Michigan Tech

Office Memo

Office of the Provost and
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TO: Glenn D. Mroz
         President

FROM: Jacqueline E. Huntoon   *Jacqueline E. Huntoon*
         Provost & Vice President for Academic Affairs

COPIES: Wayne D. Pennington, Dean
         Dan Fuhrmann, Department Chair
         Martin Thompson, University Senate President

DATE: September 21, 2017

SUBJECT: Charter of the Department of Electrical and Computer Engineering

I have reviewed and endorse the proposed charter of the Department of Electrical and Computer
Engineering.

Glenn D. Mroz, President   9/22/17
                                                      Date

1. Voting Members and Changes to the Charter

Voting Members. All faculty members with the title Assistant Professor, Associate Professor, Professor, Lecturer, Senior Lecturer, Principal Lecturer, and Professor of Practice, plus all undergraduate and graduate academic advisors, with appointments of 50% or more in the ECE Department, are voting members. Academic issues and major strategic planning decisions, including chair search and evaluation, require a vote of the voting members. The chair may vote on secret ballots and on open ballots to make or break ties. Staff may vote on non-academic issues as determined by the chair.

Amendment of the Charter. Any ECE faculty member or committee may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten days before the meeting at which they will be discussed and voted. Faculty can approve amendments by a two-thirds majority of the voting faculty or by a simple majority in two votes taken 12 months apart.

Updating Charter to Assure Compliance. The Executive Committee will be responsible for reviewing the charter annually in September and proposing amendments to update the charter and ensure compliance with university policies.

Conflict with University Policies. In any event in which these provisions are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

2. Unit Governance and Responsibilities of the Chair

Unit Governance. Governance of the Department of Electrical and Computer Engineering (ECE) is the responsibility of the department chair, in consultation with the Executive Committee and the faculty. The Executive Committee will comprise the chairs of all departmental standing committees, the chair of the Promotion and Tenure Committee and the associate department chair(s). The department chair will determine the standing committees and their chairs. The associate department chair(s) will be appointed by the department chair from the faculty. See the prevailing Senate Policy on unit governance.

Evaluation of Teaching. Teaching will be evaluated in accordance with Michigan Tech Board of Control policy. Teaching evaluation will consist of student evaluations (50% maximum) and other methods approved by the faculty.

Compensation. Recommendations for salaries, wages, and distribution of merit pay are the responsibility of the chair.

Workload. The chair, in consultation with the associate chair(s), determines workload, including teaching and committee assignments and other university and departmental responsibilities.

Development. The chair takes an active role in fundraising and alumni development activity.

Search Procedure for Department Chair.   See the prevailing Senate Policy on search procedures for department chairs.

Evaluation of the Department Chair. The Executive Committee will be responsible for conducting an evaluation by the voting members of the faculty and the staff of the performance of the department chair during the year before reappointment. See the prevailing Senate Policy on evaluation of department chairs.

3. Promotion and Tenure Procedures and Guidelines

Promotion and Tenure Committee

The Promotion and Tenure (P&T) Committee will consist of four tenured faculty members elected by the voting members at the beginning of each academic year. The committee will select a chair. The following procedures and guidelines for promotion and tenure, as established by the faculty and maintained by the chair of the P&T Committee, will be followed.

Promotion and Tenure Procedures

 Each academic year, the committee will request that:

1. All non-tenured tenure track faculty complete and submit a Form F.
2. Any tenured faculty member wishing to be considered for promotion complete and submit a Form F.
3. All promotion/tenure candidates submit a list of at least six professional references.
4. All promotion/tenure candidates submit a long-form *curriculum vitae* and three of their highest-quality publications, to be sent to the professional references.

After reviewing their Forms F, the P&T Committee meets with all untenured tenure-track faculty to review with them their progress toward tenure. The P&T Committee then prepares a written report on each case to the chair with a copy to the faculty member.

The P&T Committee meets with and reviews the Forms F of all promotion/tenure candidates. The committee then expresses its collective opinion through a vote on the viability of the candidate's case. Faculty with a non-mandatory promotion case not involving early tenure, that do not have the support of a majority of the committee, are informed of the committee's position and given the opportunity to withdraw. For the remaining candidates, a list of appropriate references of at least six individuals is then prepared by the committee. The references on both the candidate's list and the committee's list are then contacted asking if they are willing to serve as a referee. Dossiers are sent to those that agree, following university and college procedures. If any of the references selected do not agree to participate, the committee will add additional names.

After the letters are received, the committee meets, conducts a vote, and prepares a recommendation, which is sent to the department chair along with the rest of the promotion/tenure package.

The department chair then adds a personal recommendation for each candidate and forwards the entire package to the Dean of the College of Engineering.

Copies of the committee's and chair's recommendations are kept in the each candidate's files.

Evaluation Criteria for Candidates for Reappointment, Tenure or Promotion

Reappointment to current rank:

The underlying criterion for this category is "likelihood of achieving tenure". Evaluation of scholarly performance in the first year will be largely based on submissions, both for research proposals and publications. The new untenured professor should have or at least be seeking graduate students to work with them on the research program he or she is embarking on. As time goes on, it is imperative that the faculty member be on a trajectory toward tenure, and be advised of his or her situation annually by both the P&T Committee and the department chair.

Award of Tenure:

The underlying criteria for this category are "sufficient promise of long term performance" and "significant progress toward becoming nationally known by his/her peers". This requires a blend of performance in teaching, research, and service.

Promotion from Assistant Professor to Associate Professor:

Research: The research activity should be such that it can reasonably be extrapolated to continual research throughout the faculty member's career. This can be evidenced by the following: a) Research funding as principal investigator from two or more sources with continued funding from at least one source; b) Publication of research papers in refereed journals

and conference proceedings; c) Presentation of research results at national and international conferences; and d) Successful guidance of M.S. and Ph.D. candidates to achieving their degrees.

Teaching: A successful candidate will demonstrate teaching activity that, as a minimum, can be ranked as effective and competent, based on the department's teaching evaluation policy.

Service: A successful candidate will demonstrate professional service within and outside the university.

Promotion from Associate Professor to Professor:

The underlying criteria for this category are "sufficient evidence of scholarly achievements and professional recognition" and "achievement of national/international recognition by his or her professional peers". This requires continuing performances in teaching as described above, and an increase in both research and service. There should be a continuing output of publications, with a significant number of journal publications and a well funded research program supporting graduate students. In addition, a successful candidate will have national or international recognition evidenced by leadership services in professional society activities, conferences, journals, etc. Exceptional achievements such as research awards, teaching awards, and patents will receive significant weight.

4. Professional Staff and Other Non-Tenured/Tenure-Track Members

Staff. Staff includes the regular professional and clerical members of the Department. Staff may vote on non-academic issues as determined by the Chair. Staff also will be surveyed for evaluation of the chair.

Administrative Faculty. Faculty who transfer into administrative positions within the university will be considered voting members of the departmental faculty if they continue to participate actively in the department, as evidenced by teaching at least one course per year, or advising departmental graduate students, or serving on departmental committees.

Other. Research faculty members with official appointments are welcome to participate in faculty meetings and discussions but are not voting members. Post-doctoral researchers, visiting scholars, and students are not included in any Department governance.

5. Sabbatical Leave Recommendations

The chair will solicit the advice of the Executive Committee before making a recommendation for a sabbatical leave. See the prevailing Sabbatical Leave Procedures in the Michigan Tech Tenured/Tenure-Track Faculty Handbook.

6. Emeritus/Emerita Recommendations

The P&T Committee shall make recommendations to the chair for faculty who are eligible for emeritus/emerita status. Upon approval by the chair, the recommendation will be sent to the President for presentation to the Board of Control.

7. Grievance Procedure

All grievances will be filed with the Dean of the College of Engineering, who will forward copies to the chair and members of the Executive Committee. The Executive Committee, without intervention from the department chair, shall select a chair for an *ad hoc* grievance committee. This chair shall conduct an election for two additional members from the faculty. This committee will then act in accordance with the prevailing Senate Policy and Procedures on Faculty Grievance.

Department Approval: September 10, 1996
Department Approval of Revisions: November 2, 2010
Department Approval of Revisions: January 15, 2013
Department Approval of Revisions: September 5, 2017