



Charter of the School of Technology

Adopted: February 1997
First Revision: January 2000

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Charter of the School of Technology

I. Statements of Foundation for the School of Technology

A. Mission Statement

The primary mission of the School of Technology at Michigan Technological University is to provide a quality education to students who wish to pursue a career in the practical application of engineering, forestry or surveying principles.

B. Degree Programs

The School of Technology is entrusted to oversee associate degree programs in civil engineering technology, electrical engineering technology, electromechanical engineering technology, and forest technology. Also, baccalaureate degree programs in engineering technology (with options in electrical engineering technology and mechanical engineering technology) and surveying are administered by the School. The School will strive to meet current needs of an ever changing society and may propose new degree programs as future needs arise.

C. Definitions

School of Technology programs in engineering technology, forest technology and surveying, provide continuity in the overall educational opportunity available at Michigan Tech, while contrasting like programs in engineering and forestry which focus on advanced mathematics, research, development and conceptual design.

The American Society for Engineering Education defines engineering technology as:

... the profession in which a knowledge of the applied mathematical and natural sciences gained by higher education, experience, and practice is devoted to application of engineering principles and the implementation of technological advances for the benefit of humanity. Engineering Technology education for the professional focuses primarily on analyzing, applying, implementing and improving existing technologies and is aimed at preparing graduates for the practice of engineering closest to the product improvement, manufacturing and engineering operational functions.

Graduates of the two-year programs receive the degree of Associate in Applied Science and are referred to as technicians.

The Accreditation Board for Engineering Technology (ABET) defines the function of the technician as follows: *The Engineering technician must be a doer, a builder of components, a sampler and collector of data. The technician must be able to utilize proved techniques and methods with a minimum of direction from an engineer or engineering technologist. The technician conducts routine tests, presents data in an appropriate format, and is able to carry out operational tasks following procedures, methods and standards appropriate for engineering work.*

The Society of American Foresters defines the forest technician as follows:

The forest technician is a person competent to occupy a responsible position in the line of authority between the skilled forest worker and the professional forester. The forest technician may direct the activities of the former under the supervision of the latter and must apply in a responsible manner proven techniques which are recognized as being professionally sound. The forest technician does not need either the depth or extent of scientific understanding required of a forester, but does need a practical working knowledge of the same subject matter.

Graduates of the four-year technology programs receive the Bachelor of Science Degree and are referred to as technologists. ABET defines the function of technologist as follows:

The Engineering Technologist, as an implementor, must have the capability to produce practical, workable

results in a timely manner; to install and operate technical systems; to devise hardware from proven concepts; to develop and produce products; to service systems and machines; to manage construction and production processes; and to provide sales support for technical products and systems.

Graduates of the four-year surveying program receive the Bachelor of Science Degree in Surveying. They are eligible to become licensed, professional surveyors and/or pursue graduate studies. ABET has designated surveying as an Engineering Related Science. ABET defines Engineering Related Science as follows:

Engineering-related sciences have their roots in mathematics and basic sciences, but carry knowledge further toward creative application. When a field of mathematics or basic science proves pertinent to an engineering-related application, there (exists a need to) develop corresponding courses in engineering-related sciences to afford a bridge between the basic science and engineering-related practice.

II. Departmental Procedures

A. The Charter

To ensure that the School of Technology efficiently serves the student, University and the State, mechanisms must be established to guide the affairs of the School. This Charter officially establishes the principles by which the School of Technology operates. It should be noted, however, that in the event the policies contained herein are found to be in conflict with University policies and procedures, the University policies and procedures shall take precedence.

III. Governance

A. The Dean

The Dean of the School of Technology is empowered to direct and govern all activities within the School. The Dean oversees not only the day to day operation of the School but is also responsible for shaping and guiding the future position of the School. Each Fall, the Dean shall convene a meeting of all faculty and staff of the School of Technology and present a "State of the School" report. In this meeting the Dean shall report on past accomplishments and shortcomings, new University and School policies and outline future expectations. An arena of open discussion and exchange should be maintained during this meeting.

The Dean is the liaison between the School and the University upper administration, carrying input from the School to the administration and implementing policy passed down from the administration. The Dean serves at the pleasure of the upper administration. In the case of retirement, death, promotion, demotion or resignation, the search for a new Dean shall immediately commence in accordance with the procedures outlined in Addendum #1, Search Procedures for Dean.

B. Program Coordinators

To assist the Dean in managing the affairs of the School, Program Coordinators will be appointed by the Dean to manage specific degree areas. The Program Coordinators report directly to the Dean. In the absence of the Dean (due to travel, illness, etc.) the Dean shall appoint one of the Program Coordinators to conduct the duties of the Dean. It is expected that the Dean and Program Coordinators will solicit input from the faculty and staff in guidance of the School. In recommending support or non-support of a sabbatical leave request, the Dean and Program Coordinators are required to seek input from the faculty and staff.

IV. Committees

A. Rationale

Due to the regularity and high importance of several activities within the School of Technology, standing committees shall be established to conduct, monitor and report on the activity. Also, on rare occasion, issues arise that require the collective power of several faculty and/or staff to resolve. Therefore, a mechanism must be established to convene Ad Hoc committees.

B. Standing Committees

a. The Administrative Council

The Administrative Council shall consist of the Dean (acting as committee chair) and the Program Coordinators. The Administrative Council shall develop policy, act on matters regarding budget, distribution of departmental resources, travel, space and facilities, secretarial and staff support and other matters of hierarchical nature.

b. Associate Degree Curriculum Committee

This committee evaluates and recommends action on proposals to add, drop, and/or change the credit, prerequisites, and/or courses for all associate degree programs within the School. The chair is appointed by the Dean of the School of Technology. Additional membership is composed of representatives from four-year degree programs with disciplines related to two-year programs within the School.

c. School of Technology Computer Committee

The School of Technology shall have an internal Computer and Computing Committee responsible for formulating policy regarding computer related issues including but not limited to, computer education, hardware, software and fee structures within the School. The various program coordinators shall appoint a representative from each program area to serve on this committee. The system administrator will be a mandatory member of the computer committee. The chair of this committee will be a faculty or staff member from the School of Technology selected by vote of the committee membership.

d. General Education Committee

The Dean of the School shall appoint the chair of the General Education Committee. This committee shall develop and approve core and cluster proposals for the Bachelor of Science degree programs. Additional members shall be solicited from the faculty at large.

e. Program Committees

Program Coordinators and the faculty they oversee will form program committees. Each program coordinator will serve as chair of their program committee. The program committees will meet regularly throughout the academic year to discuss and make and implement policy, specific to the program area.

f. Promotion and Tenure

The Promotion and Tenure Committee is responsible for making internal recommendations for candidates seeking promotion and tenure. The Committee is comprised of five (5) tenured faculty, serving staggered terms, from within the School of Technology. The Dean of the School of Technology shall serve as a non-voting member of the Promotion and Tenure Committee.

The criteria for promotion and tenure, the general procedures associated with the process and the practices defining Committee membership and selection are recorded in the document *Criteria for Promotion & Tenure, Minimum Requirements for Advancement in Academic Rank for School of Technology Personnel*, and is included as addendum 2 to this Charter.

Reappointment recommendations for tenure-track and non-tenure track faculty shall be reviewed by the Promotion and Tenure committee. The committee will recommend to the Dean the reappointment or non-reappointment of non-tenure track faculty.

g. Industrial Advisory Committees

Industrial Advisory Committees can contribute significantly to the growth and development of the programs within the School. As per ABET criteria, each program area shall be represented by an Industrial Advisory Committee, composed of individuals from supporting and employing industries. This committee shall meet at least annually.

C. Ad Hoc Committees

The Dean or any of the Program Coordinators may, at their discretion, create certain ad hoc committees as they are needed. It is expected these committees will be equitably staffed to represent all interest areas.

a. The Ad Hoc Grievance Committee

Any faculty member with a grievance or complaint is expected to bring the grievance or complaint to the attention of the Dean. It is expected that most faculty complaints can be resolved through informal discussion and debate. All grievances must be filed in writing with the Dean within 30 work days after discovery of the event, action or omission that is the basis for the grievance, or 30 work days after the date on which the grievant reasonably should have known of such an event, act or omission, if that date is later. In the event that it is determined the issue cannot be resolved to satisfaction, or the Dean deems it inappropriate for action, the grievance shall be brought to an ad hoc grievance committee.

The grievance committee shall consist of 1 member from each program area, selected by random drawing. The Dean passes down all written materials to the grievance committee for action. The Grievance Committee shall, within a time period of 30 working days, act to determine all the facts related to the case, considering testimony written and/or oral from all involved. The committee shall, upon deliberation of the facts, recommend action. The committee must notify in writing the grievant and the Dean of its recommendation. If the grievant disagrees with the implementation of the committee's recommendation, the grievant may file an appeal with the University Faculty Review Committee. Procedures for this process are covered in the University procedures manual, Faculty Grievance Policy and Procedures.

This Charter shall be amended to include a grievance procedure for staff once the staff policy has been adopted through University channels.

b. The Ad Hoc Surveying Advisory Committee

The Ad Hoc Surveying Advisory Committee is active on an infrequent basis. However, when convened this committee coordinates surveying activities and policy among the user departments across campus. The chair of this committee is selected by invitation of the Dean of the School of Technology and the Surveying Program Coordinator. One representative from each department which utilizes the School's surveying facilities shall round out the membership.

V. Classifications

A. Rationale

Certain decision making processes may call for votes to be cast on an issue. Issues which are of "academic" importance shall be voted on by the academic faculty. Issues which involve departmental operation will be voted on by the entire faculty and staff of the School.

B. Academic Faculty

Academic Faculty shall include tenure track faculty holding the title of Professor, Associate Professor and Assistant Professor, and, in this School other individuals directly involved in teaching including, non-tenure track faculty holding the title of Instructor, Lecturer, Faculty Assistant, Adjunct, Visiting, emeriti faculty or Training Specialist.

VI. Amendments to the Charter

This Charter may be amended by a simple majority vote of support, provided that one-half of all active faculty and staff vote. The proposed amendment must be provided in writing to all faculty and staff a minimum of three weeks prior to vote, to provide ample time for discussion and revision. All personnel must have an opportunity to vote on charter amendment, albeit by absentee ballot. Amendments to the Charter must be submitted for approval by the Provost, and the President.

VII. Individual Responsibilities

A. The Dean

The Dean, as chief administrative officer, is responsible for directing the School to a position of strength and

recognition. To achieve these goals the Dean is expected to maintain and promote quality in the faculty and staff, encourage excellence in teaching, and initiate directives to mold and shape technically current, ABET accredited programs. The Dean is expected to be a competent long range planner, skillfully integrating the objectives of the School with the long range plans for the University. Also, as a prudent budget manager, the Dean should continuously work to maintain and develop both internal and external financial support for the School.

The Dean is expected to be an effective communicator, working closely with other deans, department heads and university administration within Michigan Tech and at other peer institutions. In serving the students and faculty the Dean is to maintain a sound working relationship with the Directors of Admission, Career Planning, Placement, Corporate Services and Financial Aid. The Dean is also expected to be the School's ambassador to the non-academic world, serving on state, national and international corporate boards and committees.

The Dean shall document his effectiveness as a competent administrator each Fall, in a "State of the School" address, to be attended by all faculty and staff. Additionally, the Dean shall be evaluated at three-year intervals according to the guidelines established in Senate proposal 892, included as Addendum 3.

B. Program Coordinators

The Program Coordinators assist the Dean of the School of Technology in the formulation of overall objectives, policies and plans for the specific programs they oversee. As managers of their specified areas, Program Coordinators are responsible for assigning teaching loads, distributing area budgets, making salary recommendations, inspecting programs to satisfy ABET criteria and encouraging growth and development of faculty and staff. The Program Coordinators are expected to participate in teaching courses and shall also meet the expectations outlined in the faculty responsibilities section, below.

C. Faculty

The faculty of the School of Technology are expected to be leaders in many ways. They are expected to be excellent teachers, always striving to be innovative and highly effective in the transfer of knowledge. They are expected to be proficient counselors and role models, providing students with guidance throughout their academic career. It is the close working relationship between faculty and students, both in and out of the classroom, that makes the School vital in the University student retention effort. The faculty are expected to be technically competent and current in their respective fields. This may be accomplished through review of technical journals, books and articles, attending technical conferences and professional meetings and/or conducting appropriate scholarly research and/or consulting activities. Documentation of any and all such activities shall be recorded in a "teaching portfolio" maintained by individual faculty members.

All faculty members are expected to participate in matters of School governance. With increasing rank comes increasing responsibility for such activities, and it is expected that higher ranking faculty members will assume leadership roles concerning governance in both the School and the University.

D. Staff

The staff are expected to be highly skilled, motivated, self-starters, instrumental to the efficient operation of the School. They are expected to be trained and current in the job skills necessary to perform their duties. As new technologies evolve, i.e., new hardware, software, electronically processed University procedures etc., the Dean shall see the appropriate training and/or schooling is made available to the staff. The staff shall be pro-active in governance matters concerning overall School operation.

Search Procedures for Dean

1. Search Initiation

The Provost will initiate the search. The Provost, in consultation with the School of Technology Coordinators will decide if the search will be restricted to internal candidates, or if there will be an open search, inviting both internal and external applicants.

2. Search Committee

The search committee will consist of the School of Technology Area Coordinators, one School of Technology faculty member elected by the faculty and staff, one person, appointed by the Provost, from outside the school, one person elected by the Staff Council, one student representative (and alternate) and one alumni representative (and alternate).

The student representative and alternate will be elected from the School of Technology student body. The MTU chapter of ASCET, in cooperation with all other School of Technology student organizations and societies, will solicit for student representatives to serve on the search committee. Following a one week enrollment period, ASCET will conduct an election, open to all currently enrolled School of Technology students. The top vote recipient and the runner-up shall serve as the student representative and alternate, respectively.

The School's Alumni Academy shall select the alumni representative and alternate.

The chair of the search committee will be elected by the committee membership at its first scheduled meeting.

3. Position Description

The search committee and the Affirmative Action Officer will produce the position description and the position advertisement. The committee shall also produce a document that list the necessary and desirable qualifications and attributes of the candidates.

4. Candidate Identification

The committee will complete the Request for Posting Memo and send it to the Human Resources Office. The committee is responsible for ensuring that the search conforms to current legal requirements, and for maintaining the applicant flow log.

Applications for the position are made to the committee chair. Faculty from the School of Technology are permitted to nominate candidates. In the case of an open search, the position will be advertised in appropriate professional journals and faculty shall be advised to distribute the position description to their professional colleagues.

5. Short List of Candidates

All candidates will be considered to be on the short list when the search is restricted to internal applicants only.

In the case of an open search, the committee will review the applications and produce a short list of at least two candidates by mutual consensus. These candidates will be invited for an on-campus interview. The committee should attempt to obtain independent assessments from referees not listed by the candidates, and should solicit faculty help in identifying these referees.

Candidates on the short list will be notified of their status, and in preparation for their on-campus interview, be furnished with a copy of the position description, departmental charter, statements of the School's goals and

recent School of Technology annual reports

6. Candidate Interviews

The application documents for each candidate on the short list will be made available to all School of Technology faculty and staff. The candidate's letters of recommendation will also be accessible to the faculty and staff of the School, but these letters are not to be photocopied. The search committee shall arrange for each candidate on the short list to make one or two presentations to the faculty, staff and students of the School of Technology. These presentations shall include:

- a) A technical presentation in the field of the candidate's specialization. (optional in the case of an internal candidate)
- b) A presentation addressing the issues of administration, including but not limited to, the candidate's administrative philosophy, plans for meeting stated School goals, the candidate's visions for teaching, research, and resource allocation for the School.
- c) An open forum where the candidate responds to impromptu questions posed by the faculty, staff and students.

The search committee will also arrange for the candidate to meet with appropriate administrators and other personnel outside the School, during the on-campus visit.

The committee shall see that the candidate is informed of these interview procedures, prior to the on-campus interview.

7. Selection of the Dean

After all the candidates have completed the interview process, the search committee will arrange a meeting of the faculty and staff of the School of Technology to discuss the candidates. The committee will also solicit the opinions of students. In addition, the faculty and staff may choose to meet individually with the Provost to discuss the candidates.

The committee chair will issue a ballot to all School of Technology faculty and staff. The ballot will list the names of all short list candidates. The ballot will require each candidate be rated as preferred /acceptable / unacceptable. The ballots will be returned in a sealed and signed enveloped to the search committee chair. The chair will convene the committee, and the ballots will be opened. Spoiled or invalid ballots will be destroyed. The committee will tabulate the results of the balloting and shall, in writing, recommend a candidate to the Provost.

The vote of the faculty is advisory; however, it is expected that the Provost will select a Dean consistent with the faculty ballot. The Provost will notify the chair of the search committee of his/her actions following the committees recommendation. The chair shall relay this information to the faculty and staff of the School.

Following acceptance of the position by the candidate, the Provost shall negotiate tenure with the appropriate academic area within the School.

8. Failure of the Search Process

The search process fails if the committee of the Provost finds no candidate acceptable. In this case, the search process is reinstated.

CRITERIA FOR PROMOTION & TENURE
MINIMUM REQUIREMENTS FOR ADVANCEMENT
IN ACADEMIC RANK FOR SCHOOL OF TECHNOLOGY PERSONNEL

It is the policy of the School of Technology to employ only persons having a bachelor's degree or an appropriate terminal degree from a recognized institution. For programs in the School of Technology "appropriate terminal degree" is defined by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. as the master's degree. (Criteria for Accrediting Engineering Technology Programs, 1996-97. Section V.F.1.a.)

Assistant Professor

For appointment to the rank of assistant professor, the candidate shall possess the:

1. Master's degree or equivalent, and at least three years of industrial experience, and prior teaching experience is desirable.

For reappointment consideration, they shall also have a record showing:

1. Demonstrated ability as a good teacher,
2. Consistent development in their chosen field. Evidence will typically consist of publications pertinent and related to engineering, forestry or surveying, or scholarly presentations at meetings, or receipt of grants or gifts-in-kind, or significant industrial / corporate liaisons which benefit programs in the School of Technology, and,
3. Personal characteristics which include the ability to work cooperatively with students, staff, and administrative personnel of the university.
4. Individuals shall show contributions in the "Categories of Evaluation."

Associate Professor

For appointment to the rank of associate professor, the candidate shall possess the:

1. Master's degree or equivalent, at least three years of industrial experience, and at least four years of college-level teaching.

For reappointment / tenure consideration the candidate will be judged on accomplishments in the following categories:

1. Recognized professional accomplishment. Evidence will typically consist of publications pertinent and related to engineering, forestry or surveying, or scholarly presentations at meetings, or receipt of grants or gifts-in-kind, or significant industrial / corporate liaisons which benefit programs in the School of Technology, successful applied or theoretical research on an approved basis or,

2. Recognized broad scholastic background with exceptional ability to apply this knowledge to practical situations, or
3. Recognized leadership ability.
4. Individuals shall have demonstrated results in the "Categories of Evaluation."

Professor

For appointment to the rank of professor, the candidate's record shall show an established reputation as a leader in teaching and/or research, scholarship of wide recognition, consistent contribution to their chosen field of learning, and professional leadership. In addition, they must possess the:

1. Master's degree or equivalent, and fifteen years of teaching and/or professional experience including a minimum of six years of college level teaching.
2. Master's degree or equivalent, professional registration, and twelve years of teaching and/or professional experience including a minimum of six years of college level teaching.

The candidate shall demonstrate excellence in teaching and leadership as outlined below:

1. Recognized professional accomplishment. Evidence will typically consist of publications pertinent and related to engineering, forestry or surveying, or scholarly presentations at meetings, or receipt of grants or gifts-in-kind, or significant industrial / corporate liaisons which benefit programs in the School of Technology, successful applied or theoretical research on an approved basis or,
2. Recognized broad scholastic background with exceptional ability to apply this knowledge to practical situations, or
3. Service to the School of Technology by serving on School and University committees.
4. Recognized administrative ability.
5. Individuals shall be recognized for their work in the "Categories for Evaluation."

General Procedures

Candidates for promotion and tenure are counseled yearly by their area Coordinator and/or the Dean of the School of Technology. A short written report is placed in the candidate's file. Topics covered in the review include teaching effectiveness, research activities, and service to the School of Technology and the University. Discussion and statements regarding progress toward promotion and/or tenure are included in the annual review.

Promotion and Tenure Review Committees.

A candidate for promotion and/or tenure review shall indicate their desire to be considered for review to their area coordinator by September 30 of the year in which they wish to be reviewed. The request shall include a completed Form F-10 and other supporting documents. Coordinators being considered for promotion

and/or tenure shall report directly to the Dean of the School of Technology. The Faculty member, Dean, and program Coordinator shall collaborate to develop a list of potential outside references who may be contacted with a request to serve as an external (to the University) reference. The area Coordinator shall review the candidate's credentials and make a written recommendation to the School of Technology Promotion and Tenure Committee.

The School of Technology Promotion and Tenure Committee shall consist of five tenured School of Technology faculty members. The Dean shall call the first committee meeting to order by October 15th each year. As a first order of business, the committee shall elect a chair from within its membership. The committee chair shall also serve as the School of Technology representative on the Interschool Faculty Promotion and Tenure Committee.

Committee members shall be elected for three-year terms. (The initial election shall result in two members elected for three-year terms, two members elected for two-year terms and one member elected for a one-year term.) Members may not serve for more than one full term. A member completing a partial term is eligible to run for a full three-year term. A committee member completing one full term must wait at least one year before being eligible to again serve on the committee.

The School of Technology Promotion and Tenure Committee shall review the faculty member's Form F-10 and supporting documents and solicited external recommendations along with the recommendation of the area Coordinator by January 1st of the review year. A written recommendation of the committee shall be incorporated into the promotion portfolio which is forwarded to the Interschool Faculty Promotion and Tenure Committee for their review. The Interschool Faculty Promotion and Tenure Committee shall review the documentation and incorporate its written recommendation into the promotion portfolio for review by the Dean of the School of Technology (as prescribed by University time lines). The Dean of the School of Technology shall review the candidate's complete portfolio including all recommendations and incorporate his/her recommendation into the portfolio for review by the Provost, the University President and the Board of Control (as prescribed by University time lines). At each level of review, the Dean of the School of Technology or his/her designee shall notify the candidate of support or lack thereof for their promotion/tenure case.

Prior to the School of Technology Promotion and Tenure Committee recommendation decision leaving the School of Technology, a promotion and/or tenure candidate shall have the privilege of appealing the committee decision. The individual shall do so by selecting a tenured faculty member from the School of Technology to present the candidate's case at the next level of review, the Interschool Faculty Promotion and Tenure Committee.

The Interschool Faculty Promotion and Tenure Committee consists of one representative from the School of Business and Engineering Administration, one representative from the School of Forestry and Wood Products, the chair of the School of Technology Promotion and Tenure Committee plus one representative each from the Engineering College Promotion and Tenure Committee and the College of Arts and Sciences Promotion and Tenure Committee. The College committee representatives shall be selected by the Provost from past members (3 years) of the Engineering College Committee and the College of Sciences and Arts Committee.

CATEGORIES OF EVALUATION

The candidate will be evaluated in the areas of teaching effectiveness, departmental contributions, scholarly activity and professional service and recognition, Guidelines for each area are:

Teaching Effectiveness

The candidate should be an effective teacher. Some evidence of effective teaching includes:

1. Evaluations of classes by students.
2. Success of students in courses for which the candidate's course is a prerequisite.

3. Evaluations by former students.
4. Evaluations by colleagues.
5. Development of curricular materials.
6. Participation in professional meetings devoted to teaching or technical applications in one's field.
7. Innovative and novel approaches to teaching.

Contribution to the University

The candidate should contribute to the general operation and growth of the department. Some evidences of such are:

1. Departmental committee work.
2. Course or curriculum development.
3. Effective interaction with departmental faculty.
4. Academic student and organization advising.
5. Attracting students to programs.
6. University committee work.
7. Professional collegial contributions across campus.

Scholarly Activity and Recognition

The candidate should contribute to the general fund of knowledge. Some evidences of these contributions are:

1. Publication of professional papers. (Individual or co-authorship)
2. Papers delivered to professional meetings. (Individual or co-authorship)
3. Publications of books or monographs. (Individual or co-authorship)
4. Technical reports or journal articles.
5. Written testimonies from peers in his/her field of scholarship.
6. Receipt of funding for research and/or writing.

Professional Service

The candidate should contribute to his/her professional community. Some evidences of such contribution are:

1. Speeches to organized groups based upon professional work.
2. Consultant to government, education or industry.
3. Participation in professional societies.
4. Professional review of manuscripts and proposals.
5. Participation in university committees.

Extraordinary Recognition

Some candidates may receive extraordinary recognition in their field of study. Examples of evidence to support this recognition are:

1. Special honors received by national or international professional societies.
2. Outstanding scholar awards.
3. Receipt of special funding.

Dean Review Procedure

Reappointment Procedures

This addendum describes an evaluation process for the Dean of the School of Technology conducted by an evaluation committee.

1. Frequency of Evaluation: The Provost will initiate the review of the Dean by an evaluation committee in the final year of the Dean's term (three years, unless serving in an interim capacity).

or

The process may be initiated by the Dean at any time for validating his/her authority, but not more than once a year.

or

The Provost initiates the process if the supervisor will be dismissed before his/her term expires.

2. Evaluation Committee:

The evaluation committee consists of 6 members including:

One undergraduate student (and one alternate selected using the process described in Addendum #1, part 2, paragraph 2) from the School of Technology student body.

One member (faculty, staff or administrator) appointed by the Provost from outside the unit.

Four members elected from tenure track or tenured faculty from within the School of Technology. The entire faculty and staff of the School of Technology shall constitute the voting body selecting these members.

The chair and associate chair of the evaluation committee are elected by the committee at their first meeting.

4. Self Evaluation by the Dean:

The Dean prepares and distributes a written report to all faculty and staff of the School. This report should include but need not be limited to:

- a. achievement of the School's goals for the period of evaluation
- b. budget and its management
- c. growth and quality of academic programs
- d. future needs and directions of the School
- e. any charge given to the Dean, or any goal of the School which the Dean perceives as controversial and the effort the Dean has made to address the controversy.

Distribution of this report is followed by a meeting of all members of the School. The purpose of this meeting is to answer questions and provide clarification of the report.

5. Evaluation Form:

All faculty and staff may participate directly in the evaluation of the Dean by completing the performance

review questionnaire found at the end of the Addendum. Also, the Chairs of Electrical, Mechanical, Civil and Chemical Engineering along with the Deans of the School of Business and the School of Forestry and Wood Products shall be solicited to complete the open ended questionnaire found at the end of this Addendum. Additional questions may be added to these documents by the Provost and/or the Dean and/the evaluation committee, as they deem necessary.

6. Processing of Questionnaire Results:

A performance review questionnaire shall be provided to all faculty and staff of the School of Technology. The faculty and staff are allowed one week to complete and return the form to the evaluation committee. The questionnaire shall be returned in a sealed envelope bearing the signature of the faculty or staff reviewer across the flap.

The evaluation committee shall tabulate the results and summarize the comments from the open ended questions contained in the questionnaire.

The major accomplishments and problem areas of the Dean over the period of evaluation are reviewed in summary statements prepared by the evaluation committee. Comments on progress in problem areas identified in the previous evaluations are summarized by the evaluation committee. Results of the previous evaluation may be obtained from the office of the Provost.

Completed questionnaires and individual comments will not be released by the committee except to the Provost to verify the committee's summary. These forms will be withheld from the Dean within lawful limits.

7. Dean's response:

The Dean is issued a report consisting of the tabulated questionnaire results, the summary of the open ended questions, and the summary statements of the committee. The evaluation committee shall provide an opportunity to meet with the Dean and discuss report. The Dean is asked to provide a written response to the committee's report. The Dean is allowed ten working days to respond to the committee.

If the Dean decides not to seek reappointment, the process is terminated. Members of the School are informed of the Dean's decision, and all material related to this evaluation process are destroyed.

8. Dissemination of Questionnaire Results:

The committee convenes a meeting of all faculty and staff of the School with the exception of the Dean. Copies of the committee report as well as any written response from the Dean are circulated at the meeting. No evaluation materials may be removed from the meeting room. The purpose of the meeting is the dissemination of the evaluation results, and not for open discussion of the Dean's performance.

All but two copies of the evaluation documents are destroyed after the meeting. One copy of the report is sent to and stored in the office of the Provost. A second copy is returned to the Dean being evaluated.

9. Balloting:

At the conclusion of the meeting discussed in section 8, above, the faculty and staff will be asked to vote on reappointment of the Dean. The ballot shall be structured as follows:

(Name of Dean) should be reappointed as the Dean of the School of Technology

YES _____ NO _____ UNDECIDED _____

10. Closure:

The evaluation committee tabulates the results of the reappointment balloting. The committee informs the Provost of the conclusion of the evaluation process when it forwards the ballot results and evaluation materials to his/her office for review and storage. The Provost after careful consideration of the evaluation materials elects to reappoint or dismiss the Dean. The Provost's decision is relayed, in writing, to the Dean as well as the faculty and staff of the School. The Provost instructs the evaluation committee to destroy the questionnaire documents.

When the decision of the Provost is contrary to a simple majority vote of the faculty and staff, the Provost should explain the reasons for that decision in an open letter to the School.

**Faculty/Staff Evaluation Questionnaire
for Dean Reappointment Review
School of Technology**

Instructions:

Please rank the Dean in each of the areas described below, using the enclosed mark-sense sheet. The following scale should apply to all responses: A = strongly agree; B = agree; C = neutral; D = disagree; E = strongly disagree. **Skip questions** that do not apply or for which you have insufficient information.

- | | | |
|-----|--|-----------|
| 1. | The Dean has a coherent vision for the School which is communicated to faculty and staff. | A B C D E |
| 2. | The Dean's vision for the School is effectively communicated to upper administration. | A B C D E |
| 3. | The Dean encourages open discussion and debate regarding the School's objectives and goals. | A B C D E |
| 4. | The Dean is an effective advocate for the School to the higher administration. | A B C D E |
| 5. | The Dean communicates regularly with the School's committees. | A B C D E |
| 6. | The Dean values the decisions of the School's committees. | A B C D E |
| 7. | The actions of the Dean enhance the image of the School inside the University. | A B C D E |
| 8. | The Dean projects a positive image of the School to the local community, State and Nation. | A B C D E |
| 9. | The actions of the Dean promotes high morale within the School. | A B C D E |
| 10. | The Dean fosters a spirit of cooperation and teamwork. | A B C D E |
| 11. | The Dean is both accessible and accountable to the faculty and staff of the school. | A B C D E |
| 12. | The Dean promotes opportunities for continued learning and professional growth and development. | A B C D E |
| 13. | Overall, the Dean maintains an environment free of discrimination and harassment. | A B C D E |
| 14. | The Dean encourages and rewards effective teaching throughout the School. | A B C D E |
| 15. | The Dean manages finances prudently. | A B C D E |
| 16. | The Dean ensures that resources are distributed equitably within the School. | A B C D E |
| 17. | The Dean is able to successfully manage the competing demands of diverse programs within the School. | A B C D E |

- | | | |
|-----|--|-----------|
| 18. | The Dean is an effective advocate for resource development external to the school. | A B C D E |
| 19. | During the administration of this Dean, the School has made steady Progress in refining its goals. | A B C D E |
| 20. | During the administration of this Dean, the School has made steady progress in refining its goals. | A B C D E |
| 21. | Overall, the Dean's impact is visible in the design of general University goals. | A B C D E |
| 22. | Overall, the Dean has earned the confidence of the School's faculty and staff | A B C D E |

Commentary:

23. What are the greatest strengths of this Dean?
24. In what areas does the Dean need to improve? What actions should be taken to pursue these improvements?
25. What institutional constraints limit this Dean's effectiveness?
26. Additional comments (continue on reverse):

Coordinator Position Description

Chemical Engineering Technology (AAS)
Civil Engineering Technology (AAS)
Electrical Engineering Technology (AAS & BS)
Electromechanical Engineering Technology (AAS)
Bachelor of Science in Engineering Technology (BS)
Forest Technology (AAS)
Surveying (BS)

I. Basic Function

The Coordinator of the (TCE, TEE, TEM, TMD, TFR, TLS) program is responsible for the general administration of the operations, procedures and plans governing the educational unit. The Coordinator is responsible for the general management of the program, advises, makes recommendations to, and assists the Dean of the School of Technology in the formulation of overall objectives, policies and plans where such objectives, policies and plans affect the respective program.

II. Responsibilities and Authorities

Within the limits of authorized University policies, procedures, programs and budgets, the Coordinator is responsible for and has commensurate authority to accomplish the duties set forth below:

- A. Directs the staff in establishing goals and objectives for the assigned unit, that are consistent with those of the School of Technology.
- B. Manages the program in such a way that course and program consistency is maintained.
- C. Assures that the program will be up-to-date through adequate use of instructional material along with effective and innovative instructional techniques.
- D. Provides the budget needs to the Dean of the School of Technology.
- E. Directs and maintains a sound budget within the allocations for the program.
- F. Approves program purchase orders.
- G. Recommends the appointment, promotion, retirement or release of faculty and staff members to the Dean of the School of Technology.
- H. Assists the Dean of the School of Technology in programs that will provide leadership in recruiting and maintaining of competent staff members.
- I. Coordinates a program that encourages and promotes faculty development.
- J. Audits material for the University catalog to be submitted to the Dean of the School of

Technology.

- K. Approves degree audits, transfer credits, courses waived and course petition cards for the unit.
- L. Coordinates the operation and policies of the unit with other divisions of the University.
- M. Encourages faculty members to seek financial assistance in the form of grants.
- N. Determines course offerings and assigns course instructors.
- O. Delegates responsibilities to other staff members of the program.
- P. Participates in the teaching of courses in the program.
- Q. Implements University safety standards within the program.
- R. Assigns student advisorship responsibilities to staff members.
- S. Develops program for the proper inventory and maintenance of equipment.
- T. Develops program for faculty enrichment.
- U. Executes other general responsibilities common to all management positions that are not specified above.

III. Personnel under Immediate Supervision

All staff members of the respective program.

IV. Relationships

A. Dean of the School of Technology

1. Is accountable to the Dean for the proper interpretation and fulfillment of functions and responsibilities and in the exercise of authority.
2. As delegated in the Coordinator's position description or elsewhere in writing, the Coordinator exercises the authority of the Dean of the School of Technology in relation to the responsibilities assigned to him and keeps the Dean informed as to the use of these delegated authorities.

B. Members of the Academic and Services Staff of the program.

The Coordinator guides the operations and activities of the staff; guides them in effectively utilizing the knowledge and assistance available from other areas of the University; secures their advice in formulating program objectives and stands ready to render them advice and support.

C. Other Coordinators, Division or Department Heads and Administrative Staff

The Coordinator promotes effective communications between these executives and their staffs and the area program staff so that the staff is aware of pertinent courses and programs in other areas and that other areas are aware of the courses and programs within the unit.

D. Students

The Coordinator conducts such relationships with students in general and with the various student organizations that are necessary or desirable while being in the best interest of the University.

V. Measurement of Performance

The performance of the Coordinator of the assigned program will be measured by the Coordinator's leadership effectiveness and by how the Coordinator implements policies, plans and programs to achieve sound organizational relationships within the Program and by the Coordinator's teaching effectiveness. The Dean of the School of Technology will be responsible for conducting this evaluation.

Revision History

January 2000

Memo dated 12/14/1999 by John Lukowski, Chair of Charter Review Committee.

Two changes to the Charter have been proposed and the changes need to be voted on before we break for the Holidays.

The first change concerns the Promotion and Tenure Review Committee. The Charter currently states this committee will be composed of the area coordinators and the Dean. With two of the area coordinators being themselves untenured, this results in the awkward situation of an untenured individual making tenure judgment on a colleague. To correct this deficiency, it has been suggested the P&T committee membership be changed to tenured representatives (from within the School), selected in an open election process serving staggered terms.

The second change reflects the actual process that was used to evaluate the Dean. The current Charter contains examples of separate questionnaires for faculty and staff evaluation of the Dean. Since the number of staff members in the School is small, the Dean Review Committee felt there was a possible infringement in the anonymity of those results. It is proposed, the single questionnaire, drafted by the Committee and used in the previous Dean's Review replace the two questionnaire system. Also, during the last Dean evaluation, the Chairs of Electrical Engineering, Mechanical Engineering, Civil Engineering and Chemical Engineering along with the Deans of the School of Business and Forestry and Wood Products were asked to fill out an open ended questionnaire. It is proposed that this questionnaire be included in future reviews of the Dean and hence added to addendum 3 of the Charter.

(end)

Other changes:

References to Mechanical Design Engineering Technology were removed from the Charter.

January 2001

IV. Committees

f. Promotion and Tenure - Changed to reflect constituency of the P & T Committee is elected rather than consisting of area coordinators.

Addendum #2 - General Procedures, Revised the language as to how the P & T committee is determined.

Approved by President & Provost, January, 2001.