

DEPARTMENT OF GEOLOGY
DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

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DEPARTMENT OF GEOLOGY

PREAMBLE

The following document on personnel policies and procedures was written by a departmental committee, submitted to the department faculty for evaluation and criticism, rewritten by the committee, and finally submitted to the faculty which voted its approval.

GEOLOGY DEPARTMENT MISSION STATEMENT

The objectives of the Geology Department are to: 1) provide nonmajors with the necessary background and critical thinking skills to make informed decisions about earth systems-related problems; and 2) provide majors with the opportunity to obtain an excellent geologic education that will prepare them for their post-baccalaureate careers in graduate school or industry. To this end, the Geology Department places a high value on maintaining a rigorous program of study that incorporates original research into the undergraduate curriculum. The personnel procedures presented herein are intended to reward faculty for helping the Department as a unit to achieve these goals.

WORKLOAD POLICY

The geology curricula are laboratory intensive, which yields a high ratio of contact, preparation, and grading hours to credit hours. Therefore the Geology Department recognizes the minimum workload as nine hours per semester. Courses in which enrollment exceeds 75 may be counted at twice the hour value.

PERSONNEL COMMITTEE

The Personnel Committee shall consist of the geology faculty on regular appointment. On issues related to spouse or self, department members cannot sit on the Personnel Committee. The Personnel Committee is charged with evaluation of personnel matters, reporting in an advisory capacity to the department chairperson.

QUORUM

The nearest whole number larger than one-half of the Personnel Committee shall constitute a quorum for transacting business.

COMMITTEE OFFICERS AND DUTIES

The chairperson of the department will serve as chairperson of the Personnel Committee, shall have duties normal to that office, and shall be responsible for keeping the department's written policies up-to-date. The chairperson will transmit to the appropriate office: 1) the recommendation of the Personnel Committee as determined by a secret ballot; 2) a summary of the discussion of the Personnel Committee; 3) the recommendation of the chairperson of the Personnel Committee; and 4) a minority report, which may be written by any member of the Personnel Committee. In the event that the department chairperson is the candidate, the Personnel Committee shall elect a replacement who will carry out the duties of the chairperson as outlined above. The candidate may address the Personnel Committee in his/her own behalf.

CRITERIA FOR PROMOTION

General

The criteria for promotion within the Department of Geology will include consideration of the candidate's performance in four general categories within the context of the Mission Statement above. These categories are: 1) scholarly and creative activity; 2) professional growth; 3) teaching competence; and 4) contributions and service to the Department, College, University, and Community. The Geology Department recognizes and values that faculty talents and interests vary, not only from individual to individual but also from time to time during an individual's career. Faculty likely will focus more of their energy on one of these categories during an in-rank period, and these guidelines are designed to provide flexibility to reward faculty for various roles and teaching loads necessary for the efficient operation of the department. Therefore, to receive a positive recommendation from the Personnel Committee, the candidate must document competence in all four of the categories. Minimum competence in one category should be offset by superior performance, as defined herein, in another category. The Ph.D. degree or its equivalent shall be required for promotion to the rank of Assistant Professor.

Scholarly and Creative Activity

The candidate is expected to maintain a productive research program in his or her subdiscipline of the geological sciences. The department recognizes that all forms of scholarship defined by Boyer¹ are valuable contributions. Therefore scholarly work may include basic

¹Boyer, E., (1993) Scholarship Reconsidered: Priorities of the Professoriate, Carnegie Foundation. In this work, Boyer defines four types of scholarship that are appropriate for college faculty: the scholarship of discovery; the scholarship of integration; the scholarship of application; and the scholarship of teaching.

research, applied research, research into and development of teaching methods, and scholarly work that involves integration of geologic knowledge.

The candidate shall demonstrate competence by publishing scholarly work in her/his field of geology. Examples of scholarly work include: peer-reviewed papers published in geological journals; grant or contract proposals funded by outside agencies; peer-reviewed, externally published original works (such as books, manuals, and software); several invited or peer-reviewed presentations at professional meetings; and several columns in geologic magazines. Works by students under the guidance of the candidate shall count as well. Other evidence that shall support a candidate's demonstration of competence includes grant or contract proposal development; presentations of research or creative endeavors at professional meetings; other professional writings not included above; and the development of new research techniques. Evidence of superior performance would be the publication of several scholarly works.

Teaching Competence

The candidate is expected to be a competent teacher. Competence is documented by student evaluation scores. The evaluations used may be either the standard university form, a departmental form, or an individually constructed form which addresses the following topics: faculty-student relations; teaching methods; appropriateness of level of lectures, assignments, and tests; and organization and preparedness of the teacher. Superior performance may be indicated by any of the following: introduction of innovative methods of instruction; development of new courses or curricula; supervising original student research; or the development of special teaching aids (such as lab manuals, computer programs, or field guides) not included in scholarly activity.

Service to the Department, College, University, Profession, and Community

The candidate is expected to assist the Department, College, and University in their normal functions. Competence in this category is demonstrated by serving on committees as required by the Department, College, and University. Superior performance may be indicated by any of the following: advising students; maintenance of departmental laboratories, collections, or facilities; active participation in professional organizations; professional activity at other universities and colleges; and a sustained commitment to service within the department, college, University, profession, or community.

CRITERIA FOR TENURE

General

The major criteria for granting tenure are that the candidate has met the criteria for promotion and has demonstrated potential for academic advancement. For tenure, the candidate

must be rated by the Personnel Committee as satisfactory in all of the following categories by criteria set forth in this document: 1) teaching competence; 2) scholarly and creative activity; 3) professional growth, 4) potential; and 5) service to the Department, College, University, and Community. The candidate must possess the Ph.D. degree, or its equivalent, before tenure can be granted. "Equivalency" will be determined by positive evaluation of the candidate's credentials by the Personnel Committee and by outside leaders in the appropriate discipline. For tenure, the candidate must be rated by the Personnel Committee as satisfactory in all categories by criteria set forth in this document.

Teaching Competence

Demonstration of high quality teaching and indications of likelihood of continuing effectiveness are important requisites for tenure. Congenial and professional faculty-student relationships and effectively taught courses that provide adequate preparation for higher courses and professional work are expected. The candidate must submit documentation of effectiveness. The only required documentation shall consist of student evaluation of courses. The evaluations used may be either the standard university form, a departmental form, or an individually constructed form. In any case, it must contain questions addressing the following topics: 1) faculty-student relations; 2) teaching methods; 3) appropriateness of level of lectures, assignments and tests; and 4) organization and preparedness of the teacher. The candidate may request members of the Personnel Committee or an off-campus professional to evaluate his/her teaching competence.

In addition, the candidate is encouraged to submit supportive documentation, appropriate examples of which include: 1) student evaluations from non-classroom teaching situations, such as independent studies, field trips, and other student-related projects; 2) post-event evaluations from students assessing their level of professional (or graduate studies) preparation as related to course content; 3) annotated course outlines, tests, etc., demonstrating the organization and content of a course; and 4) manuals, computer programs, field guides, and other teaching aids developed by the candidate.

It is an important consideration that there be a pattern of continuing effectiveness indicating a likelihood that course content will be kept up to date. There is not a specific requirement, but it is the candidate's responsibility to demonstrate continuing efforts toward high standards. This may be shown using, for example: 1) sequential annotated course outlines, showing the evolution of a course, especially as regards new ideas and information; and 2) evidence of participation in short courses, workshops, conferences, technical sessions, etc. which keep a professional abreast of the field. Evaluation of the degree of teaching competence shall be based on both subjective and objective criteria. Included among subjective criteria may be faculty-peer review of: 1) course design and execution; 2) classroom performance; 3) level of student preparation for higher courses; and 4) degree of integration of courses with department program.

The Geology Department also recognizes the importance of research by the undergraduate student in the overall development of a well rounded and prepared geoscientist. As such, the candidate involving students in productive research is evidence of teaching competence. Specific examples include: 1) Senior Theses performed under the guidance of the candidate; and 2) manuscripts and abstracts published with student coauthors. The quality of the directed research may be judged by students' performance on the oral defense of a Senior Thesis, the caliber of the written Senior Thesis, and the performance of students at professional meetings.

It is the responsibility of the Chairperson of the Personnel Committee to bring to the attention of the Committee any serious student or peer complaints of the candidate's teaching professionalism of which the Chairperson is aware and after these have been discussed with the candidate.

Scholarly and Creative Activity

The Department recognizes that scholarly and creative activity is necessary for personal improvement as a professional and as an effective teacher. It is also recognized that creative activity leads to professional growth and, therefore, must be one of the criteria for recommending tenure. Creative activity cannot always be judged objectively, however, and the Personnel Committee must weigh carefully the creative endeavors that require subjective judgments.

Publication in refereed geologic literature is an indication that a person may be worthy of tenure. One major paper or several minor papers every two to three years in refereed and/or recognized appropriate scientific journals is considered normal progress in advancing through the ranks: because of the length of the probationary period, the minimum publication record required for tenure is two and one-half major papers, or their equivalent. Additionally, the publication record must include the publication of results of research performed while the candidate has been at Central Michigan University.

It is difficult to place absolute definitions on what is a major or minor publication and what is a recognized journal because of the nature of the different disciplines of geology and the type of research associated with each. Criteria utilized to distinguish between major and minor papers shall include, but not be limited to, the following: 1) the quality of the journal in which a paper is published, specifically its acceptance rate of manuscripts, status of the publishing agency, and circulation; 2) authorship of the manuscript, specifically whether the candidate is sole or first author or a junior author; and 3) significance of the paper, which may be established by citations of this work in the literature or letters from scientists in the candidate's discipline.

Supplemental evidence of scholarly activity includes 1) grant proposal writing, and 2) presentations at professional meetings and other professional writing.

1. Grant Proposal Writing

The Department of Geology encourages the submission of proposals to internal and external funding agencies to fund research programs or to acquire equipment, but the Department also recognizes that programs within the different disciplines of the geological sciences have different equipment needs and operate at vastly different levels of support. In considering proposals, the Personnel Committee will need to take into account the following: 1) nature of the proposal, specifically research or teaching v. equipment; 2) nature of the funding agency, specifically off-campus v. on-campus; 3) breadth of the proposal itself; and 4) whether or not the proposal was funded. Funded proposals may be taken as evidence of the vitality of a program, and also may help to determine the merit of publications that were supported by grants or from activities that utilized equipment acquired through equipment grants. Externally funded proposals shall be considered to be equivalent to a research publication.

2. Presentations at Professional Meetings and Other Professional Writing

Oral or poster presentations at professional meetings are an important indicator of the vitality of the candidate's scholarly and creative activity. The Personnel Committee must take into account the prevailing level of Department and University support for presentations, and therefore the candidate is expected to make several presentations during the probationary period. In evaluating the merit of abstracts, the following criteria shall be used: 1) stature of the meeting at which the presentation was made; 2) authorship of the abstract; and 3) involvement of undergraduates as co-investigators in the research and coauthors on the abstract. Abstracts cannot be used to substitute for research publications. Book reviews and columns are examples of other types of professional writing.

Potential

The potential to continue to advance through the academic ranks is an important aspect of the decision for tenure. Positive evidence for future growth includes, but is not limited to: 1) manuscripts that are accepted pending revision, in review, or in an advanced state of preparation; 2) current or pending support for research or equipment acquisition; 3) abstracts in review or preparation; and 4) ongoing research activities in the formative stages. As with the case for all tenure materials, it is the candidate's responsibility to provide supporting materials to the Personnel Committee.

Service to the Department, College, University, Profession, and Community

Service includes effective Departmental, College, and University committee work, participation in University workshops and conferences, activities in professional organizations, professional activity at other universities, and benefit to the Community. The Department expects that the candidate will engage in professional and cooperative relations within the Department.

PROMOTION, REAPPOINTMENT, AND TENURE PROCEDURES

The promotion, reappointment, and tenure policies of the Department of Geology may not contradict or conflict with the University policies as outlined in the most recent Agreement between the faculty and the University. The following guidelines and schedules pertain only to the Department of Geology.

Promotion

To initiate promotion procedures the candidate must submit a request in writing to the chairperson of the Personnel Committee asking for a promotion review. The candidate is responsible for determining the time of his/her initial eligibility for promotion and submitting all materials for evaluation by February 1 to the chairperson of the Personnel Committee. The candidate may add or subtract materials from the packet until one week prior to the scheduled meeting of the Personnel Committee. The chairperson will then ask the Personnel Committee to convene and evaluate the candidate's request. The vote shall be conducted by secret ballot and the decision determined by a simple majority. The chairperson will meet with the candidate to discuss the review. If after meeting with the chairperson the candidate wishes to pursue promotion, the chairperson shall prepare a summary of both favorable and unfavorable viewpoints regarding the candidate. The Personnel Committee members then will initial the authenticity of these statements. This will be forwarded by the chairperson to the Dean's office and becomes a permanent part of the candidate's personnel file at CMU. In the case of a negative decision, the candidate may follow the grievance procedures in the Agreement.

Reappointment and Tenure

Each non-tenured faculty holding tenure track position will be reviewed annually by the Personnel Committee in accordance with guidelines in the current Agreement. The criterion for reappointment shall be a judgment by the Personnel Committee that the candidate is making acceptable progress towards tenure and promotion. After discussion of the candidate's credentials, the Personnel Committee shall vote by secret ballot for reappointment or non-reappointment, with the decision being determined by a simple majority. In the event of a tie or split vote, the chairperson shall prepare a summary of both favorable and unfavorable viewpoints regarding the candidate. The members of the Personnel Committee will initial the document to authenticate the statements. The results of the review and the vote, along with recommendations and justifications for the recommendation, will be forwarded to the candidate. The chairperson will arrange to meet with the candidate to discuss and clarify the review. A positive decision, the summary, plus minority reports, will be forwarded to the Dean in accordance with the schedule outlined in the Agreement. In the case of a negative decision, the candidate will be allowed five working days to file an appeal with the chairperson. If no appeal is filed, the chairperson will

notify the Dean of the Department's decision in accordance with the schedule outlined in the Agreement. If an appeal is filed, the chairperson will convene the Personnel Committee within five working days of receipt of the appeal of reevaluation of the candidate and a second vote. The candidate may state his/her case directly to the faculty at this meeting. In case of a second negative decision, the candidate may not appeal again at the departmental level, but may follow grievance procedures at higher levels as outlined in the Agreement. The results of the second vote must be related to the Dean, according to schedule.

SELECTION OF NEW FACULTY AND STAFF

1. The Selections Committee shall be a committee of the whole faculty, and the chairperson of the Department shall serve as the chairperson of the Selections Committee. The Selections Committee shall solicit applications and present suitable candidates (to the faculty) for their selection by majority vote.

2. In the event of an emergency, when a majority of the Selection Committee is not available and prompt action is necessary, the chairperson may, after consultation with available faculty, select the necessary new faculty or staff. In the case of a permanent appointment, the chairperson must follow priorities established by the Selections Committee for the position in question. In either case, the chairperson shall forward the department's recommendation to the Dean for appropriate action.

SELECTION OF CHAIRPERSON

In the event of a vacancy in the position of chairperson, the Dean of the College must be notified. There are two distinct situations regarding the selection of a new chairperson for the department:

1. The chairperson is chosen from the ranks of existing CMU geology faculty; and
2. The chairperson is chosen from outside the University.

In either case, the minimum rank for permanent chairperson shall be Associate Professor. If the chairperson is chosen from within the ranks, it will be by majority vote of the faculty following normal nomination procedures. If chosen from outside the University, the procedure will follow that normally used to secure faculty, including a national search for appropriate candidates. If a national search is conducted, the Selection Committee must remember that programmatic as well as administrative needs must be met. The Department then recommends their candidate to the Dean and the Provost.

The chairperson shall be subject to formal review at regular intervals as required by the Agreement between CMU and CMUFA, and biannual informal evaluation by department faculty. The latter evaluation shall be initiated by the chairperson, with comments collected and collated

by a faculty member chosen by the chairperson. The purpose of this evaluation is strictly to identify and deal with problems and potential problems related to the effectiveness of the chairperson. Formal review of the chairperson may also be initiated at any time by a majority vote of the faculty.

FACULTY RETRENCHMENT

1. In the event a reduction of faculty is necessary, the reduction will be accomplished by considering the valuable options in the following sequences:
 - a. Leave unfilled any vacancy caused by retirement, resignation, or some form of natural attrition;
 - b. Not consider additional appointment for a faculty member then serving on a temporary appointment in a regular position;
 - c. Reconvert graduate assistantships earlier established by the conversion of any faculty position(s) to graduate assistantships; or
 - d. Non-reappointment of a non-tenured faculty member serving on a regular appointment.
2. In the event retrenchment requires termination of tenured faculty, University tenure policy will be observed.
 - a. Appeals in this instance shall be subject to University appeal procedure.
3. The Department feels that the present processes and criteria are adequate to use in personnel recommendations resulting from retrenchment.

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