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July 2016  
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## **MECHANICAL and AEROSPACE ENGINEERING DEPARTMENT POLICY STATEMENTS**

It is the right, the responsibility, and the privilege of University faculty to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western. In accord with Article 23 of the WMU-AAUP Agreement (in effect from September 5, 2014) the following policies are intended to facilitate the sharing of departmental governance between the Chair and the *MAE Faculty*.

The term faculty or *MAE Faculty* in this document is used to designate all Mechanical and Aerospace Engineering board-appointed faculty who are covered by the WMU/WMU-AAUP Agreement

The *MAE Faculty* meetings will be convened every other week or no less than once a month 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. Faculty will not be scheduled to teach during the regularly scheduled meetings (Tuesdays, 12:30pm-1:30pm). Business to be conducted should include, but not be limited to, the following:

- Elections of representatives to department or college committees
- Reports from faculty committees
- Curriculum considerations
- Announcements from the Chair
- 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, staff 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/herself 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 Spring Semester.

The Executive Committee functions as the faculty body working with the Department Chair to make recommendations concerning guidelines 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 month or as required during the Fall and Spring semesters with the Department Chair to discuss the following issues:
  - a) All departmental budgets;
  - b) Departmental personnel including faculty, office staff, other non-teaching staff members;
  - c) Teaching assignments including Summer terms 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 the appointment and re-appointment of part time and term faculty and staff.
  - 3) Make recommendations to the Department Chair about the composition of any Faculty Search Committee whose tasks include setting specifications and assessing qualifications for a tenure track faculty search. Make recommendations to the Department chair in the selection of teaching positions.
- 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 board appointed tenured, AAUP eligible, *MAE Faculty* members. 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. 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 Full Professor members elected from the *MAE Faculty*. In case the department has fewer than three professors to serve on the committee, the committee will be formed according to AAUP contract 18.6.5. 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. The promotion committee members will be elected by a simple majority vote for a one-year term. The committee chair is responsible for informing faculty being reviewed of the Committee's timetable for appeal.
  
5. The AE and ME **Undergraduate Curriculum Committees** consist of at least three members elected from the respective *MAE Faculty*. 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 Committees are to:

- a. 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 content delivered in 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.
- b. Regularly evaluate the departmental curricula to ensure they meet ABET accreditation criteria and prepare graduates for professional practice.
  - c. Receive and evaluate proposals for curricular changes, such as alterations in graduation requirements, changes in course content or credit, new courses and course deletions.
  - d. 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.
  - e. Monitor the curricular changes proposed in other departments with regard to their effect on the Mechanical and Aerospace Engineering Department curricula.

6. The AE and ME **Graduate Committees** consist of three members elected from the respective *MAE Faculty*.

The duties of the Graduate Committees are to:

- a. Assess the needs of the Student's, 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. 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.
- d. Receive and evaluate proposals for program 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 programs. Changes in graduate program(s) must be approved by a majority of the faculty before being forwarded to the college curriculum committee.
  - f. Monitor course and/or program changes proposed in other departments with regard to their effect on the Mechanical and Aerospace Engineering Department graduate programs.

#### **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 voting member to the departmental committee.

## DEPARTMENT POLICIES

### TENURE POLICIES

The Tenure Policy of the Mechanical and Aerospace Engineering Department shall be in accordance with the policies set forth in the WMU-AAUP agreement Article 17 with the following addition:

Professional Society and Association activities shall be additional evaluation criteria under Professional Recognition.

The Departmental Tenure Sub-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 the time stipulated in the AAUP contract. After receipt of a written appeal, the Committee Chair will arrange a convenient time for the candidate to appeal in person to the committee within the time stipulated by the contract. The candidate may present any additional materials for committee review at the appeal.

### 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 Aerospace Engineering Department and its mission.

#### Appeals:

Appeals shall be made by the candidate in writing to the chair of the Sabbatical Leave Committee within the time stipulated by the AAUP contract. A convenient time for the candidate to appeal in person, to the Sabbatical Leave Committee, shall be arranged within the time stipulated by the contract after receipt of the appeal notice. At the appeal the candidate may present any additional information for committee review.

#### **FACULTY EVALUATION OF PROFESSIONAL COMPETENCE POLICY**

Each faculty member must use a student evaluation instrument in accordance with **article 16** of the WMU-AAUP Agreement.

#### **PROMOTION POLICY**

The Promotion Policy for the Department of Mechanical and Aerospace Engineering shall be in accordance with the policies set forth in the WMU-AAUP agreement Article 18 with the following addition:

Professional Society and Association activities 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 the time stipulated by the AAUP contract. A convenient time for the candidate to appeal in person, to the Promotion Committee, shall be arranged within the time stipulated by the contract 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 Article 42 of the WMU-AAUP Agreement. The department endorses the following workload policy based upon credit-hour equivalent units (CEU). The document is in addition to Article 42 of the WMU-AAUP agreement. It adds details, as described in Article 42.5 of the agreement, but does not substitute the agreement. The workload is defined in CEUs, where a CEU is the equivalent of a credit-hour of a scheduled semester course. It is recommended that faculty will have one day a week to perform scholarly research with no teaching assignment and will meet with the Department Chair once a year, during the months of October or November, to discuss workload.

Measuring Workload

For every scheduled semester course, the CEU is the number of credit hours. This includes also the credits of a laboratory session associated with the course if taught by the same faculty member. It is recommended that additional CEUs will-be awarded as follows:

For a course with multiple laboratory (or recitation) sections, it is recommended that an additional CEU be awarded for every additional 1 cr-hr laboratory section, if it is taught by the same instructor, as described above. However, If a Graduate Teaching Assistant is assigned for the multiple laboratory sections to do the teaching and grading, it is recommended that the course instructor will-receive only 1 CEU for coordinating and advising the laboratory work in all sections.

The department recognizes that additional conditions associated with a faculty's teaching assignment may be cause for the allocation of additional CEUs. The following list, below, describes some of these conditions and related recommendations for workload reallocation:

- Development of new course/first time teaching a course 1 CEU
- Large class size (undergraduate): 40+ students 1 CEU
- Large class size (undergraduate): 80+ students 2 CEU
- Large class size (graduate): 20+ 1 CEU
- Large class size (graduate): 40+ 2 CEU
- Advising: Senior capstone project team .5 CEU
- Advising: 3-credit master's project/independent research/graduate research .5 CEU
- Teaching: 3-credit course to a graduate student .5 CEU
- Chairing Ph.D. committee of a student enrolled for Ph.D. 1 CEU
- Non-chairing member of a Ph.D. dissertation committee in the semester of defense 1 CEU

It is recommended that the Department Chair also allocate research release time, in terms of the reduction of teaching load, for faculty who are active in substantial research, in advance coordination with these faculty members. Adjustments to the workload may also be based on other activities, including but not limited to, textbook preparation, patent preparation, membership in a journal editorial board, organizing a conference, and an active service on a national society committee. Faculty are expected to participate in university committee work and other service activities, like, but not to be limited to, advising student societies, mentoring junior faculty, and local professional society boards. The Department Chair may award additional CEUs to faculty who are active in three (3) or more service activities.

**SUMMER TEACHING**

Priority for 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, 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.
2. Faculty who return from sabbatical leave.
3. Faculty who return from any other official leave.

Within the above groups, priority will be inversely proportional to credits taught for compensation in the prior summer. In the event of a tie, seniority (time of service in the Department) shall determine priority. Unless expressly permitted by university/faculty contract, no consideration may be given to the salary (or other cost) of faculty members in assigning summer teaching and no more than one course can be assigned to a faculty member before all faculty members with expressed interests and appropriate expertise are assigned a course.

### **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.



Memorandum

To: Dr. William Liou

From: Kate Langan, WMU-AAUP Contract Administrator

Re: Department Policy Statement

Date: July 11, 2016

A handwritten signature in black ink, appearing to be 'KL', with a long horizontal line extending to the right.

Please accept this as notice that the WMU-AAUP approves of the changes made to the MAE Department Policy Statement submitted to us June 12, 2016. We appreciate all of the effort you and your colleagues have put into creating this document and ensuring its consistency with the Agreement between Western Michigan University and the WMU Chapter of the AAUP.

Cc: Dr. Koorosh Naghshineh, Chair MAE  
Dr. Houssam Toutanji, Dean College of Engineering and Applied Sciences  
Dr. Nancy Mansberger, Director Office of Academic Labor Relations