

DEPARTMENT OF INDUSTRIAL AND ENGINEERING TECHNOLOGY
DEPARTMENTAL PROCEDURES, CRITERIA, AND BYLAWS
Approved 2/98

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I. INTRODUCTION

- A. These procedures, criteria, and bylaws have been developed by the Department of Industrial and Engineering Technology (hereafter referred to as the IET Department) to insure participation by the department faculty in the conduct of departmental business as defined in accordance with Article 10, titled Department Procedures, Criteria, and Bylaws, of the Agreement between Central Michigan University and the Central Michigan University Faculty Association, hereafter referred to as Agreement.

Policies, Criteria, and Bylaws Committee was established during a regularly scheduled departmental meeting and was charged with developing departmental procedures, criteria, and bylaws in accordance with Article 11 of the 1977-80 Agreement.

The Policies, Criteria, and Bylaws Committee established in accordance with the Agreement reviewed the existing Departmental Procedures, Criteria, and Bylaws (dated FCR 10/13/87) and submitted a revised version to the faculty for critical review. (11/90, 5/92, 11/94, and 4/9/96)

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. Faculty members eligible to vote on personnel matters shall include those members who are included in Article 2 of the current Agreement.
2. A quorum will be one-half of the number of full-time departmental faculty.

II. THE CHAIRPERSON

- A. The duties and responsibilities of the chairperson are presented in the chairperson's letter of appointment which is issued by the Provost.
- B. Procedures for the appointment, reappointment, and informal review of the chairperson.
1. Term of Appointment. The term of appointment for the position of chairperson shall be consistent with the current Agreement.
 2. Reappointment of Incumbent. At the beginning of the semester that precedes the terminal semester of the chairperson's appointment, the incumbent shall notify, in writing, the faculty of the Department and the

Dean of the College of Science and Technology with respect to his/her intent to seek reappointment. Departmentally appointed representatives shall meet with the Dean prior to the terminal semester's appointment and before any review process.

- a) If the incumbent desires to be considered for reappointment, the faculty eligible to vote on personnel matters shall elect a Review Committee to administer a review of the incumbent. The Review Committee shall prepare and distribute an appropriate questionnaire to the faculty eligible to vote on personnel matters.
 - b) At a meeting of the faculty of which at least three (3) working days notice shall have been given, the Review Committee shall report to the faculty ratings and a summary of the comments for each question, together with such other materials as is deemed to be important. Summary of review comments shall be in typed form. The summary shall be retained by a member of the Review Committee for one year.
 - c) After discussing the report of the Review Committee, the faculty eligible to vote on personnel matters shall decide by secret ballot whether or not to recommend to the Dean of the College of Science and Technology that the incumbent be reappointed. An affirmative recommendation requires a two-thirds yes vote.
3. Non-Incumbent Selection. In the event that reappointment of the incumbent is not recommended, or the office becomes vacant for any other reason, the faculty eligible to vote on personnel matters shall elect by majority vote a Chairperson Search Committee composed of three (3) faculty members.
- a) The Chairperson Search Committee shall develop a job description for presentation to the faculty eligible to vote on personnel matters. After the job description has been adopted, the Committee representative(s) shall meet with the Dean of the College of Science and Technology preliminary to preparing a recommendation to the 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 Chairperson Search Committee shall present a slate of not more than three (3) candidates in rank order. If the selection is to be made from outside the Department, the Chairperson Search Committee shall conduct a search and present a slate of not more than five (5) candidates in rank order.
 - c) The selection process shall be completed in accordance with Appendix

A, New Chairperson/New Faculty Selection Criteria.

4. Acting Chairperson. In the event the procedure fails to select a chairperson, an acting chairperson will be selected as follows. The faculty eligible to vote on personnel matters shall elect a Chairperson Search Committee of three (3) faculty members. This Search Committee shall present a slate of willing candidates from among existing faculty. An acting chairperson shall be recommended to the Dean from this list. In the event that none of the candidates on the list are acceptable to the Dean or eligible for some reason, this Search Committee shall develop a second list of willing candidates. The appointment shall not exceed a one-year (1) term.
5. Annual Informal Review of Chairperson. An annual informal review shall be provided to the chairperson in written form as determined and deemed appropriate by the Department.
 - a) An annual review of the chairperson will be conducted during the Fall Semester by the Chairperson Review Committee.
 - b) The Chairperson Review Committee member(s) will develop the survey instrument to collect chairperson review information from the faculty. A sample survey instrument for the informal chairperson evaluation is provided in the Appendix.
 - c) All departmental faculty and staff are to have the opportunity for survey input.
 - d) The committee member(s) will report the results of the review in an informal meeting with the chairperson.
 - e) The chairperson will schedule a conference with each faculty member during the Fall Semester.

III. CHAIRPERSON REVIEW COMMITTEE

The Chairperson Review Committee member(s) will be elected by a majority vote of the faculty eligible to vote on personnel issues. The committee election will be held at the start of the Fall Semester. A minimum of two (2) faculty will serve on the committee for a two-year staggered term.

IV. SCHEDULE COMMITTEE

A Schedule Committee will be elected at the start of the summer scheduling cycle. The Committee will serve for the academic year including Summer, Fall, and Spring Semesters, and will consist of the chairperson and at least two (2) other regular faculty

members, one (1) of whom shall be a member of the graduate faculty. The Committee will assist the chairperson in the formulation of a course schedule and present such schedule to the faculty for review prior to the issuance of the final copy. Final responsibility for the schedule resides with the chairperson.

V. FACULTY SEARCH COMMITTEE

- A. A Faculty Search Committee will be elected and will consist of at least two (2) members of the faculty eligible to vote on personnel matters plus the chairperson. The two (2) members will be elected by the faculty at a regular faculty meeting when a vacancy exists.
- B. The Faculty Search Committee will develop the job description relative to needed position(s).
- C. The job description will be approved by a simple majority vote of department faculty.
- D. It will be the responsibility of the chairperson to have printed and distributed notices of job description, rank, salary, and other pertinent information in accord with affirmative action guidelines.
- E. The selection process will be completed by using New Chairperson/New Faculty Selection Criteria stated in Appendix A.

VI. POLICIES AND PROCEDURES COMMITTEE

- A. Policies and Procedures Committee will be elected at the beginning of the Fall Semester and will serve for that academic year.
- B. The committee shall consist of the chairperson and two (2) other faculty members.

VII. AD HOC COMMITTEES OR SPECIAL ASSIGNMENTS

Ad hoc committees or special assignments will be elected as the need arises.

VIII. PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION, LEAVE OF ABSENCE

- A. The chairperson, or his/her designee, is responsible for the procedures, observing deadlines, filing forms, etc., and presiding at the meeting.
- B. Recommendations for regular faculty members requesting promotion or tenure shall be based on the Personnel Decision Criteria in Appendix A and in accord with the current Agreement.

- C. Action on request for leave of absence shall be in accord with the current Agreement.
- D. The applicants for personnel decisions will provide documentation supporting the request following the criteria and standards categories stated in Appendix A.
- E. The applicant will be notified at least one (1) week in advance of the called meeting, and will be present at the meeting.
- F. Copies of the supporting materials will be available at the meeting and during the three (3) working days, preceding the meeting. Absentee ballots will be available for eligible voters unable to attend the called meeting.
- G. The applicant will address the faculty and present information in support of their request.
- H. Faculty members will be given the opportunity to question the applicant.
- I. The applicant will present final comments.
- J. The applicant will leave the room.
- K. Each faculty member will comment on matters of concern. The chairperson, or his/her designee, will determine when this step has been accomplished.
- L. A secret ballot will be cast. Abstentions from the vote will be counted as negative votes. The recommendation of the applicant is accomplished when the count of the secret ballots reveals that an affirmative vote has been cast by 2/3 of the eligible voting faculty.
 - 1. A regular faculty member on a sabbatical or approved leave of absence shall be entitled to participate in all department votes through Proxy.
 - 2. Proxy voting is permitted on all questions before this department. It is understood that the person casting a proxy vote has consulted with the absent person regarding their wishes on the questions to be voted upon. All proxy votes shall be in writing.
 - 3. A regular faculty member on a sabbatical or approved leave of absence that chooses not to exercise a proxy vote will not be included among the "eligible voting faculty" for quorum purposes.

In the event of a negative vote, the chairperson, or his/her designee, shall poll the faculty to determine basis for vote. Information sought shall be that requested by

the tenure/reappointment/promotion form.

- M. The chairperson, or his/her designee, will indicate the results of the vote to the faculty and to the applicant.
- N. The chairperson, or his/her designee, will summarize the major points of the discussion to the applicant as soon as it is convenient following the meeting.
- O. If a negative decision is not appealed by the applicant within two (2) working days, the chairperson should complete Step R. If an appeal meeting is requested, continue to Step P.
- P. In the event of a negative recommendation the applicant may request an appeal meeting of the eligible voters. The requested appeal meeting will be held within five (5) working days of the meeting in which the denial occurred.
- Q. In the appeal meeting a motion from the floor for reconsideration may be made. A simple majority vote to reconsider is required to return to Step G. The subsequent decision made in Step L will be considered binding. After Step N, the chairperson will proceed to Step R.
- R. The decision of the departmental faculty will be communicated in appropriate format by the chairperson to the Dean of the College of Science and Technology.
- S. If the chairperson is the applicant, a designee will be selected by the faculty.

IX. WORKLOAD ASSIGNMENTS

- A. Each full-time faculty member shall carry a teaching load in accordance with the current Agreement.
- B. Each faculty member will actively participate in the departmental advising responsibilities.
- C. Each faculty member will actively participate in committee work at the department, college, and/or university levels.
- D. Each faculty member will actively engage in scholarly and creative activities.

X. ANNUAL REVIEW OF TENURED FACULTY

- A. Tenured faculty members will be provided with an annual review during the Spring Semester. The review shall be requested by the individual faculty member.
- B. The chairperson will schedule a conference with tenured faculty members

requesting this review.

XI. 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 tenured members of the Department will be called. The departmental recommendation concerning faculty reduction plans will be decided by two-thirds vote of this group.

XII. PROFESSIONAL DEVELOPMENT FUNDS ALLOCATIONS

- A. Funding shall be provided for departmental sponsored activities such as professional development, departmental representation, association membership, conference or registration fees, meals costs, and lodging costs, etc.
- B. A professional development budget for the Department shall be established and approved by a majority vote at a regular or special meeting scheduled during the Fall Semester. This budget will include two categories of allocations, an individual allocation and a departmental allocation.
- C. Each faculty member will receive, annually, an equal individual allocation for professional development purposes.
- D. Individual/departmental requests in excess of the approved allocation must be submitted for approval at a departmental meeting with an accompanying rationale. Departmental faculty shall act on such requests and the amount of reimbursement determined by a simple majority of the quorum.
- E. Professional development allocations which have not been used or encumbered by June 1, shall revert to the departmental SMCS account.

XIII. SUPPLEMENTARY TEACHING ASSIGNMENTS

- A. Supplementary teaching assignment shall be undertaken in accordance with the current Agreement.

XIV. SUMMER SESSION TEACHING

- A. The Schedule Committee, with discussion and input from the faculty, will assist in developing a summer program to include course offerings, time schedules, and staffing requirements. The Committee will assist the chairperson in the formulation of a course schedule and present such schedule to the faculty for review prior to the issuance of the final copy. Final assignment of the course

offerings and faculty assignments will be the responsibility of the chairperson as defined by the current Agreement and detailed in the “Chairperson’s Handbook.

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. The following guidelines are intended to assist in FTE allocations for, but not limited to, internship and/or pre-student teaching experience.

<u>Number of Students</u>	<u>Load Credit Semester Hours</u>	<u>FTE Summer</u>
4-6	1	.03
7-12	2	.06
13-18	3	.09
19-24	4	.12
25-30	5	.15
31-36	6	.18
37-42	7	.21
43-48	8	.24

C. Schedule Committee Responsibility

1. Identify and anticipate potential enrollment;
2. Identify course offerings in consultation with departmental faculty;
3. Prepare and distribute a tentative list of course offerings and staff assignments for presentation at a regularly scheduled departmental meeting for approval.
4. Proofread and edit the printer's copy of the schedule.

D. Criteria for Faculty Selection

1. Will be predicated on availability of faculty; and equitable allocation of resources to insure a system of faculty rotation.

2. Shall be based on suitable qualifications of the faculty.

XV. GRADUATE FACULTY MEMBERSHIP

The IET Graduate Faculty will be constituted according to the Procedures and Criteria in Appendix B.

XVI. CURRICULUM

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

XVII. CREDIT BY EXAMINATION

The "credit by examination" policy and fee description stated in the current bulletin will apply.

XVIII. CREDIT FOR OCCUPATIONAL COMPETENCY

Regularly matriculated students who desire credit by examination based upon occupational competency under IET 429 1-30 (Spec) Occupational Competency, shall follow the procedures stated below.

- A. Students will secure from the departmental office:
 1. Policy for awarding Occupational Competency Credit.
 2. Application for Occupational Competency Credit.
- B. The completed forms shall be returned to the departmental chairperson along with supporting materials.
- C. An elected committee consisting of 1) the chairperson, 2) the departmental designee for vocational certification, 3) a faculty member responsible for that technical area, and 4) the student's advisor shall review the application and supporting materials to determine:
 1. Whether the request should be denied or modified based upon the documentation, plus a review of the student's authorization (i.e., major, minor, and/or curriculum);
 2. Whether the request for credit shall be approved based upon the written

- documentation, e.g., completion of an apprenticeship program;
3. The total hours of credit which may be received;
 4. If a proficiency test should be given, in which case, a time and date would be set and a person appointed to administer a written, skill, and/or oral test.

APPENDIX A

PERSONNEL DECISION CRITERIA

I. NEW CHAIRPERSON/NEW FACULTY SELECTION

- A. Each faculty member eligible to vote on personnel matters shall cast a single vote for each of the ranked candidates. The candidates receiving a two-thirds majority vote of the faculty eligible to vote on personnel matters will be recommended for interview with the faculty. The interview shall include opportunities for group and individual discussion.
- B. The faculty eligible to vote on personnel matters 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. Each faculty member will force rank all interviewed candidates. The number one (1) indicates the most preferred candidate.
 2. The Search Committee will sum the individualized ranks provided by each faculty member.
 3. The composite ranks of candidates will be provided to the faculty. The lowest score represents the most preferred candidate.
 4. A vote (lowest score candidate will be first choice) will be taken. Candidates receiving a 2/3 affirmative vote will be recommended to the Dean in composite rank order.

II. CRITERIA FOR PROMOTION AND TENURE

The primary objectives and functions of the University are the transmission and development of knowledge. Therefore, the primary criteria for reappointment, tenure, and promotion of faculty members should concern teaching and scholarly work. However, other activities such as outside professional responsibilities and participation in University administration and committee work shall also be considered in the overall evaluation of faculty members. With respect to teaching and scholarly work, minimum

performance is not enough, in itself, to justify reappointment, tenure, or promotion. For example, a minimum performance in scholarly work should be offset by a superior performance in teaching.

The following criteria for promotion and tenure are established with a two-fold purpose. First, these criteria shall serve as guidelines to assist individual faculty in their preparation for reappointment, promotion, and tenure. Second, these criteria should be the basis for making recommendations and decisions by appropriate members of the academic community. The main criteria are listed in order of their importance. There is a departmental expectation that applicants for promotion and tenure document how they have fulfilled each of the major criterion. Since individual faculty members have different interests and expertise, they may choose and focus their efforts upon fulfilling a minimum of two subcategories for each major criterion. The Department does not expect members of the faculty to address all of the subcategories equally. However, the Department does expect greater involvement with each sub-category for promotion to higher ranks. The qualitative and quantitative productivity is expected to increase as rank increases. As such, as each faculty member moves through tenure and through each rank, it is expected that significant support for an increasing number of subcategories be documented. In the Teaching Competence criteria, significant support from student evaluations must be presented. This support may include subjective written and/or quantitative data.

A. Teaching Competence. Documents significant achievement in at least two bulleted items in this criteria are required.

- Peer evaluations - may include letters of recommendation from departmental faculty members.
- Course/program development.
- Innovative curriculum development.
- Laboratory development - efforts to integrate instructional content through meaningful laboratory experiences.
- Variety in number of courses taught.
- Experimental analysis of instruction.
- Direct involvement in student advising.
- Involvement in student life.

B. Scholarly and Creative Activity. Documents significant achievement in at least two bulleted items in this criteria are required.

- Publications in juried (refereed) publication.
- Publication of textbooks/chapters.
- Invited presentation.
- Preparation/participation in external funded projects/grants.

- Publications in related professional fields.
 - Basic and applied research.
- C. Professional Growth of a Significant Nature. Documents significant achievement in at least two bulleted items in this criteria are required.
- Consulting, arbitration's, expert testimony.
 - Industrial consulting.
 - Registration/certification at state and/or national level.
 - Specialized workshops and in-service training.
 - Involvement with State and National agencies.
 - Involvement with professional and learned societies.
- D. University and Public Service. Documents significant achievement in at least two bulleted items in this criteria are required.
- College/University committee involvement/leadership.
 - Program coordination.
 - Departmental committee involvement and leadership.
 - Extra-departmental service.
 - Commitment to special projects and department problem solving.
 - Public service.

Faculty members considered for reappointment shall present evidence of progress toward fulfillment of the above listed criteria.

III. CRITERIA FOR APPOINTMENT

The Department establishes the following criteria for appointment as a member of the faculty.

- A. Initial Appointment Criteria
1. Ability to teach, communicate and interact with students.
 2. A match between the advertised job description and the candidate's qualifications.
 3. A minimum of a Master's degree is required.
 4. A doctoral degree, or significant progress toward, is preferred.
- B. Reappointment Decision

1. Serious efforts in instructional improvement, publication, research and service.
 2. A Master's degree and significant progress toward doctoral degree.
- C. A positive tenure decision requires an appropriate, earned doctoral degree.

APPENDIX B

GRADUATE EDUCATION POLICY

1. THE IET GRADUATE FACULTY SHALL BE CONSTITUTED ACCORDING TO THE FOLLOWING CRITICAL PROCEDURES AND CHARGE:

A. Membership in the IET Graduate Faculty

1. There shall be two types of membership:
 - a. Regular membership
 - b. Associate membership
2. Criteria for regular membership shall be:
 - a. Basic requirements
 - 1) Associate or full professor on regular appointment; or
 - 2) Assistant professor with earned doctorate or appropriate terminal degree on regular appointment; or
 - 3) Other persons, who hold at least a Master's degree plus five years of qualifying professional experience, elected by the faculty.
 - b. Additional requirements

Each person selected for membership in the IET Graduate Faculty must have been involved in the following activities within the four year period immediately preceding selection:

- 1) Teaching graduate students in courses numbered 500 and above and/or supervising of graduate student theses, research, independent studies, internships, field studies, or practica.

- 2) Engaging in research or creative endeavors appropriate to the discipline.
 - c. Terms for regular members on the IET Graduate Faculty shall be for four years.
3. Criteria for associate membership:
 - a. Persons who have not met the criteria for regular membership, including on campus faculty and faculty in Extended Degree Programs and Extended Credit Courses, may be selected on a temporary basis as non-voting members of the Graduate Faculty upon recommendation of the department. Minimum criteria include a Master's degree plus five years of qualifying professional experience.
 - b. Associate members may be appointed for a term of one-session, one-semester, or one to three years by the department.

B. Selection

1. Regular graduate faculty status shall be granted to faculty holding ranks and type of appointment listed in A.2 above. These criteria shall be applied automatically by the IET chairperson.
2. Associate graduate faculty status shall be granted only by vote of those faculty qualified to vote on personnel matters. A two-thirds (2/3) majority will be required.