


Office of the Provost and  
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**TO:** Glenn Mroz  
President

**FROM:** Max Seel   
Provost and V.P. for Academic Affairs

**SUBJECT:** Charter of the Department of Biomedical Engineering

**DATE:** November 30, 2011

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

Approved:

  
\_\_\_\_\_  
Glenn D. Mroz, President

  
\_\_\_\_\_  
Date

cc: Tim Schulz, Dean  
Sean Kirkpatrick, Department Chair  
Rudy Luck, University Senate President

**Department of Biomedical Engineering  
Michigan Technological University**

**Departmental Charter  
September, 2011**

**1. Approving and Amending the Charter and Department Voting**

**1.a.1 Voting Members**

All tenured and tenure-track faculty members with at least a 50% appointment in the Department are considered to be voting members. Academic issues require a vote of the voting members. The Department Chair votes as a regular, voting member of the faculty.

**1.a.2 Amendment of the Charter**

Any faculty member may propose an amendment to the charter at any time. A written motion must be submitted to members of the faculty, describing the nature of the change and documenting its need. Faculty members will be given sufficient time to read and consider the proposed change prior to it being discussed in an open faculty meeting. The motion will be discussed in an open faculty meeting, and if at least 2/3 of the eligible voting members vote for the change, it will be enacted, subject to the approval of the Dean, Provost and the President.

**1.a.3 Voting procedures on Academic Issues**

At least 2/3 of the voting members must be present, or cast an absentee ballot, in order to hold a vote on academic issues. On all academic issues, a simple majority vote carries the motion. Voting members who are unable to vote in person due to travel, sickness, or other leave, will have the opportunity to vote in absentia. At the request of any voting member, the vote will be held by secret ballot, ensuring anonymity.

**1.b.1 Updating Charter to Assure Compliance**

The voting members, along with the Department Chair, will be responsible for reviewing the charter annually in the Fall semester and proposing amendments to update the charter and ensure compliance with University policies.

**1.c.2 Conflict with University Policies**

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

**2. Duties and Responsibilities of Department Chair**

**2.a.1 Unit Governance**

Governance of the Department is the responsibility of the Department Chair in consultation with the Department faculty and staff. The Chairperson of the Department:

- is responsible for the operation, administration, budgeting and scheduling of the Department.
- determines raises, teaching assignments, professional staff work assignments, and areas of responsibilities.
- determines committee assignments.
- has the ultimate authority in all departmental personnel recommendations, such as hiring, admitting students to the graduate programs, and disciplinary actions.
- is responsible for allocating office and laboratory space, and for changing space assignments when necessary.
- will act as an advocate for the Department in dealing with the administration. It is expected that the Chairperson will consult with the appropriate departmental committee in matters where responsibilities are designated to the committee or where responsibilities overlap.
- will take an active role in fundraising and alumni relations.
- will consult with the faculty in matters concerning the future directions of the Department and critical budgetary decisions.
- will conduct faculty meetings as necessary to discuss issues critical to the Department.
- will report annually to the faculty on budget issues, including general funds, research funds, and discretionary resources.
- is responsible for other matters that relate to the daily management of the Department
- will take an active role in public relations and recruiting for the Department.

The above list is not necessarily all inclusive and the Chair shall be responsible for other aspects of Unit governance as necessary.

#### **2.a.2 Evaluation of teaching**

Teaching will be evaluated in accordance with Senate policy. Teaching evaluation will consist of student evaluations and self, peer or colleague evaluations as approved by the faculty.

#### **2.a.3 Compensation**

Salaries, wages and distribution of merit pay are the responsibility of the Department Chair.

#### **2.a.4 Workload**

The Department Chair determines workload, including teaching and committee assignments and other University and Departmental responsibilities.

### **3. Reappointment, Tenure and Promotion**

#### **3.a. Promotion and Tenure Committee**

The Promotion and Tenure Committee will consist of three tenured faculty members elected by the voting members of the faculty. If three tenured faculty members are not available within the Department, tenured faculty members from another department



within the College of Engineering will be nominated and voted upon. Those elected by vote will be asked to serve on the Department Promotion and Tenure Committee for that academic year. The process will be repeated until the un-filled position(s) on the Promotion and Tenure Committee is filled. The Chair of the Promotion and Tenure Committee will be elected by the P&T Committee members. The Promotion and Tenure Committee recommends whether or not untenured professors should be re-appointed, and whether or not assistant and associate professors should be tenured and/or promoted. The report of the Promotion and Tenure Committee must be included in the promotion and tenure package that the Department Chairperson forwards to the Dean of Engineering.

### **3.b. Promotion and Tenure Procedures**

Procedures for promotion and tenure will follow the normal procedures for the College of Engineering and the University. All faculty members are unique and therefore the reviews of each faculty member should also be unique. No specified criteria will be given for successful promotion and tenure cases and each case will be reviewed in a 'gestalt' fashion.

Each academic year, beginning in the Fall Semester, all untenured, tenure track faculty will undergo either an interim or major review. Interim and major reviews occur at alternating years, with the major reviews occurring after even years of employment. After six years of employment, all untenured, tenure track faculty will normally undergo a mandatory tenure review.

Faculty members that are being reviewed will submit:

1. A completed F form
2. An updated curriculum vitae, representative publications and other supporting information as necessary.
3. Forms C (for interim review only) and E with teaching evaluations attached (provided by the Dean's Office or by the Department)
4. For faculty applying for promotion and/or tenure, the names and contact information of a minimum of four external referees should be provided. The Department Chair in consultation with the Promotion and Tenure Committee will generate a separate, confidential list of a minimum of four other external referees. Consistent with University policies, these lists will be combined and a minimum of three confidential reviews will be requested from external reviewers.

The Promotion and Tenure Committee meets and reviews the materials submitted by the faculty members. The Promotion and Tenure Committee prepares a confidential written report/recommendation and submits this report/recommendation to the Department Chair. In promotion and/or tenure cases, this report to the Department Chair includes the results of the Promotion and Tenure Committee's vote on the viability of the candidate's case. The Promotion and Tenure Committee also prepares a summary report that highlights the key points of the report/recommendation that was submitted to the Department Chair and supplies a copy of this report to the respective faculty member. After submitting these reports, the Promotion and Tenure Committee meets with the individual faculty members and verbally relates their reviews and recommendations.

Upon receiving the report/recommendation from the Promotion and Tenure Committee, the Department Chair performs an independent evaluation of each faculty member and forwards the entire package, including a case recommendation to the Dean, College of Engineering. In addition, the Department Chair prepares a summary report that highlights the key points of the report/recommendation that was submitted to the Dean and supplies a copy of this report to the respective faculty member. After submitting these reports, the Department Chair meets with the individual faculty members and verbally relates their reviews and recommendations.

### **3.c Cases of Early Tenure**

In accordance with Board of Control Policy, the cases of faculty up for early tenure who do not receive a 2/3 majority vote of the Departmental Promotion and Tenure Committee after review of the tenure packet and external letters are not brought forward. 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.

### **3.d Reappointment to Current Rank**

The underlying criterion for this category is "Likelihood of achieving tenure". It is imperative that the faculty member be on a trajectory toward tenure, and be advised of their situation annually by both the Promotion and Tenure Committee and by the Department Chair.

### **3.e Promotion from Assistant Professor to Associate Professor with Tenure**

The consideration for promotion to associate professor is based largely upon past accomplishments, while considerations for tenure are based largely upon the promise of long term performance.

The candidate for promotion to associate professor with tenure should have demonstrated an ability to attract external research funding, a strong publication record, a demonstrable national reputation as a scholar, and the beginnings of a positive international reputation as a successful scholar. Success in obtaining grants, publishing in high quality journals, presentations at national and international conferences, invited seminars and other presentations, and service to the profession all help to demonstrate a national and international reputation. The successful guidance of MS and/or PhD students towards achieving their degrees will also be considered.

The candidate for promotion to associate professor with tenure should have demonstrated a teaching activity that is both effective and competent.

The candidate for promotion to associate professor with tenure should have demonstrated a suitable level of service to the Department, College, University, and the profession.



### **3.f Promotion from Associate Professor to Full Professor**

The underlying criterion for this category is “Sufficient Evidence of Scholarly Achievements and Professional Recognition” and “achievement of national/international recognition by his/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 election to fellow status will receive significant weight.

### **3.g Non-tenure Track Instructors and Lecturers**

Appointments of non-tenure track instructors and lecturers will follow the definitions and guidelines as set out in the Faculty Handbook.

The criteria for appointment for Instructors, Lecturers, Senior Lecturers, Principal Lecturers, and Professors of Practice are found in the Faculty Handbook at <http://www.admin.mtu.edu/admin/prov/hiring/criteria.htm>

The promotion process for lecturers will follow the process as described in the Faculty Handbook at <http://www.admin.mtu.edu/admin/prov/hiring/criteria.htm>

## **4. Professional 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.

## **5. Sabbatical Leave Recommendations**

The Chair will solicit the advice of the other appropriate faculty before making a recommendation for a sabbatical leave.

## **6. Emeritus/Emerita Recommendations**

The Promotion and Tenure 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.

## **7. Grievance Procedure**

All grievances that cannot be resolved through private and/or public discussion within the Department will be filed with the Dean who will forward copies to the Department Chair. The Department Chair will then request that an ad hoc grievance Committee be formed. The Department Chair will pass the written grievance to the Grievance committee for action.

The Grievance Committee will be comprised of three faculty members of the department elected by the department faculty by secret ballot. A representative from Human Resources will also serve on the committee, consistent with University Senate policy. The Chairperson of this committee will be chosen by committee members. The Department Chairperson is not eligible for membership on this committee. The Committee shall then hear the complaint and try by any fair means possible to recommend a satisfactory resolution to the Chairperson. University policy determines the timing of events and conditions for appeal.