

MECHANICAL and AERONAUTICAL ENGINEERING DEPARTMENT POLICY STATEMENTS

In accord with Article 22 of the WMU-AAUP Agreement (September 6, 1990 - September 6, 1993) the following policies are intended to facilitate the sharing of departmental governance between the Chair and the *MAE Faculty*.

The term *MAE Faculty* in this document is used to designate all Mechanical and Aeronautical Engineering faculty members, holding either tenured or tenure track positions, appointed by the WMU Board of Trustees, excluding the Department Chair.

The *MAE Faculty* meetings will be convened at least every other week during the academic year, and will be conducted by the Department Chair. In the absence of the Department Chair the meetings will be conducted by the MAE Executive Committee Chair. Business to be conducted should include, but not be limited to, the following:

- X Elections of representatives to department or college committees
- X Reports from faculty committees
- X Curriculum considerations
- X Announcements from the Chair
- X Other business deemed pertinent by either faculty or the Department Chair

In addition, any department faculty member may petition the faculty for a special meeting. The special meeting shall be convened providing at least one-third of the faculty members support the petition.

VOTING PROCEDURE and ELIGIBILITY

Only *MAE Faculty* have the right to vote in department related affairs; however, all other departmental faculty are encouraged to participate in faculty deliberations.

Votes may be cast in person by eligible *MAE Faculty* or in writing by absentee ballot. Absentee ballots shall be submitted to the chair of the respective committee or meeting prior to commencement of the vote. Each faculty member present may cast only one vote on any one item. A simple majority of the *MAE Faculty* is required to conduct an MAE Faculty Meeting.

If **at least** two-thirds (2/3) of the eligible *MAE Faculty* cast a vote on any particular issue and all cast votes are the same, the vote will be recorded as unanimous. It is recommended that the number of faculty casting votes be recorded.

DEPARTMENT COMMITTEES

All *MAE Department* committee meetings are open to all MAE Department Faculty, with the exception of meetings where individual personnel issues are discussed. Minutes for all MAE Departmental Committees will be recorded and filed in the Department Office. To protect the anonymity of the individuals, specific personnel issues will not be entered in any recorded and filed meeting minutes. Committee members will be elected by a simple majority vote of the *MAE Faculty*. Any *MAE Faculty* member may serve a maximum of three consecutive terms on any one committee. In general Robert's Rules of Order will determine the appropriate format for conducting meetings.

The Chair of each MAE Committee shall be elected by the committee from the current members of the respective committee. The Committee Chair shall act in that capacity for the term of one year and may not succeed himself as Chair.

The following committees are to be elected from the *MAE Faculty*.

1. The **Executive Committee** consists of three members elected by a simple majority vote of the *MAE Faculty*. The members shall be elected from the *MAE Faculty* at the last regularly scheduled faculty meeting of the Winter Semester.

The Executive Committee functions as the faculty body working with the Department Chair to make recommendations concerning guide-lines for budget, departmental goals, class scheduling, teaching assignments and assigned workload, and to develop department policy and other administrative areas directly affecting the faculty.

- a. The specific duties of the Executive Committee are to:
 - 1) meet once every two weeks or as required during the fall and winter semesters with the Department Chair to discuss the following issues:
 - a) Departmental budget for items such as laboratory equipment, office expenses, student help, faculty travel;
 - b) Departmental personnel including faculty, office staff, other non-teaching staff members;
 - c) Teaching assignments including spring/summer and off campus;
 - d) Development of long range plans and departmental mission
 - 2) act upon other items that affect the operation of the MAE Department which include but are not limited to;

Appointment and re-appointment of temporary faculty and temporary staff.
 - 3) make recommendations to the Department Chair in the selection of new faculty by acting as the Faculty Search and Screening Committee to help set the specifications for and assess the qualifications of applicants for Faculty Teaching positions within the MAE Department.
- b. The MAE Department Chair will be responsible for determining the time and place of regularly scheduled meetings and establishing the meeting agenda.
- c. The Executive Committee Chair may call special meetings of the MAE Department Executive Committee. These special meetings may or may not include the Department Chair.

2. The **Departmental Tenure Committee** shall be composed of all tenured *MAE Faculty* members (excluding the Department Chair). A Department Tenure Sub-Committee is charged with the responsibility for tenure reviews, evaluations, and recommendations that shall be brought before the Tenure Committee for consideration and action. The Department Tenure Sub-Committee will present for review all submitted materials with the Tenure Sub-Committee recommendations.

The **Departmental Tenure Sub-Committee** shall consist of three members elected from the Departmental Tenure Committee. The Departmental Tenure Sub-Committee members will be elected by a simple majority vote of the *MAE Faculty* for a one year term.

The Tenure Sub-Committee Chair is elected by majority vote of the sub-committee members. The committee chair is responsible for informing faculty being reviewed of the Committee's timetable for appeal in the event of an unfavorable recommendation. The Department Chair shall not attend committee deliberations.

3. The **Departmental Sabbatical Leave Committee** shall consist of three members elected from the *MAE Faculty*. *MAE Faculty* applying for sabbatical leave may not serve on the Committee during that year. The Sabbatical Leave committee members will be elected by a simple majority vote for a one year term.

The Department Sabbatical Leave Committee Chair is elected by majority vote of the committee members. The committee chair is responsible for informing faculty being reviewed of the Committee's timetable for appeal in the event of an unfavorable recommendation. The Department Chair shall not attend committee deliberations.

4. The **Departmental Promotion Committee** shall consist of three members elected from the *MAE Faculty*. The representative to the College Promotion Committee serves in the capacity as a non-voting member of the Department Promotion Committee unless he/she is one of the three elected to the Departmental Promotion Committee. *MAE Faculty* applying for promotion shall not serve on the Committee during that year. No member of the committee shall participate in their own promotion review. The promotion committee members will be elected by a simple majority vote for a one year term.

5. The **Undergraduate Curriculum Committee** consists of four members elected from the *MAE Faculty*.

At least one member of the committee should be presently serving as an academic adviser. If none of the elected committee members is serving as an academic advisor an academic advisor will be appointed by the committee as a non-voting member.

The duties of the Undergraduate Curriculum Committee are to:

- a. Evaluate the graduation audit sheets of students preparing for final graduation audit to verify that curriculum requirements have been met, and that any course substitutions or other deviations from the published curriculum are acceptable.

- b. Recommend a course coordinator for each course offered in the department.

Duties of the course coordinator are to:

1. maintain a file of current course outlines and sample materials such as tests and homework from the course;
 2. monitor the instructors assigned to teach the course each term to verify uniform coverage of topics in multiple sections and from one term to the next;
 3. convene the faculty who regularly teach the course for the purpose of textbook selections and recommendations on class size.
- c. Regularly evaluate the departmental curricula to ensure they meet ABET accreditation criteria and prepare graduates for professional practice.
- d. Receive and evaluate proposals for curricular changes, such as alterations in graduation requirements, changes in course content or credit, new courses and course deletions.
- e. Present to the department faculty any proposed changes in curriculum. Changes in curriculum must be approved by a majority of the faculty before being forwarded to the College Curriculum Committee.
- f. Monitor the curricular changes proposed in other departments with regard to their effect on the Mechanical and Aeronautical Engineering Department curricula.

6. The **Graduate Committee** consists of three members elected from the *MAE Faculty*.

The duties of the Graduate Committee are to:

- a. assess the needs of the Students, Industry and Geographical Areas which the department serves to assure the program(s) being offered meet the desired needs.
- b. regularly evaluate the graduate programs being offered to ensure they meet established criteria and prepare graduates for professional practice and/or continued education.
- c. evaluate the graduation audit sheets of students preparing for final audit to verify requirements have been met, and that any course substitutions or other deviations from the published program are acceptable.
- d. recommend a course coordinator for each graduate course offered in the department.

Duties of the course coordinator are to:

1. maintain a file of current course outlines and sample materials such as tests and homework from the course;
2. monitor the instructors assigned to teach the course each term to verify uniform coverage of topics;

3. convene the faculty who regularly teach the course for the purpose of textbook selections and class size recommendations.
 - e. Receive and evaluate proposals for program changes, such as alterations in graduation requirements, changes in course content or credit, new courses and course deletions.
 - f. Present to the department faculty any proposed changes in programs. Changes in graduate program(s) must be approved by a majority of the faculty before being forwarded.
 - g. Monitor course and/or program changes proposed in other departments with regard to their effect on the Mechanical and Aeronautical Engineering Department graduate programs.
7. The **Library Liaison** shall be elected from the *MAE Faculty*. This person is charged with maintaining liaison with the University Library, reviewing library holdings, and recommending library acquisitions to ensure appropriate holdings to support the Department of Mechanical and Aeronautical Engineering.
 8. The **Merit Pay Committee** shall consist of three members elected by the *MAE Faculty*. The merit pay committee will develop, review, and administer the Department merit pay procedures.

The Merit Pay Committee Chair is responsible for informing eligible *MAE Faculty* of the committee's timetable and informing faculty of their individual results.

OTHER COMMITTEES

The Representatives to College Committees, particularly those involving faculty governance, such as the College Curriculum Committee and College Promotion Committee, shall be elected by majority vote of the MAE Department Faculty.

The Representatives to College Committees would, in most instances, be members of the corresponding departmental committee. In the event a Representative is not a voting member of the corresponding departmental committee, he/she would become an at-large member to the departmental committee.

DEPARTMENT POLICIES

TENURE POLICIES

The Tenure Policy of the Mechanical and Aeronautical Engineering Department shall be in accordance with the policies set forth in the WMU-AAUP agreement with the following addition:

Professional Society and Association activities, including certification and registration as a Professional Engineer, shall be additional evaluation criteria under Professional Recognition.

The Departmental Tenure Committee is charged with the responsibility for tenure reviews, evaluations, and recommendations that should be brought before the Tenure Committee for consideration and actions. The Tenure Committee members will vote in secret ballot on recommendations for tenure. A two-thirds vote, in the affirmative, of the entire Tenure Committee shall qualify a candidate receiving a final review for a positive recommendation for granting of tenure. The Tenure Committee will provide brief written explanations of the reasons for decisions to faculty members receiving negative recommendations for tenure. Committee members not able to attend in person may provide the committee chair with an absentee ballot. A majority vote of the members present are required for all other committee actions.

Appeals:

Appeals shall be made, in writing, by the candidate to the Chair of the Tenure Committee. The appeal must be made within 48 hours of receiving a negative tenure review. Within two working days after receipt of a written appeal, the Committee Chair will arrange a convenient time for the candidate to appeal in person to the committee. The candidate may present any additional materials for committee review at the appeal.

MERIT PAY POLICY

The Merit Pay Policy of the Mechanical and Aeronautical Engineering Department shall be in accordance with the policies set forth in the WMU-AAUP agreement with additions as indicated in the Department Merit Pay Policy.

SABBATICAL LEAVE POLICY

Faculty wishing to be considered for sabbatical leave should notify the department chair and submit their application to the Department Sabbatical Leave Committee. The proposal must be developed well enough to allow the Committee to evaluate its potential. It must demonstrate the potential to provide professional growth for the faculty member in a manner that will have a positive effect on the Mechanical and Aeronautical Engineering Department and its mission.

Appeals:

Appeals shall be made by the candidate in writing to the chair of the Sabbatical Leave Committee within 48 hours of receiving a negative leave proposal review. A convenient time for the candidate to appeal in person, to the Sabbatical Leave Committee, shall be arranged within two working days after receipt of the appeal notice. At the appeal the candidate may present any additional information for committee review.

FACULTY EVALUATION POLICY

Each faculty member must use a student evaluation instrument in accordance with the WMU-AAUP Agreement. The accepted instrument is the standard form used in the College of Engineering and Applied Sciences. Student comments will be typed verbatim and given to the faculty member. Handwritten comments from students are not given directly to faculty. The faculty

member will also receive a summary of the results of their own student evaluations as well as a summary of Department results. The original student evaluation forms will not be directly accessible by the faculty member for a two year period following the evaluation. If an appeal by a faculty member is made to the Department Chair, within a six (6) month period after receiving the evaluations, a neutral third party will be asked to review all original forms to assure accuracy of the summary and the verbatim student comments.

Peer evaluations which are called for in other parts of this policy will be conducted in a manner that is applicable with that procedure and will follow the guidelines as spelled out by the Agreement. No additional criteria or procedures are required.

PROMOTION POLICY

The Promotion Policy for the Department of Mechanical and Aeronautical Engineering shall be in accordance with the policies set forth in the WMU-AAUP agreement with the following addition:

Professional Society and Association activities, including certification and registration as a Professional Engineer, shall be additional evaluation criteria under Professional Recognition.

The Conventional terminal degree is a Doctorate in Engineering in a field related to the department mission. Exceptions to the requirements of educational attainment may be considered for candidates with a degree in engineering or related field and substantial qualifying professional experience. The Promotion Committee will provide brief written explanations of the reasons for the decisions to faculty members receiving negative recommendations for promotion.

Appeals:

Appeals shall be made by the candidate in writing to the Chair of the Promotion Committee within 48 hours of receiving a negative promotion review. A convenient time for the candidate to appeal in person, to the Promotion Committee, shall be arranged within two working days after receipt of the appeal notice. At the appeal the candidate may present any additional information for committee review.

WORKLOAD POLICY

The maximum workload for teaching faculty is specified by the WMU-AAUP Agreement. The department endorses the college-wide workload policy based upon teaching equivalent units.

Certain factors, although difficult to evaluate, also may have a bearing on the determination of faculty load. Some examples of these which may be accorded additional TEUs are committee assignments (departmental, college, university), professional society participation, proposal development and active participation in funded and/or non-funded research **and laboratory supervisory responsibilities**. This applies to those faculty who have demonstrated proof of activity in these areas.

SPRING/SUMMER TEACHING

Priority for Spring/Summer teaching is based on the needs of the MAE department and expressed interest by individual faculty members. Of the faculty qualified and experienced for teaching a particular course, Spring/Summer assignments are made by the MAE Department Chair giving consideration to the following priorities:

1. Faculty who have had a full-time load during the past academic year shall be highest in priority.
2. Faculty who did not teach either spring or summer the previous year.
3. Faculty with partial load time either spring or summer the previous year.
4. Faculty who taught part-time spring and part-time summer the previous year.
5. Faculty with full-time load the previous summer.
6. Faculty with full-time load the previous spring.
7. Faculty who return from sabbatical leave.
8. In case of a tie, the earliest date of hiring will govern.

FACULTY PARTICIPATION POLICY

Areas in which the faculty will participate in the determination of department policy and procedure include the selection of committees, curricular offerings, degree requirements, guidelines for budget, scheduling, teaching assignments, assigned workload, appointment of new faculty and other areas directly affecting the faculty. Participation would normally occur through the membership or chairmanship of departmental committees and/or by vote during a regularly scheduled faculty meeting.

EVALUATION OF DEPARTMENT CHAIR

Evaluation of the Department Chair shall be made every five years or more often when requested in writing by either the Executive Committee or a minimum of five tenured or tenure track faculty members.

AMENDMENTS

Amendments to this document may be made with a 2/3 majority vote of the MAE faculty at two consecutive faculty meetings.