

# Department of Industrial and Manufacturing Engineering Policy Statement

9 June 2009

## **Preamble**

It is the right, the responsibility, and the privilege of University faculties 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 faculties 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 makes recommendations to Western.

This policy statement provides the faculty of the Department of Industrial and Manufacturing Engineering with a means to execute their professional responsibilities at the department level to further the academic and professional stature of this department and of the College of Engineering and Applied Sciences.

## **1 Limitations**

Should any part of this document conflict with the current Western/WMU-AAUP contract, the terms of the contract shall govern and shall supersede this policy statement.

Should any part of this document conflict with established University policies, the policies shall govern and shall supersede this policy statement.

All cited articles in this document refer to the current Western/WMU-AAUP contract accessible at [www.wmuaaup.net](http://www.wmuaaup.net).

## **2 Definitions**

In the administration of this document the following definitions apply.

### **2.1 Department Faculty Members**

The faculty shall consist of all Western/WMU-AAUP bargaining unit members of the department. Henceforth, this group will be referred to as the department faculty members (DFMs).

## **2.2 Tenured Department Faculty Members**

Tenured department faculty shall be comprised of the subset of the department faculty members who have been granted tenure at Western Michigan University. Henceforth, this group will be referred to as the tenured department faculty members (TDFMs).

## **2.3 Majority Vote**

A majority vote is defined as a majority of the department faculty members eligible to serve on the particular committee.

A department faculty member is eligible to serve on a committee either by status (DFM or TDFM) or by election at a regularly scheduled department faculty meeting.

## **2.4 Quorum**

A quorum is defined as two-thirds of the eligible members. All committees and meetings as defined herein must have a quorum to conduct official business.

# **3 Evaluation of Faculty**

The DFMs by virtue of their experience and academic training shall provide the department chair with recommendations on the appointment/re-appointment of part-time faculty and term appointment faculty. This shall be done at a regularly scheduled faculty meeting.

For tenure-track faculty, the Department Tenure Committee (DTC) shall provide recommendations as specified in *Section 6* of this document.

## **3.1 Terminal Degree Requirements**

A minimum of a Master's degree with substantial professional field experience and recognition will be required for faculty in this department.

## **3.2 Allowance for Past Experience**

The DTC shall provide recommendations to the department chair concerning the granting of allowances for prior professional experience as may be given consideration in a new hire's letter of offer.

# **4 Definition of Graduate Faculty**

Requirement for membership as graduate faculty will be the current criteria adopted by the Faculty Senate<sup>1</sup>.

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<sup>1</sup>See [www.wmich.edu/grad/grad\\_faculty.html](http://www.wmich.edu/grad/grad_faculty.html)

#### **4.1 Full Member**

The minimum degree requirement for appointment as a Full Member of the Department Graduate Faculty is an earned doctorate degree with a major in engineering, science, or a related discipline.

Engineering, by its nature, is an applied science with emphasis on the design, development and implementation of products, processes and services. In order to maintain currency in their profession faculty members of this department seeking full membership must demonstrate currency in engineering practice and/or the applied sciences.

Currency can be demonstrated through consultancies, development and delivering of training programs, funded research grants, and professional presentations or publications. Publication can be in refereed journals or technical journals of wide circulation within a particular area of engineering practice. Any one or a blend of these activities shall define a full member of the graduate faculty for this department and discipline.

If disputes should arise, the DGC has the ultimate power to resolve such disputes by majority vote. The chair of the DGC shall be the voice of the committee to communicate such actions to the Dean of the Graduate College.

#### **4.2 Associate Member**

The minimum degree requirement for appointment as an Associate Member of the Graduate Faculty is a Master's degree in engineering, science, or a related discipline. An associate member may perform functions as specified in the current Graduate Faculty Status Policy<sup>2</sup>.

### **5 Department Faculty Meetings**

All department faculty members as defined herein are eligible to vote on department matters. Part-time and adjunct faculty and members of the administrative staff of the department may attend all department meetings and participate in discussions without voting privileges.

#### **5.1 Call to Order**

The department chair or any four of department faculty members can call a faculty meeting by giving at least three working days advance notice to all department faculty members.

#### **5.2 Agenda**

The department chair (or faculty members responsible for calling the meeting) shall publish a proposed agenda at least four hours prior to any faculty meeting.

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<sup>2</sup>Ibid

## **6 Department Tenure Committee**

The department tenure committee (DTC) shall consist of all tenured department faculty members. This group within the department defines the committee and the total membership is used to identify a majority vote.

### **6.1 Chair**

The chair of the DTC shall be elected by the committee members with a simple majority vote. The chair shall be designated as the representative of the committee in all matters external to the committee.

### **6.2 Confidentiality**

All matters discussed and acted on by this committee are considered confidential. The chair is the only member designated to externally represent the committee either verbally or in writing, as necessary.

### **6.3 Meeting Timeline**

The DTC shall hold meetings as necessary maintaining a time schedule consistent with Article 18.§8.

### **6.4 Evaluation Methodology**

The areas of performance to be evaluated by the DTC are limited to and as defined in Articles 17.§5 and consistent with the letter of offer submitted to and signed by the faculty member under consideration.

In an effort to provide guidance to the tenure-track faculty member, the DTC considerations are delineated in the following:

#### **6.4.1 Professional Competence**

A demonstrated record of professional competence is necessary for awarding tenure to a faculty member. To evaluate professional competence, the DTC will look for evidence in the following (listed in order of importance):

1. Student ratings of faculty as done consistent with Article 16.§4.
2. Pre-tenure classroom visitations: These visitations shall be done in accordance with Article 16.§3.3.
3. Assuming an active role in working with senior design projects.
4. Innovative teaching methodologies/strategies.
5. Updating of existing courses.

6. Serving on Master's and Ph.D. committees either as a member or a chair.
7. New course development.

The tenure-track faculty member may submit any other materials that he/she deems relevant to the demonstration of professional competence.

#### **6.4.2 Professional Recognition**

A demonstrated record of professional recognition is a necessity for the granting of tenure. The level of performance should increase at each review period (second, fourth and sixth years) resulting in a clear understanding of the tenure-track faculty member's area of expertise.

To evaluate professional recognition, the DTC will look for evidence in the following (listed in order of importance):

1. Publications in refereed journals consistent with the faculty member's area of expertise.
2. Level of grant support directly contributing to and enhancing the faculty member's area of expertise.
3. Textbook/monogram publications, chapters in books, service as editor for major published works.
4. Professional conference presentations.
5. Officer in a professional organization at the national level.
6. Section/session organizer of professional meetings.
7. Professionally-related governmental activities such as service on county, state or national boards.
8. Editor/reviewer/referee for professional journals.

The tenure-track faculty member may submit any other materials that he/she deems relevant to the demonstration of professional recognition.

#### **6.4.3 Professional Service**

In order to function and maintain its programs, the department needs the professional service of every faculty member. The DTC will expect that the tenure-track faculty member demonstrate an increasing level of service during his/her probationary period.

The following are considerations in establishing a record of professional service (no specific order is implied):

1. Service on department, college, and/or university committees.
2. Service to the WMU chapter of the American Association of University Professors.

3. Mentoring/advising students.
4. Service on the Faculty Senate.
5. Recruiting activities/efforts on behalf of the department.
6. Service to professional organizations.
7. Service on local, regional or national committees that may not be professional, but clearly enhance the department's image.
8. Service to accreditation agencies consistent with department programs.

The tenure-track faculty member may submit any other materials that he/she deems relevant to the demonstration of professional recognition.

### **6.5 Interpretation of Judgmental Criteria**

At the second year tenure review the area of professional competence will be given the highest consideration with a secondary consideration to professional recognition.

At the fourth year tenure review the area of professional competence must be clearly established and increased importance will be placed on the area of professional recognition. Some record of professional service should be started. However, at this time, the DTC will expect the faculty member to have a clearly defined area of technical expertise.

At the final tenure review, the areas of Professional Competence, Professional Recognition and Professional Service will be given equal weight to arrive at a final decision.

### **6.6 Committee Decisions**

The will of the committee shall be established by majority vote concerning each faculty member under consideration for a tenure decision. All votes on tenure shall be made by secret ballot. Those unable to make an informed decision may abstain from a vote.

If a committee member is absent from campus, he/she can provide a proxy vote in writing to the committee chair.

The faculty member's performance in accordance with the University standards shall be evaluated by the DTC and transmitted in writing to the candidate.

The letter transmitted to the faculty member shall include a timetable for appeal to the DTC consistent with the timetable defined by Article 17. §10.

## **7 Department Promotion Committee**

The Department Promotion Committee (DPC) shall consist of all TDFM at or above the rank sought by a particular candidate up for promotion. The DPC shall contain a majority of traditionally-ranked faculty.

This group within the department, as appropriate for each candidate, defines the committee and the total membership is used to identify a majority vote.

## **7.1 Confidentiality**

All matters discussed and acted on by this committee are considered confidential. The chair is the only member designated to externally represent the committee either verbally or in writing, as necessary.

## **7.2 Chair**

The chair of the DPC shall be elected by the committee members with a simple majority vote. The chair shall be designated as the representative of the committee in all matters external to the committee.

## **7.3 Meeting Timeline**

The DPC shall hold meetings as necessary maintaining a time schedule consistent with Article 18.§8.

## **7.4 Evaluation Methodology**

The areas of performance to be evaluated by the DPC are limited to and as defined in Articles 18.§3. These areas of performance are to be consistent with the letter of offer submitted to and signed by the faculty member (Article 17.§4).

The department considerations for promotion for each of the University standards (professional competence, professional recognition and professional service) will be evaluated by the DPC in each of the areas using the levels of performance as defined in Article 18.§3.6 or 18.§3.7, as appropriate.

In an effort to provide guidance to the faculty member, their considerations are delineated in the following:

## **7.5 Professional Competence**

A demonstrated record of professional competence is necessary for promotion. To evaluate professional competence, the DPC will look for evidence in the following (listed in order of importance):

1. Student ratings of faculty done consistent with Article 16.§4.
2. Assuming an active role in working with senior design projects.
3. Innovative teaching methodologies/strategies.
4. Updating of existing courses as necessary to maintain currency.
5. Serving on Master's and Ph.D. committees either as a member or a chair.
6. Course development.
7. Participation in teaching/learning workshops.

The faculty member may submit any other materials that he/she deems relevant to the demonstration of professional competence.

## **7.6 Professional Recognition**

A demonstrated and documented record of professional recognition is a necessity for promotion.

To evaluate professional recognition, the DPC will look for evidence in the following (listed in order of importance):

1. Publications in refereed journals consistent with the faculty member's area of expertise.
2. Level of grant support directly contributing to and enhancing the faculty member's area of expertise.
3. Textbook/monogram publications, chapters in books, service as editor for major published works.
4. Professional conference presentations.
5. Officer in a professional organization at the national level.
6. Section/session organizer of professional meetings.
7. Professionally-related governmental activities such as service on county, state or national boards.
8. Editor/reviewer/referee for professional journals.

The faculty member may submit any other materials that he/she deems relevant for the demonstration of professional recognition.

## **7.7 Professional Service**

In order to function and maintain its programs, the department needs the professional service of every faculty member.

The following are considerations in establishing a record of professional service:

1. Service on department, college and/or university committees.
2. Service to the WMU chapter of the American Association of University Professors.
3. Mentoring/advising students.
4. Service on the Faculty Senate.
5. Recruiting activities/efforts on behalf of the department.
6. Service to professional organizations.
7. Service on local, regional or national committees that may not be professional, but clearly enhance the department's image.

8. Service to accreditation agencies consistent with the department programs.

The faculty member may submit any other materials that he/she deems relevant to the demonstration of professional recognition.

### **7.8 Interpretation of Judgmental Criteria**

In making their final judgment on a faculty member's merit, the DPC will apply the criteria of Article 18.§3.6 or Article 18.§3.7, as appropriate.

### **7.9 Committee Decisions**

The will of the committee shall be established by majority vote concerning each faculty member under consideration for promotion. All votes on promotion shall be made by secret ballot. Those unable to make an informed decision may abstain from a vote.

If a committee member is absent from campus, he/she can provide a proxy vote in writing to the committee chair.

The faculty members performance in accordance with the University standards shall be evaluated by the DPC and transmitted in writing to the candidate.

The letter transmitted to the faculty member shall include a timetable for appeal to the DPC consistent with the timetable defined by Article 17.§10.

## **8 Sabbatical Leave Committee**

The sabbatical leave committee (SLC) shall be composed of three faculty members who have been through the sabbatical process most recently and are not under current consideration for a sabbatical leave.

The members of the sabbatical leave committee shall be elected by the department faculty at the first department faculty meeting of the fall semester.<sup>3</sup>

### **8.1 Chair**

The SLC shall elect its own chair who shall serve as the voice of the committee.

### **8.2 Committee Decisions**

The SLC will operate consistent with Article 26 and will provide a written judgment on the criteria delineated in Article 26§3.1.1. This will be provided to the candidate in a timely manner such that an appeal can be made before the judgment is sent to the department chair.

It shall be the role of the committee to assist applicants in making a successful case.

It is the responsibility of the department chair to seek sabbatical leave replacement funds consistent with Article 26.§5.

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<sup>3</sup>Faculty meetings are held every two weeks, scheduled on University paydays. This means that the sabbatical leave committee will be elected prior to September 15.

## **9 Selection of Academic Program Advisors**

The department has a diverse collection of undergraduate and graduate programs that demand constant oversight to maintain quality and relevancy. To facilitate and maintain the quality and relevancy of each program, the department will recognize program advisors who will be charged with leading the efforts needed to maintain the specific program.

Undergraduate program advisors will be selected by the department chair. Graduate program advisors will be selected by the graduate faculty.

## **10 Undergraduate Curriculum Committee**

The faculty affirms the professional obligation of all department faculty members to participate in shaping the curriculum. To this end, the Undergraduate Curriculum Committee (UCC) is established as a standing committee of the department.

### **10.1 Composition**

The UCC shall be composed of at least four faculty members. These faculty members shall be distributed among the content areas of the department.

The committee shall include all undergraduate advisors as members of the UCC.

The department representative to the College Curriculum Committee shall be a member of the UCC.

The department chair shall be an ex-officio member of the UCC.

### **10.2 Election**

Members of the UCC shall be elected annually by the department faculty members. The elections will be held at the first faculty meeting of the fall semester.

### **10.3 Term of Office**

Members of the UCC shall serve a one-year term with no limit on reappointment.

### **10.4 Chair**

The UCC shall elect its own chair each year by a simple majority vote.

The department chair shall call the first meeting for the purpose of electing the chair.

### **10.5 Responsibilities**

The UCC is responsible for representing the faculty to ensure that all curricula in the department meet criteria for quality programs and that they prepare graduates for professional practice.

The UCC shall assist in maintaining the quality, relevancy and accreditation of all undergraduate programs of the department.

The UCC shall be responsible for developing a matrix listing the scheduling frequency of undergraduate courses. This matrix shall be coordinated with the Graduate Curriculum Committee. This matrix will be provided to the department chair.

The UCC shall help the chair to identify and resolve student scheduling conflicts.

## **10.6 Faculty Review**

The UCC shall submit proposed curriculum changes – along with their recommendations and the recommendations of the graduate committee, where appropriate – to the faculty for approval.

## **11 Graduate Curriculum Committee**

The faculty affirms the professional obligation of all graduate faculty members to participate in development and conservation of quality graduate programs. To this end, the Graduate Curriculum Committee (GCC) is established as a standing committee of the department.

### **11.1 Composition**

The GCC shall consist of all graduate program academic advisors and up to two additional members of the graduate faculty.

The department representative to the College Research and Graduate Programs Council shall be a member of the GCC.

The department chair shall be an ex-officio member of the GCC.

### **11.2 Election**

Members of the GCC shall be elected annually by the graduate faculty members. The elections will be held at the first faculty meeting of the fall semester.

### **11.3 Term of Office**

Members of the GCC shall serve a one-year term with no limit on reappointment.

### **11.4 Chair**

The GCC shall elect its own chair each year. The department chair shall call the first meeting for the purpose of electing the chair.

## **11.5 Responsibilities**

The GCC is responsible for representing the faculty to ensure the development and conservation of quality graduate programs in the department.

The GCC shall be responsible for developing a matrix listing the scheduling frequency of graduate courses. This matrix shall be coordinated with the UCC. This matrix will be provided to the department chair.

The GCC shall help the chair to identify and resolve student scheduling conflicts.

### **11.5.1 Annual Graduate Student Review**

The GCC shall review the progress of all graduate students in the department on an annual basis.

## **11.6 Evaluation of Candidates for Graduate Programs**

Each graduate program advisor shall be responsible for the evaluation of candidates for admission to their specific graduate program.

In problematic admission cases, the advisor shall seek the advice of other committee members.

In the case of a recommendation of probationary admission, the advisor shall recommend the conditions for removal of probationary status.

## **11.7 Review of New Graduate Programs and Courses**

The GCC shall review all proposals for new graduate programs and new graduate courses.

The GCC shall provide their review and recommendations to the department graduate faculty members for approval.

## **11.8 Review of Existing Graduate Programs and Courses**

The graduate committee shall periodically review existing graduate programs and courses in the department to ensure that they meet criteria for quality programs and that they prepare graduates for professional practice.

## **11.9 Evaluation of Candidates for the Ph.D. Program**

The GCC will elect a Ph.D. Admissions Subcommittee composed of two member of the department GCC.

The Ph.D. Admissions Subcommittee shall be empowered to admit candidates to the Ph.D. programs.

## **12 Dissertation Committee**

All Ph.D. dissertation committees must be approved by the GCC prior to seeking formal University approval.

## **13 Summer I and II Assignments**

Summer teaching and non-teaching assignments shall be made available to full-time faculty members at prevailing faculty pay rates before they are offered to part-time faculty.

### **13.1 Assignment Methodology**

Assignments for summer teaching shall be made as follows:

#### **13.1.1 Determine Faculty Interest**

The department chair shall request notification from the faculty of their desire to teach summer offerings prior to establishing a schedule.

Faculty will indicate their preference to teach or not to teach.

Any faculty member that does not respond to the request of the chair by the requested date shall be assumed to prefer not to teach during the next summer sessions.

#### **13.1.2 Determine Course Offerings**

The department chair shall determine the offerings that will be made available during the summer sessions.

When establishing this offering, the chair, in consultation with program advisors, must consider:

1. curricular needs,
2. student enrollment projections,
3. the qualifications of the faculty that have expressed an interest to teach summer courses, and
4. availability of funds.

#### **13.1.3 Summer Teaching Priority List**

The purpose of the priority list is to make Summer I and Summer II assignments.

The intent of this list is to give priority to those who have taught either zero or one course, and place them ahead of those who have taught two courses before everyone has had the opportunity to teach two courses. The two courses are cumulative and need not occur in the same year.

The list is prioritized according to those who have had the longest time elapse since they taught two courses. Ties will be broken by seniority in the department. New hires shall be placed at the top of the list.

For example, if faculty A taught one course in Summer 2002 and a second course in Summer 2005; faculty B taught one course in Summer 2003 and a second course in Summer 2006; faculty C taught two courses in Summer 2006; the priority list within this group would be faculty A, then B, and then C.

### **13.2 Cancellation of Assigned Load**

If a summer course assignment is canceled, the faculty member will be returned to their proper location on the summer teaching priority list, as defined in this policy statement, based on the number of courses actually taught by the faculty member.

### **13.3 Extended University Program Assignments**

During the academic year Extended University Program (EUP) assignments may be made as part of a faculty member's regular load. Assignments made during Summer I and/or II will be done identical to an on-campus assignment using the summer teaching priority list.

## **14 Class Size Recommendations**

Each year during the spring semester, the department faculty members will establish and submit a listing of courses with recommended class sizes. These recommendations will be based on the foreseeable student demands on the department, the level and sophistication of the student population, the educational goals established for the course, and the classroom size.

The department chair shall give due consideration to these recommendations as delineated in Article 42.§14 and will make the final decisions.

## **15 Policy Statement Distribution, Ratification, and Amendment**

This department policy statement is governed by and is a part of the current contractual agreement between Western Michigan University and the WMU chapter of the AAUP Article 23.

## **16 Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern all meetings of the department in cases to which they are applicable and in which they are

not inconsistent with the contract, this department policy statement, and any special rules of order that the department may adopt.

## **17 Distribution of Documents**

This department policy statement and all standing rules of the department shall be readily available in the department office.

## **18 Ratification and Amendment**

### **18.1 Ratification**

This policy statement will be ratified by signatures representing an affirmative vote of two-thirds of the department faculty members.

The ratified policy statement shall then be submitted to Western Michigan University and the AAUP Chapter for action as provided in the contract.

### **18.2 Amendment**

This policy statement may be amended at any regular faculty meeting by a two-thirds vote, provided that the amendment has been submitted in writing at a previous faculty meeting.

Amendments approved by the faculty shall then be submitted to Western Michigan University and the AAUP Chapter for action as provided in the contract.