

# CHARTER

## Michigan Technological Department of Chemical Engineering

(revised 5/20/96

(revised 10/22/03)

(revised 12/16/03 first vote)

(revised 12/16/03 second vote)

(revised 03/15/04 third vote)

(revised 4/5/04 fourth vote)

(revised 4/26/04 fifth vote)

### I. Mission Statement

We seek to develop, implement, and maintain high-quality undergraduate and graduate programs in chemical engineering. We seek research and teaching excellence, and greater diversity among faculty, staff, and students.

### II. Department Structure

The Department of Chemical Engineering consists of a team of faculty, staff, and students led by a Department Chair and a number of standing committees working together to achieve the mission of the Department. This section describes the structure of the Department and the responsibilities of the Chair and of the various standing committees. The term faculty used herein refers to full-time faculty with at least a 50% appointment in the Department holding the rank of Professor, Associate Professor, Assistant Professor, Lecturer, or Instructor. The term staff used herein refers to all regular staff.

#### A. Department Chair

1. Responsibilities - The Department Chair should demonstrate leadership and represent the faculty to the administration. The Chair has the primary responsibility for operating the Department in an efficient manner and is responsible for guidance in faculty development and promotion. This includes day-to-day operations and policy implementation. The Chair should also coordinate and maintain departmental relationships with alumni and industry.

Except where explicitly stated otherwise in this document, votes made by the faculty and decisions made by committee are advisory to the Department Chair. If the Chair makes a decision contrary to the opinion of a majority of the voting faculty, as expressed in a vote, the reason(s) for that decision must be explained verbally in a department meeting, in writing, or electronically. In the event that any of the committees described in this Charter do not perform their functions, the Department Chair may temporarily execute those functions as required.

2. Evaluation and Reappointment - The term of appointment for the Department Chair is three years. The Department Chair shall be evaluated each year according to the evaluation procedure given below. If in any year, as a result of the annual evaluations, it becomes apparent to the Executive Committee that the faculty are not supportive of the

Chair, the Executive Committee will conduct an early evaluation of the Chair by secret ballot. A mandatory reappointment vote will occur in the third year which will include a faculty vote by secret ballot on whether the present Chair should be re-appointed. The departmental staff will take an advisory vote, which will be reported to the Chair of the Executive Committee for dissemination to the faculty before the formal faculty vote is taken. If a 50% majority or greater of the faculty vote to reappoint the Chair then that candidacy will be forwarded to the Dean of Engineering, the Provost and the President for a decision. If less than 50% vote to reappoint the Chair, then the external and internal search provisions of sections II.A.3 shall apply.

Procedure: The Executive Committee (minus the Department Chair) will develop, distribute, and administer the evaluation. They will be responsible for distribution and collection of the questionnaires as well as for tabulation of the results. A separate questionnaire will be made for faculty and for staff. Responses will be kept confidential in so far as possible, and after the results are summarized all questionnaires shall be destroyed. The summary of results shall be distributed to all faculty and staff and to the Dean of Engineering.

### 3. Search for a Chair

When a new Chair must be selected, the Executive Committee will approach the Dean of Engineering and the Provost seeking approval to begin an external search for a Department Chair. If approval for an external search is granted, then the search will be conducted in accordance with section II.A.3.a. If approval is not granted, then an internal search will be started in accordance with section II.A.3.b.

a. External Search: A search committee will be selected by vote of the faculty. The search committee will consist of three (3) faculty members representing each of the tenure-track ranks (one assistant professor, one associate professor, and one full professor), plus one representative from outside the department to be appointed by the Dean of Engineering. This committee will be responsible for conducting a national search, screening the applications, and inviting the top candidates to MTU for an on-campus interview. This committee would welcome the application of any internal candidates in the applicant pool. After the candidates are interviewed, the Chair of the search committee will be responsible for calling a meeting of the faculty and staff and conducting a vote. The staff vote will be advisory to the faculty vote. If a Department Chair candidate receives 50% majority vote of the faculty, their candidacy will be forwarded to the Dean of Engineering, the Provost, and the President for their approvals. If no candidate is found to be acceptable by 50% of the faculty, the search will be considered to have failed, in which case an interim chair will be appointed in accordance with section II.A.4. The search committee will then be reconstituted, and the search process will be repeated.

b. Internal Search: In the event that an internal search is to be conducted, the Executive Committee will poll the departmental faculty to identify suitable internal candidates. If no faculty member is willing to serve as Department Chair then, with the approval of the Dean of Engineering and the Provost, an external search will be started. When one or more faculty members are willing to be considered, the Executive Committee will coordinate the internal search process. Each internal candidate shall be interviewed by the

faculty in preparation for an election by secret ballot. All candidates will appear on the ballot (along with a choice of "none of those listed"), and each faculty member will vote for no more than one candidate. The Executive Committee (with the exception of any members of the Executive Committee being considered in the search) will collect the sealed ballots and will open and count the ballots with all members present. If no candidate gets a majority, then the candidate with the lowest number of votes will be removed and another vote taken. This will continue until one candidate gets a majority of those voting, or until two candidates remain with neither having a majority. If a candidate receives a 2/3 majority or greater, the candidate shall be appointed subject to approval by the Dean of Engineering, the Provost and the President. If a candidate receives a simple majority but less than a 2/3 majority, then the candidate will be appointed after the Dean of Engineering, with the approval of the Provost and the President, approves the appointment. In the event of a tie, with each candidate having 50%, the Dean will either appoint one of the candidates or begin an external search. If the internal search fails to result in the appointment of a Department Chair, an interim chair will be appointed according to section II.A.4.

#### 4. Appointment of Interim Chair

When it is evident that the Department Chair will be unable to perform his/her duties for more than one semester, an Interim Chair will be selected. The Interim Chair will be selected using the same procedures outlined in section II.A.3.b for conducting an internal search. In the event that a Department Chair is not selected, the Interim Chair must be appointed annually by majority faculty vote. In the event that the faculty cannot agree on an Interim Chair, the Associate Chair will serve as the Interim Chair.

#### *B. Committees*

1. Standing committees - Governance of the Department of Chemical Engineering is the responsibility of the Department Chair, in consultation with the Executive Committee and the faculty and staff. The Department will have the following standing committees: Executive; Promotion & Tenure (P&T); Curriculum; Safety and Space; Computer, and Graduate. Each year before the end of Spring semester, the Executive Committee for the Summer through following Spring semesters will be elected by the faculty and staff as outlined in section II.4.B.1.a. Following the election of the Executive Committee, written preferences will be solicited from faculty and staff members regarding committee assignments. Each faculty member is expected to be an active participant on one or more standing committees but may not serve on any more than two standing committees. The preferences will be examined by the Executive Committee and suggested committee assignments will be forwarded to the faculty and staff for approval by a majority vote. The faculty members will vote on the faculty assignments, and the staff members will vote on the staff assignments. Except for the Executive Committee, the Department Chair is not eligible for membership on any standing committee except as an ex-officio member.

Unless specified differently below, each committee will select its leadership as follows. The Vice-Chair of the committee from the previous year will call the first meeting of the committee. At that meeting the committee will elect its own Chair and Vice-Chair. In the event that a committee member cannot fulfill the duties of office, the Department Chair

may appoint a replacement committee member to fulfill the remainder of the term of office of that committee member

a. Executive Committee - The Executive Committee consists of the Department Chair, three additional faculty members elected by the faculty, and a staff representative elected by the staff. All members of the Executive Committee serve one-year terms. The Chair of the Executive Committee shall be appointed as the Associate Department Chair and will serve as Acting Departmental Chair in the short-term absence of the Department Chair. The Associate Department Chair must be tenured and may not be the Department Chair.

The Executive Committee considers fundamental policy not addressed by other standing committees. The Executive Committee will also address financial policy issues and will consult with the Department Chair on fund-raising initiatives. This committee (minus the Department Chair) will be responsible for initiating the annual evaluation of the Department Chair and for maintaining the questionnaire used in that evaluation.

b. Promotion & Tenure Committee (P&T) and CM Representative to the College of Engineering P&T Committee - The CM P&T committee makes recommendations to the department on issues related to promotion, tenure, re-appointment, sabbaticals, and furloughs. This committee will consist of four tenured faculty members in the department, serving three-year staggered terms. The P&T committee, in consultation with the Department Chair, will review annually the activities and accomplishments of untenured faculty. The P&T committee will provide written feedback to all faculty members who are reviewed, indicating any actions that need to be taken by the faculty member in order to obtain a favorable recommendation from the P&T committee at the time of reappointment or tenure.

A tenured faculty member who is not a member of the P&T committee will be selected as the departmental representative on the College of Engineering Promotion and Tenure committee. This selection will be carried out as part of the committee assignment process described in section 4.B.1.

c. Computer Committee - Computer Committee - The Department computer network is part of the West Engineering Computing Network. The Computer Committee will conduct continuing reviews of the Department's computing needs, will work in conjunction with the Director of West Engineering Computing in strategic planning for the network, and will make appropriate recommendations on computing issues to the Department Chair. This committee will consist of three faculty members serving three-year staggered terms, an elected staff representative also serving a three-year term, and a representative from the West Engineering Computing Network staff. The Computer Committee may also elect to have student representation.

d. Curriculum Committee - This committee reviews and makes recommendations on courses, curricula, and academic specialty programs affecting the Department. This committee will make recommendations to the Chair on the frequency of course offerings on the graduate and undergraduate levels and will suggest teaching assignments. The Curriculum Committee represents the faculty on all matters related to the undergraduate requirements including review of curriculum content with respect to ABET requirements,

prerequisite/corequisite requirements, new courses/options, and all other matters which affect the curriculum. Policy related to these issues is also addressed by this Committee. The Curriculum Committee will also serve as the Department's assessment committee for planning, implementing, and acting on the results of assessment of student success in chemical engineering. This committee will consist of three faculty members (one from each of the academic ranks if possible) serving three-year staggered terms.

e. Graduate Committee - The Graduate Committee reviews and ensures graduate program quality and makes recommendations to the faculty on policy related to graduate students and graduate programs. This committee recruits and tracks applications to the Department's graduate programs and is responsible for graduate admissions. It rates applicants for departmental fellowships and assistantships and makes recommendations to the Department Chair. This committee is also responsible for the Sigel Lecture Series and for coordinating fall graduate-student orientation. It also is responsible for administering and grading of the doctoral qualifying examinations and makes recommendations to the departmental graduate faculty on passage or failure of students on the qualifying exams. This committee will consist of three graduate faculty members serving three-year staggered terms. The Chair will be the person serving his or her second year on the committee. The departmental graduate coordinator will serve as an ex-officio member of this committee.

f. Space and Safety Committee - This committee is responsible for recommending to the faculty the allocation of current and future space within the department. This committee is also responsible for reviewing and auditing the safety program in the department and making recommendations to the faculty on safety policies. Specific safety-related duties include the following:

- Reviewing and updating the department's safety and waste disposal manuals annually;
- Supervising the annual laboratory safety inspections;
- Recommending to the chair remediation procedures for any hazards that might exist or arise in the department.

The committee may recommend to the Department Chair that any facility be shut or locked until a hazard is corrected. The committee will consist of three faculty members (one from each of the academic ranks if possible) serving three-year staggered terms, plus an elected staff representative also serving a three-year term.

Under the Michigan Occupational Safety and Health Act (MiOSHA) the department is required to have a Chemical Hygiene Plan (CHP). The department's safety manual serves as the CHP and defines the position of Chemical Hygiene Officer (CHO). The CHO is appointed by the Department Chair upon recommendation by the Space and Safety Committee. The CHO will be a full voting member of the committee. The committee shares with affected employees and students responsibility to ensure that the CHP is working.

2. Ad Hoc Committees - It will be necessary at times to develop ad hoc committees to perform relatively short-term tasks. Ad hoc committees normally should not be in

existence for more than one year. These committees will consist both of faculty and staff members, depending on the purposes of the committee. If the task is likely to take longer than one year, it should be delegated to a standing committee, if possible. Ad hoc committees will be elected by a vote of the faculty (and staff, if appropriate). The Department Chair may not be a voting member of an ad hoc committee. The Department Chair or his/her representative may convene the first meeting of the committee and present the committee with its charge.

The CM Grievance Committee is a special ad hoc committee whose composition and function is described in Section IV Grievance Process.

### **III. Faculty Appointments**

#### **A. Procedures**

##### **1. New Hires**

###### *a. Non-Tenure-Track Faculty*

The decision to hire a new non-tenure-track faculty member will be initiated by the Department Chair in consultation with the Executive Committee and the Dean of Engineering. The Executive Committee, in consultation with the Department Chair and faculty, will perform a search as appropriate for the position. The top candidates will be interviewed by the Executive Committee which will make a hiring recommendation to the Department Chair. The Department Chair will perform the necessary negotiations with the candidate and deal with the university administration to obtain final approval to offer the candidate the position.

###### *b. Tenure -Track Faculty*

The decision to hire a new faculty member will be initiated by the Department Chair in consultation with the Executive Committee and the Dean of Engineering. Following the necessary approvals, an ad hoc search committee will be elected by the faculty. The search committee, in consultation with the Department Chair, will perform the search. The search will begin with the advertising of the open position in appropriate national and regional publications. The applications received will then be reviewed and ranked by the search committee. The top candidates will be invited to MTU for interviews with the faculty. The search committee will then conduct a vote of the faculty to make hiring recommendations to the Department Chair for full-time faculty. The Department Chair will perform the necessary negotiations with the candidate and negotiate with the university administration to obtain final approval to offer the candidate a position.

##### **2. Promotion, Tenure, Re-appointment**

The basic yardsticks and criteria for professional growth are embodied in the Form F form which is required for promotion and tenure. To help faculty prepare for promotion and tenure, the University and CM Department require that our faculty up for major review or promotion complete Form F forms. In this way, the Promotion & Tenure Committee and faculty can compare achievements of candidates for promotion and tenure with those of colleagues who have been promoted or tenured.

a. Non-Tenure-Track Reappointments Lecturer/Instructor/Adjunct/Visiting)

Persons appointed in non-tenure-track positions (Lecturers/Instructors/Adjunct Faculty/Visiting Faculty) must be reviewed by the Promotion and Tenure Committee in consultation with the Chair for re-appointment one semester before the end of their appointments. Lecturers, Instructors, and Visiting faculty members should also receive an annual review performed by the Department Chair in consultation with the Promotion and Tenure Committee.

b. Tenure-Track Appointments (Professor/Associate Professor/Assistant Professor

Untenured, tenure-track faculty are appointed for two years at a time. During each year in a tenure-track appointment, the appointee undergoes an interim review conducted by the P&T committee in conjunction with the Department Chair. Written feedback will be given to the appointees of their progress towards receiving a positive tenure decision. For untenured full professors, associate professors, and assistant professors, the mandatory tenure major review is at two years, four years, and six years, respectively. Successful completion of this review will result in the department advancing an appointee's candidacy to the College of Engineering P&T committee.

Any faculty member applying for tenure or promotion must submit a complete Form F form and associated materials to the Department Chair and P&T Committee. Normally the faculty member will have conferred with the Chair prior to this submission.

External evaluations (letters of recommendation) shall be sought from at least six eminent engineers or scientists conducting research in the candidate's field for all promotions, including tenure. All written evaluations that have been solicited and received will become part of the candidate's file. The committee should honor requests by the candidate to exclude certain individuals from writing an external evaluation. Preliminary contact with potential external evaluators by the P&T committee may be made in order to ensure that they are willing and able to write a fair evaluation; however, the failure of any reviewer to respond with a written evaluation shall not be considered detrimental to the candidate. The file should contain at least six letters from external reviewers.

### 3. Sabbaticals

A faculty member who wishes to take a sabbatical must apply for the sabbatical in compliance with the procedures described in the MTU Handbook For Academic Faculty. Departmental recommendation for approval must be obtained from the Promotion & Tenure Committee, with approval by the Department Chair.

#### B. Criteria

The University has established certain criteria for the various academic ranks. This Charter clarifies the relative significance to be given to various factors in making Department recommendations on tenure, promotion, and re-appointments.

Since a university can be no stronger than its faculty and faculty members are generally appointed not only for the present but for many years into the future, it is important that appointments of faculty members be given very careful consideration. The statements which follow have been prepared for the use of the faculty, the Department Chair and the Dean who have the responsibilities for the appointment of faculty members. All recommendations for promotion, tenure, and reappointment will require the approval of the Provost, President and the Board of Control.

## 1. Common Considerations

There are some common elements to be considered in appointments, differing in emphasis depending upon the rank: teaching, creative activity, service, and leadership.

Teaching is a central mission of the university; therefore, faculty must be effective teachers. Teachers should know their field thoroughly, apply their knowledge to real human problems, arouse interest and evoke responses from students, stimulate students to think critically, and explain to students the social, political, economic, and ethical implications of their study. Teachers should be innovative, enthusiastic, and constantly seeking to improve their instruction. Teaching effectiveness will be evaluated by peers, students, and alumni. External awards or recognition will also be considered.

Creative activity is research or other work that indicates professional merit and interest. Presentations, publications, research monographs, textbooks, patents, software, and reports are all evidence of creative activity. Research and educational grants and contracts, students directed toward graduate degrees, and special projects are included. Creative activity will be evaluated by peers from both on and off the campus in the context of the mission of the department and the university.

Service includes the individual's general contributions to the mission of the department and the university and to the development of the profession, as well as services to any agency or institution in need of the individual's professional knowledge and skills. Information showing involvement in state, regional, national, and international groups within the field will be considered in evaluating service, as will objective data that demonstrates that the individual is held in high regard by his or her peers.

Leadership is defined as showing initiative, perseverance, originality, and skill in human relations.

The relative importance of these elements in any given appointment should reflect the mission of the department, the university, and the profession. Teaching and research are normally considered to be equally important, with the service element, by comparison, being of somewhat lesser importance. Leadership is important for all faculty across all activities.

## 2. Specific Qualifications

As a guide to faculty appointments in the Department, the following specific qualifications are outlined. It is the responsibility of the faculty and the Department Chair

to interpret detailed measures of performance against the expectations of the Department, the University, and the larger measures of the profession.

a. **Non-Tenure-Track Appointments:** Non-tenure track appointments include instructor, lecturer, adjunct, and visiting appointments. There are no department-specific qualifications for these ranks; general qualifications are outlined in the MTU Faculty Handbook Section 1.5.5.

b. **Tenure-track Appointments:** Department-specific qualifications for these ranks are given below; general qualifications for these ranks are outlined in the MTU Faculty Handbook Section 1.5.1.

*Assistant Professor* - To be considered for this rank, an individual must have demonstrated ability in the field. An assistant professor is expected to have a thorough command of the subject matter of some segment of the general field of chemical engineering in addition to a comprehension of the whole. Additionally, it is expected that an Assistant Professor will constantly remold the course materials in light of new knowledge derived from the person's own creative scholarship as well as from that of others.

*Associate Professor* - Appointment or promotion to either senior rank should represent an implicit prediction on the part of the Department, the College and the University that the individual will make sound contributions to teaching and learning during the remainder of the candidate's career. This appointment should be made only after careful investigation of the candidate's promise in scholarship, teaching, research, leadership, and learning. By this statement it is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and creative work may be expected to carry on through continuing and enlarged contributions. Services rendered to communities and agencies or organizations in the person's professional capacity shall be considered in assessing qualifications for advancement to senior ranks.

An associate professor occupies a position adjunct to that of the professor. It must be assumed that the candidate has competence and mature outlook over a fairly large part of the whole field. A candidate for an associate professorship is expected to have demonstrated capabilities in the lower rank(s) and should offer evidence that teaching and research have kept abreast of times in method and subject matter; that a greater degree of maturity has been attained and that there has been a retention of interest in competent teaching and research. Furthermore, there must be evidence of productivity and competent scholarship beyond that completed for the doctorate degree.

*Professor* - Appointment of individuals to a professorship is the most critical step in determining the future of the academic caliber of the Department and University. There should, therefore, be clear understanding of the functions and qualifications in this rank through teaching, research and service measures. Promotion to professor should not be considered forthcoming merely because of years of service to the University. A person being considered for a professorship is expected to have maintained all of the qualities and

conditions required for tenure and the associate professor rank. In addition, a professor should exhibit special stature in the discipline and substantial strength in all areas: teaching, creative activity, and professional service.

c. Part-Time Appointments

Persons holding part-time appointments in any of the ranks listed above are expected to have qualifications appropriate to the title granted.

#### **IV Grievance Process**

This section supplements University Policy, describing the mechanism for settling grievances within the department.

Department staff who are represented by a union will follow the procedures outlined in their union contract.

Faculty who are not tenured/tenure-track and staff who are not represented by a union will follow the procedures in the MTU Board of Control Procedures Manual, Section 5.1.18 Employee Complaints.

Departmental faculty who are tenured or tenure-track will follow the Grievance Policy outlined in the Tenured/Tenure-Track Faculty Handbook, Section 8.1 and the Faculty Grievance Procedures outlined in Appendix C of that same document.

As part of the University Tenured/Tenure-Track Faculty Grievance Policy the department charter is required to a) provide for filing of grievances with the Department Chair and b) provide for appropriate forms to keep a written record of the grievances filed.

Most faculty concerns or complaints can be resolved informally through normal collegial communications. Accordingly, faculty members are encouraged to take their complaints to the Department Chair in the normal spirit of faculty problem solving. The grievant is strongly urged to involve the University Ombudsperson. If this does not lead to a mutually satisfactory outcome, the faculty member may initiate the CM Faculty Grievance Process by so requesting to the Chair in writing. The CM Faculty Grievance Process is described below.

When requested by a grieving faculty member, the Chair will instruct the Executive Committee to oversee the formation of a Departmental Grievance Committee; the Grievance Committee will be constituted within five (5) work days of the receipt by the Chair of the request. The Grievance Committee will have three voting members selected from the faculty by random drawing. The pool of candidates from which the Grievance Committee will be selected will be all tenured faculty in the department who do not have an apparent conflict of interest with the case to be considered, as determined by the Executive Committee. The Chair will also be excluded from the pool of candidates. The Grievance Committee will have an ex-officio, non-voting member appointed from the

Human Resources Office to act as a resource person for current personnel policy and other legal issues and to provide training services for committee members.

Once constituted, the Grievance Committee must establish a set of forms to maintain records and to ensure timeliness of the review and is expected to maintain contact with the Human Resources Office to ensure correctness of its activities. Forms may include minutes of meetings and interviews, memos, documents introduced as evidence, and any other forms applicable to the Committee's deliberations on the case. All forms must be approved by all participants in the Grievance Process.

The CM Faculty Grievance Process follows the University Tenured/Tenure-Track Faculty Grievance Policy, which is outlined in Appendix C of the Tenured/Tenure-Track Faculty Handbook. Within five (5) work days of their receipt, the Department Chair will pass all materials submitted by the grievant on to the Departmental Grievance Committee for action. Within a time period of thirty (30) work days, that committee must notify the grievant and the Department Chair, in writing, of its findings. The notification of findings by the Grievance Committee concludes Step One of the Faculty Grievance Procedure. Subsequent steps are detailed in Appendix C of the Tenured/Tenure-Track Faculty Handbook.

## **V. Binding Decisions by Faculty**

Certain decisions which affect the entire department as a whole are significant enough that the will of the majority of the faculty is paramount. The following decisions, made by a 2/3 majority faculty vote, are binding.

- A. Curriculum decisions on course additions or deletions.
- B. Passage or failure of doctoral students on departmental qualifying exams.
- C. Hiring of tenure-track faculty (subject to approval by the Dean of Engineering, the Provost and the President).

## **VI. Amendments to the Charter**

Amendments to the Charter may be proposed by Department faculty, staff, or any Departmental committee and must be discussed and voted on by the faculty. Approval of an amendment requires a 2/3 majority of the faculty.

The charter will be reviewed annually by the faculty in April of each year.

Adoption of the charter requires a 50% vote of the faculty, which will be taken by written, secret ballot to be supervised by the departmental coordinator. A staff advisory vote will be taken the results of which will be communicated to the faculty prior to their voting on the charter.

## **VII. Quorum**

At least 2/3 of the faculty must be present to conduct a departmental meeting.

### **VIII. Institutional Policies Governing Charter**

In any event in which these precepts are in conflict with University Policies and Procedures, the University Policies and Procedures shall take precedence.

Version 1.0 - K. Schulz, 10/1/95

Version 1.1 - K. Schulz, 10/9/95

Version 1.2 - K. Schulz, 10/11/95

Version 1.3 - K. Schulz, 10/18/95

Version 1.4 - K. Schulz, 10/18/95

Version 1.5 - K. Schulz, 10/31/95

Version 1.6 - K. Schulz, 11/3/95

Version 1.7 - K. Schulz/B. Barna E. Fisher, 11/8/95

Version 1.8 - IC Schulz, 11/24/95

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Version 3.1 – Charter Committee Clancey, Holles, Morrison, Nesbitt, Abramson 10/22/03  
- vision change

Version 3.2.1 - Charter Committee Clancey, Holles, Morrison, Nesbitt, Abramson 11/5/03  
discussion - committee changes

Version 3.2.2 - Charter Committee Clancey, Holles, Morrison, Nesbitt, Abramson 11/5/03  
discussion - MTU faculty handbook references

Version 3.2.3 - Charter Committee Clancey, Holles, Morrison, Nesbitt, Abramson  
02/11/04 discussion – rearrange structure but make no substance changes

Version 3.2.4 – Charter Committee Clancey, Holles, Morrison, Nesbitt, Abramson  
03/31/04 discussion – grievance policy

Version 3.2.5 – Charter Committee Clancey, Holles, Morrison, Nesbitt, Abramson  
04/06/04 discussion – final for 2004; merges “common considerations”