names of all members who are willing to be considered for the Chair's position shall be submitted in writing to the Personnel Committee. A list of those willing to be considered shall be distributed to the faculty on the next working day following the deadline date, and to each candidate a questionnaire, drafted by the Personnel Committee and approved by the Department of Chemistry, will be given.

The candidate shall have one week to respond to the questionnaire, and to place on file with the Personnel Committee an up-to-date curriculum vitae and the completed questionnaire.

The questionnaires and curricula vitae shall remain on file in the department office for one week following the closing date for filing these materials. Members of the



department, as well as the Dean of Arts and Sciences, shall be notified by the Personnel Committee and urged to review these materials during that time.

Within one week following the closing date for inspection of these materials, the Chair of the Personnel Committee shall draw lots to determine the order in which candidates shall be interviewed by the department. These interviews shall take place during the week following determination of order.

Within one week following the interviews, the department shall hold a meeting for the purpose of electing a Chair by secret ballot in the following manner:

The names of all candidates shall appear on the ballot in alphabetical order and one ballot shall be given to each member of the department present at the meeting. Voting members shall be instructed to cast votes for each candidate either affirmative or negative. (An affirmative vote is taken to mean that the voter approves of the candidate as a potential Chair; hence, one may wish to vote affirmatively--or negatively--for all the candidates.)

After this ballot is cast, the names of all candidates who receive affirmative votes from at least two-thirds of the eligible members who are present and voting shall be voted on by a second ballot. Each member present shall vote for the candidate of his/her choice or shall abstain. A majority of the ballots cast shall be required for the election.

If a second ballot is required, it shall be conducted between (among) the two candidates receiving the largest number of votes, plus ties. If necessary, this process shall be followed by a third ballot. In case of an impasse, i.e., three consecutive ballots in which there is no change in the vote, the Personnel Committee shall be directed by the department to meet and to recommend reopening the search to include or to exclude external candidates.

- B. The faculty of the department, except the Chair, shall meet annually during the month of April to review the Chair's performance. The Personnel Committee shall submit to the Chair within one week a letter summarizing his/her strengths and weaknesses as thus perceived.

## **VII. Support for Professional Activities**

- A. The Department of Chemistry strongly supports faculty sabbatical leaves as well as other types of support (including grants and contracts) for their professional activities. The department encourages eligible faculty to participate. The Personnel Committee shall evaluate proposals for sabbatical leave on the basis of consistency with University policy, qualification of applicant to complete project,

value of leave to department, and bring recommendation to department for majority vote by secret ballot.

- B. In order to coordinate the impact of these activities with other department activities, any person planning to request a leave, from all or part of regular teaching duties, is to inform the Department Chair of this intention according to the temporal guidelines published for sabbatical leaves. In cases where this is not possible, the Chair is to be informed at the time the application is made.

When the leave requested is other than a sabbatical leave, the person is to present, in lieu of the material found in a sabbatical application, a letter of intent which must include, as appropriate:

1. a brief synopsis of the study;
2. the geographical location at which the study is to be carried out;
3. the source, date, and duration of the requested support;
4. requested release time;
5. request for other department resources; and
6. an invitation letter from an external agency, if applicable.

- C. Although temporary faculty are not eligible for sabbatical leaves, they do qualify for support of their activities by the department. This support includes, but is not limited to, receiving travel funds and use of departmental facilities and monies for research and instructional purposes.

### **VIII. Selection of New Faculty**

- A. In cases where the addition of new faculty to the department is requested or anticipated (either through increased allocation or through the creation of positions from existing FTE), the disciplinary specifications shall be decided by the entire tenured and tenure-track faculty.
- B. The Department Chair shall notify the Personnel Committee as soon as possible if an opening is authorized. The committee shall write a job specification and advertisement for departmental approval. If approved and agreed to by the Affirmative Action office, the advertisement shall be placed, and the committee shall collect the applications. The committee shall select the top ten applicants and submit their applications for departmental action. After review, the department shall select the top three applicants who, with the approval of the Dean, shall be

invited to campus for interviews. The department shall select the candidate by written majority ballot. The Chair shall negotiate with the Dean the rank and salary offer for the candidate chosen.