

DEPARTMENT OF ENGINEERING AND TECHNOLOGY

PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

Approved November 30, 2007

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
	A. Preamble.....	1
	B. Definition of Terms.....	1
	C. Department Meetings.....	1
II.	GOVERNANCE STRUCTURE AND OPERATING METHODS	2
	A. The Position of Department Chairperson.....	2
	B. Procedures for Appointment, Reappointment, and Informal Review of the Department Chairperson.....	2
	C. Standing Committees	4
III.	PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION, AND LEAVE OF ABSENCE.....	5
IV.	REGULAR FACULTY WORKLOAD ASSIGNMENTS	7
V.	REGULAR FACULTY REDUCTIONS.....	7
VI.	PROFESSIONAL DEVELOPMENT ALLOCATIONS	7
VII.	SUPPLEMENTARY TEACHING ASSIGNMENTS	8
VIII.	SUMMER SESSION TEACHING.....	8
IX.	GRADUATE FACULTY MEMBERSHIP	8
X.	CURRICULUM	9
XI.	TEMPORARY FACULTY REVIEW.....	9
	APPENDIX A – PERSONNEL DECISION CRITERIA.....	11
	I. NEW CHAIRPERSON/NEW FACULTY SELECTION	11
	II. CRITERIA FOR REAPPOINTMENT, TENURE, PROMOTION AND PROFESSOR SALARY ADJUSTMENT.....	11

DEPARTMENT OF ENGINEERING AND TECHNOLOGY

I. INTRODUCTION

A. Preamble

These procedures, criteria, standards, and bylaws have been developed by the Department of Engineering and Technology (hereafter referred to as the Department) to ensure participation by the department faculty in the conduct of departmental business as defined in accordance with Article 10, titled Department Procedures, Criteria, Standards, and Bylaws, of the collective bargaining agreement between Central Michigan University and the Central Michigan University Faculty Association, hereafter referred to as *Agreement*.

The provisions of this document will be utilized unless they are found to be in conflict with the *Agreement* or local, state, or federal laws.

B. Definition of Terms

1. Regular faculty members shall include those members who are included in Article 2 of the current *Agreement*.
2. Full-time temporary faculty shall include those members who teach at least .5 FTE per semester in the Department.
3. The Dean of the College of Science and Technology will hereinafter be referred to as the Dean.
4. A quorum is the majority of persons eligible to vote.

C. Department Meetings

1. All department meetings will be conducted according to Roberts Rules of Order and attended by regular faculty only. All other attendees must be invited by the Department Chairperson.
2. While all regular faculty may be present, only tenured faculty are eligible to vote on reappointment, tenure, and promotion (RTP) personnel matters.
3. Only regular faculty are eligible to vote on any non-RTP personnel matters, on curricular items, and alteration of bylaws.
4. Other matters can be voted on by both regular faculty and invited full-time

temporary faculty.

5. Absentee ballots and proxy votes are not allowed.

II. GOVERNANCE STRUCTURE AND OPERATING METHODS

A. The Position of Department Chairperson

The duties and responsibilities of the Department Chairperson are presented in the Department Chairperson's letter of appointment which is issued by the Provost. One of the important responsibilities of the Department Chairperson is to recommend the initial appointment of temporary faculty members. Any subsequent appointments will be made in consultation with the Department after review of their performance and recommendation to the Dean.

B. Procedures for the Appointment, Reappointment, and Informal Review of the Department Chairperson

1. Term of Appointment. The term of appointment for the position of Department Chairperson shall be consistent with the current *Agreement*.
2. Annual Review of Department Chairperson.
 - a) An annual review of the Department Chairperson will be conducted during the Fall Semester by the Personnel Committee.
 - b) The Personnel Committee will conduct a survey using the departmental approved questionnaire to collect Department Chairperson review information from the faculty and staff. A copy of the Department Chairperson Review Questionnaire is available in the Department office and Dean's office.
 - c) All departmental faculty and staff shall have the opportunity for survey input.
 - d) The Personnel Committee will provide the results of the survey to the Department Chairperson in an informal meeting with him/her, and will also provide a copy of it to the Dean.
3. Reappointment of Incumbent. At the beginning of the semester preceding the terminal semester of the Department Chairperson's appointment, the incumbent shall notify, in writing, the faculty of the Department and the Dean with respect to his/her intent to seek reappointment. Representatives from the Personnel Committee shall meet with the Dean prior to the terminal semester's appointment and before any review process for the

purpose of obtaining any advice regarding filling the position.

- a) If the incumbent desires to be considered for reappointment, the Personnel Committee shall prepare a formal report. This report will be derived from the yearly Department Chairperson Review Questionnaire and shall be presented to the incumbent Department Chairperson and regular faculty.
- b) A Department meeting will be held during which the regular faculty will discuss the report of the Personnel Committee. The regular faculty shall vote on its recommendation by secret ballot. An affirmative recommendation requires at least two-thirds of the votes cast in support of the application. The faculty recommendation and a summary of individual comments will be reported to the Dean and the incumbent. A copy of this report shall be retained in the incumbent's personnel file and by the Chairperson of the Personnel Committee.

4. Non-Incumbent Selection. In the event that reappointment of the incumbent is not recommended, or the office becomes vacant for any reason, the Personnel Committee shall initiate the process for selecting a Department Chairperson.

- a) The Personnel Committee shall develop a job description for presentation to the regular faculty. After the job description has been approved by the Department and Dean, the Personnel Committee representative(s) shall meet with the Dean prior to preparing a recommendation to the regular faculty as to whether applications should be solicited from outside the Department, inside the Department, or both.
- b) If the selection is to be made from inside the Department, the Personnel Committee shall select a slate of not more than three (3) candidates. If the selection is to be made from outside the Department, the Personnel Committee shall, upon approval of the Dean and Provost, conduct a search and, in accordance with University Search Procedures, select a slate of not more than five (5) candidates in rank order.
- c) The selection process shall be completed in accordance with University Search Procedures and Appendix A, Paragraph I. New Chairperson/New Faculty Selection Criteria.

5. Acting Department Chairperson. In the event the search fails to culminate in the appointment of a Department Chairperson, an Acting Department

Chairperson will be selected as follows. The Personnel Committee shall present a slate of no more than three (3) tenured regular faculty members who are willing to accept such an appointment. An Acting Department Chairperson shall be selected according to the voting procedure used in Section II.B.3.b) and recommended to the Dean. In the event that the recommended candidate is not acceptable to the Dean, or if no candidate is acceptable to the Department, the Personnel Committee shall meet with the Dean and propose a subsequent course of action. The appointment shall not exceed a one-year (1) term.

C. Standing Committees

1. Personnel Committee

The Personnel Committee will consist of three tenured faculty elected for three (3) year terms (staggered) to begin during the Fall Semester. The Personnel Committee is charged with all search processes for the Department Chairperson (see above), the annual review of the Department Chairperson, and assisting the Department Chairperson in new regular faculty searches including establishing search committees. The Personnel Committee is responsible for assisting the Department Chairperson in the evaluation of temporary faculty. The Personnel Committee is also charged with submitting a written recommendation and rationale to the Department Chairperson for personnel decisions (see Section III.S.). The Department Chairperson is an ex-officio member of the Personnel Committee. The members of the Personnel Committee will elect the Chairperson of the Personnel Committee for a one (1) year term.

2. Schedule Committee

A Schedule Committee will be elected at the start of Spring Semester for a two (2) year term and will consist of the Department Chairperson and at least two (2) other regular faculty members. The committee will assist the Department Chairperson in the formulation of a course teaching schedule, identify and anticipate potential enrollment and present such schedule to the faculty for review and comment at least one (1) week prior to the issuance of the final copy. Final authority and responsibility for the schedule resides with the Department Chairperson, subject to prerogatives accorded to the Dean under the *Agreement*.

3. Ad-hoc Committees or Special Assignments

Ad hoc committees will be formed and approved at departmental meetings and special assignments will be given as needed by the Department Chairperson.

4. Graduate Program Coordinator

The Graduate Program Coordinator must be a regular faculty member and a current member in good standing of the graduate faculty. The Graduate Program Coordinator will be elected by the regular faculty by a majority vote to serve a three (3) year term. The Graduate Program Coordinator will be charged to assist the Department in recruiting students to the departmental graduate programs. The Graduate Program Coordinator may also facilitate activities such as, but not limited to, the creation of promotional materials (including the departmental website) for the graduate program, coordinate the scheduling of research seminars to acquaint graduate students with faculty research interests, and develop and recommend formal procedures for student registration in graduate thesis, directed research and independent study courses.

III. PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION, AND LEAVE OF ABSENCE

- A. The Department Chairperson, or his/her designee, is responsible for the procedures, observing deadlines, filing forms, etc., and presiding at the departmental meeting. However, all deadlines associated with reappointment, tenure and promotion decisions are the responsibility of individual faculty members as indicated by the *Agreement*.
- B. Recommendations for regular faculty members requesting reappointment, tenure, or promotion shall be based on the Personnel Decision Criteria in Appendix A and in accordance with the current *Agreement*.
- C. Departmental action on a leave of absence request shall be in accordance with the current *Agreement*.
- D. The applicant for personnel decisions will provide documentation supporting the request following the criteria and standards categories stated in Appendix A. This documentation will be submitted to the Department Chairperson by the date stipulated in the current *Agreement* and will be made available for review at that time.
- E. The applicant will be notified at least one (1) week in advance of the meeting called to consider the application, and will be present at the meeting.
- F. Copies of the supporting materials will be available at the meeting. The meeting cannot be scheduled sooner than one (1) week from the date applications are due in the Department.

At the meeting:

- G.** The applicant will address the faculty and present information in support of his/her request.
- H.** Faculty members will be given the opportunity to question the applicant about his/her application.
- I.** The applicant will respond to questions asked and present final comments.
- J.** The applicant will leave the room.
- K.** Faculty members will discuss the application. The Department Chairperson, or his/her designee, will determine when this step has been accomplished.
- L.** A secret ballot will be cast. The affirmative recommendation requires at least two-thirds of the votes cast in support of the application. All balloting results will be forwarded to the Dean as part of the departmental recommendation.
- M.** The Personnel Committee will count the votes. In the event of a negative vote, the Personnel Committee shall review the rationale that provided the basis for the vote. Information sought shall be that requested by the tenure/reappointment/promotion form.
- N.** At the end of the meeting, the Department Chairperson, or his/her designee, will indicate the results of the vote to the faculty and to the applicant.
- O.** The Department Chairperson, or his/her designee, in consultation with the Personnel Committee, will summarize the major points of the discussion to the applicant within three (3) working days following the meeting. For a positive recommendation, continue to Step S.
- P.** If a negative decision is not appealed by the applicant within two (2) working days of Step O, continue to Step S.
- Q.** If an appeal is requested, the requested appeal meeting will be held within ten (10) working days of the meeting in which the denial occurred.
- R.** In the appeal meeting a motion from the floor for reconsideration may be made to return to Step G. The subsequent decision made in Step L will be considered binding. After Step N, continue to Step S.
- S.** The Personnel Committee will submit a written departmental recommendation with rationale to the Department Chairperson and to the candidate no later than the

time it is forwarded to the Dean, as specified in the *Agreement*. If the Chairperson of the Personnel Committee is the candidate, a designee from the other members of the Personnel Committee will be selected for this function.

- T.** The Department Chairperson will make an independent recommendation with rationale on the application and provide a copy of it to the candidate no later than the time it is forwarded to the Dean, as specified in the *Agreement*. If the Department Chairperson is the applicant, this step is not required. The Chairperson of the Personnel Committee will act on behalf of the Department Chairperson in Items A-S above. The Department Chairperson is responsible for notifying the Personnel Committee if his/her recommendation is opposite the departmental recommendation, and also for forwarding the departmental recommendation with rationale, and his/her separate recommendation with rationale, to the Dean.

IV. REGULAR FACULTY WORKLOAD ASSIGNMENTS

- A.** Each regular faculty member shall carry a teaching load in accordance with the current *Agreement*.
- B.** Each regular faculty member shall actively participate in the departmental advising responsibilities.
- C.** Each regular faculty member shall actively participate in committee work at the Department, College, and/or University levels.
- D.** Each regular faculty member shall actively engage in scholarly and creative activities.

V. REGULAR FACULTY REDUCTIONS

- A.** The Department subscribes in principle to the University policy for faculty reduction, reallocation, and implementation in the current *Agreement*.
- B.** In the event of a reduction of faculty allocation, a meeting of all regular faculty of the Department will be called. The departmental recommendation concerning faculty reduction plans will be decided by majority vote of tenured faculty.

VI. PROFESSIONAL DEVELOPMENT ALLOCATIONS

- A.** Normally funding shall be provided for departmental sponsored activities such as professional development, departmental representation, association membership, conference or registration fees, meal costs, and lodging costs, etc.
- B.** Where funds are available, each regular faculty member will receive, annually, an

individual allocation for professional development purposes.

VII. SUPPLEMENTARY TEACHING ASSIGNMENTS

Supplementary teaching assignments shall be undertaken in accordance with the current *Agreement*.

VIII. SUMMER SESSION TEACHING

A. The faculty will assist in developing a summer program to include course offerings, time schedules, and staffing requirements. Final assignment of the course offerings and faculty assignments will be the responsibility of the Department Chairperson and Dean as defined by the current *Agreement*.

B. Criteria for Summer Session Courses

1. Should be consistent with Summer FTE allocations.
2. Should provide appropriate balance to fulfill major/minor and graduate program requirements.
3. Should have potential for adequate enrollment.
4. Should provide for periodic rotation of courses and faculty.
5. Non-teaching Assignment (e.g. Internship Supervision): The same guideline for teaching assignments will be applicable to non-teaching assignments if approved by the Dean. These assignments will be considered as equivalent to a 3 credit hour course if approved by the Dean.
 - a) A faculty member who is assigned to this non-teaching responsibility during the summer will be paid in accordance with the *Agreement*.
 - b) Preference will be granted to regular faculty members.

C. Criteria for Faculty Selection

Shall be based on the faculty member's qualifications, availability, and equitable allocation of resources to ensure a system of faculty rotation.

IX. GRADUATE FACULTY MEMBERSHIP

The College of Graduate Studies guidelines will be followed to determine graduate faculty status.

X. CURRICULUM

- A.** Proposed changes in departmental programs and course revisions, additions, or deletions must be submitted to the Department for evaluation and review.
- B.** Curricular items such as degree, major, minor and course revisions, additions, or deletions will be approved by a majority of votes cast.

XI. TEMPORARY FACULTY REVIEW

A. Procedure

1. Temporary faculty review will be held at a Department meeting during spring semester. One week prior to the meeting, temporary faculty will submit evidence of meeting the required criteria listed below.
2. At the Department meeting, the evidence will be reviewed by regular faculty.
3. A positive recommendation of reappointment requires two-thirds of votes cast by tenured faculty.
4. The Personnel Committee will summarize the results of the voting and present the summary to the Department Chairperson.
5. The Department Chairperson will communicate the results to the temporary faculty.

B. Criteria (Item #1 and 2 must be completed)

1. Demonstrated effectiveness in classroom performance. Examples of documentation must include student evaluation scores as well as course GPA and course grade distribution. Other forms of comprehensive measurements that have some validity in measuring student learning may also be used. Comparisons to normative data are expected when such data is available.
2. Documentation packet for each course must include course syllabus, exams, and samples of student work.
3. Demonstrated participation in student advising and supervision of student independent study projects, graduate thesis projects and internships. Demonstrated positive outcomes such as papers or presentations from such participation are expected.

4. Participation in curricular innovations and/or development of instructional materials that leads to improved student learning.
5. Other information which supports the characterization of the candidate as a high quality teacher and which can be connected to student learning.
6. Nothing herein gives assurance to any member of the temporary faculty that he/she will be offered an appointment beyond the end of a present appointment.

APPENDIX A

PERSONNEL DECISION CRITERIA

I. NEW CHAIRPERSON/NEW FACULTY SELECTION

- A. Each regular faculty member shall cast a single vote for each of the candidates presented by the search committee. The candidates receiving two-thirds of votes cast will be recommended for interview.
- B. The regular faculty shall take the following action at a meeting of which at least three (3) working days notice shall be given and after all selected candidates have been interviewed.
 - 1. Candidates must receive two-thirds of votes cast to be approved.
 - 2. Each faculty member will rank all approved candidates. The number one (1) indicates the most preferred candidate.
 - 3. The Personnel Committee will sum the individualized ranks and the Department Chair will recommend candidates to the Dean in composite rank order.

II. CRITERIA FOR REAPPOINTMENT, TENURE, PROMOTION AND PROFESSOR SALARY ADJUSTMENT

The primary objectives and functions of the University are the transmission and development of knowledge. Therefore, the primary criteria for reappointment, tenure, promotion, and professor salary adjustment of faculty members shall be those described in the *Agreement*. The faculty shall give primary weight to evidence of teaching excellence, scholarly work, and service. However, other activities such as outside professional responsibilities and participation in University administration and committee work are important and shall also be considered in the overall evaluation of faculty members. Minimum performance is not enough, in itself, to justify reappointment, tenure, promotion or professor salary adjustment.

The following general criteria and standards for reappointment, tenure, promotion and professor salary adjustment are established to serve as guidelines to assist individual faculty in their preparation for reappointment, tenure, promotion and professor salary adjustment. The main categories (A, B, C) are listed in order from highest to lowest importance with particular emphasis given to documentation of significant achievement in the subcategories listed. Within each category, the subcategories are also listed in order from highest to lowest importance.

Reappointment

Faculty members applying for reappointment must present evidence of significant progress

toward fulfillment of the listed criteria and must also demonstrate promise as described in the current *Agreement*. This promise would normally be demonstrated by progress towards fulfillment of the criteria in proportion to the time one has served as a regular faculty member.

Tenure

Faculty members applying for tenure must present evidence of how they have fulfilled the standards in each of the major categories (A, B, C) listed below. The subcategories are listed in order from highest to lowest importance and it is expected that a candidate will significantly address the standards in the more important subcategories. Faculty members must also demonstrate promise as described in the current *Agreement*. Promise includes the expectation that a faculty member will demonstrate a significant amount of scholarly accomplishments while at Central Michigan University.

Promotion to Associate Professor

Subject to any differences present in the *Agreement*, the criteria for promotion to Associate Professor are the same as those for tenure with the exception that promise is not a criterion.

Promotion to Professor and Professor Salary Adjustment

The departmental criteria for promotion to Professor and Professor Salary Adjustment are the same as listed for tenure except that the Department expects greater achievement in each major category as compared to departmental criteria for promotion to Associate Professor. The general expectation is that all faculty members will continue to develop in the areas of teaching, scholarly and creative activity, and service throughout their careers. Therefore, the candidate's scholarship must be sustained and show evidence of increased maturity, quality and visibility over time. In the major category of service, documentation of positive service leadership is expected.

A. Teaching (Item #1 must be completed)

1. Demonstrated high quality teaching effectiveness. Examples of documentation must include student evaluation scores. Other forms of comprehensive measurements that have some validity in measuring student learning may also be used. Comparisons to normative data are expected when such data is available.
2. Demonstrated participation in student advising and supervision of student independent study or research projects, graduate thesis projects and internships. Demonstrated positive outcomes such as papers or presentations from such participation are expected.
3. Participation in curricular innovations and/or development of instructional materials that leads to improved student learning.

4. Other information which supports the characterization of the candidate as a high quality teacher and which can be connected to improved student learning.

B. Scholarly and Creative Activity (Item #1 must be completed)

1. At least three demonstrated high quality refereed publications in national and/or international journals. Either a funded competitive external grant or a refereed proceedings article of demonstrable high quality may be substituted for one (1) journal publication. It is also important that minimum performance in this subcategory be complemented by additional achievements from other subcategories (Items 2-8).
2. Funded competitive external grant.
3. Demonstrated high quality refereed proceedings publication of national and international conferences.
4. Success in obtaining other external grants and contracts that enhance student research.
5. Presentations at national and international conferences.
6. Publications of textbooks and/or chapters.
7. Other refereed publication, presentations, grants and contracts.
8. Unfunded, significant external grant applications that have received favorable reviews in the refereeing process.

C. Service (Items 1 & 2 must be completed)

1. Departmental involvement and/or leadership including committees and program coordination (examples include assessment, curriculum, accreditation, faculty searches, program review, industrial advisory board, résumé book, advisor for student organizations, and advisor for student international programs).
2. College or University committee involvement/leadership.
3. Professional involvement with State and National agencies and membership and participation in professional societies.
4. Review of textbook, journal articles and conference papers.
5. Public service involving professional expertise, consulting, and arbitration activity including expert testimony.