

Department of Materials Science and Engineering Constitution

I. General Procedures

- A. The Department of Materials Science and Engineering will hold general meetings of all faculty at least twice each semester according to a schedule announced by the Chair. Additional meetings may be called by the Department Chair or at the request of the Materials Science and Engineering faculty.
- B. The voting members of the department consist of all tenured and tenure track professors, associate professors, and assistant professors.
- C. All departmental meetings and meetings of standing committees, except Personnel Affairs Committee (PAC) meetings dealing with peer evaluations, shall be announced to all faculty members in advance and shall have an agenda. All meetings, except those meetings of the PAC regarding peer evaluations, may be attended by all voting members of the department.
- D. A member of the Materials Science and Engineering Department staff will record the minutes of all departmental meetings, circulate to the faculty members of the department within two weeks for comments and approval, and maintain a permanent record of the minutes in the departmental records. These records will be maintained in electronic and hard copy form.
- E. Unless specified otherwise in the departmental charter, whenever a vote is taken on a subject, a simple majority of those present is required to pass a motion. For the purposes of voting in department and committee meetings, a quorum shall consist of a majority of the eligible voters. Written absentee or proxy votes can be sent to the chair prior the meeting, applicable only for items on the agenda. Proxy can only be given to a voting faculty member of the department.
- G. Roberts Rules of Order shall be followed at all formal meetings.
- H. Amendments to this charter must be proposed at a faculty meeting for a first reading. This proposed amendment will be provided in print and electronic form to the faculty prior to the first reading. Friendly or substantive amendments may be discussed during the first reading. This proposed amendment will be voted on at the next scheduled faculty meeting. An ad hoc meeting to vote on the amendment can be scheduled at the request of the chair or three **voting** faculty members. At this second meeting, the charter may be amended by a vote of at least a two-thirds majority of voting members.

- I. The standing committees of the department are Promotion and Tenure Committee (P& T, as described in Section III), ABET Committee, Graduate Affairs Committee.
- K. Decisions made by non-PAC standing committees (e.g., recommendation for policy changes and action times) will be detailed in meeting minutes and posted.
- L. Selections and appointments to the standing committees by the department chair will be conducted with concurrence of the voting members of the faculty at the first meeting of the full faculty in the fall semester, with newly selected or appointed members taking office immediately and serving terms of two years. No member of any committee will serve more than two consecutive terms on that committee. Should a vacancy occur in any committee at any time, a special appointment by the department chair will be made at the earliest reasonable time to choose a replacement to serve the remainder of the unexpired term. Members of the ABET and Graduate Affairs Committees will also be appointed by the Chair, with concurrence of the voting members of the faculty.
- M. Faculty search committees will be appointed by the department chair after a faculty search is authorized.
- N. The department chair will appoint all ad hoc committees, except where otherwise provided in this charter.
- O. A graduate advisor who is responsible for the recruiting, admission, and advising of graduate students will be appointed by the Chair for a 3 year term. No graduate advisor may serve more than two consecutive terms.
- P. A undergraduate advisor who is responsible for the recruiting, admission, and advising of undergraduate students will be chosen y the Chair for a 3 year term. No undergraduate advisor may serve more than two consecutive terms.
- Q. At the discretion of the chair, co-undergraduate or co-graduate advisors may be appointed to assist the undergraduate and graduate advisors.

II. Administrative Positions

The Chair is the chief executive officer of the department. The authority of the Chair shall be exercised in the spirit of democratic governance reflected in the University of North Texas Faculty Handbook.

A. Duties of the Chair:

1. Works with the faculty and staff to determine long-range budgetary needs and to formulate annual budgets for the department.
2. Manages the day-to-day affairs of the department.

3. Works with the faculty to determine their individual teaching loads and with the graduate and undergraduate advisors to determine the teaching assignments of the faculty.
4. Works with the Graduate and Undergraduate Advisors to coordinate course offerings, and to select and assign duties to the Teaching Assistants of the department.
5. Appoints the Graduate and Undergraduate Advisors, Library Representative.
6. Appoints an Acting Chair as necessary.
7. Encouraged to consult with relevant faculty to evaluate the performance of each faculty member each year and provides counseling if needed.
8. Consults with the Personnel Affairs Committee to make recommendations on performance of faculty and for promotion and tenure of eligible faculty.
9. Evaluates the performance of the staff each year.

B. Duties of the Graduate Advisor:

1. Assists the Department Chair on matters related to the graduate program.
2. Handles correspondence regarding the graduate programs for future students and general public.
3. Chairs the Graduate Affairs Committee.
4. Helps the Department Chair to select the Teaching Assistants.

C. Duties of the Undergraduate Advisor:

1. Assists the Department Chair on matters related to the undergraduate program.
2. Handles correspondence regarding the undergraduate programs for future students and general public.
3. Chairs the Scholarship/Fellowship/Assistantship committee when deciding the applications/awards for undergraduate scholarships and fellowships.
4. Establishes procedures for undergraduate advising, advanced placement, and transfer admissions and reviews.
5. Provides information regarding fellowships and scholarships to undergraduate students, and assists them in preparation of these documents.
6. Advises the faculty regarding student organizations and activities.
7. Be a member of the ABET committee.

III. Promotion and Tenure Committee

The Department of Materials Science and Engineering will have a Promotion and Tenure (P&T) Committee to conduct peer review for purposes of recommending reappointment of third year, promotion, and tenure of eligible faculty. The (P&T) Committee shall consist of all eligible tenured associate and full professors in the department not including the Department Chair.

- A. The voting members of the department will elect a Chair of the P & T Committee during the first faculty meeting of the department. This committee will convene

initially in September of each year for the purpose of establishing a calendar which is consistent with the University calendar for recommendations for reappointment of mid-term appointments, promotion, and tenure of eligible faculty.

- B. The P &T Committee has the responsibility to interpret the University guidelines for making recommendations for evaluation of midterm reappointments , and promotion, and tenure of eligible faculty.
- C. The P &T Committee shall make provisions within its plan of action for feedback by each faculty member to the committee's actions and for an appropriate and objective review procedure in the case that a faculty member does not agree with the committee's decision concerning promotion, tenure and mid-term evaluations.
- D. A sub-committee of P &T Committee, consisting of only tenured full professors will be formed for the purpose of evaluating promotions of faculty to the rank of full professor. In case of fewer than five eligible faculty members, the Dean of the College of Engineering with the concurrence of the Provost of the university will work with the committee to establish a sub-committee using eligible members from other departments, preferably from departments within the College of Engineering.

IV. Graduate Affairs Committee

The functions of this committee will include:

- A. Meets at least once a semester
- B. Evaluate all graduate admission applications, route potential students to faculty of similar interests, and recommend candidates for admission.
- C. A staff member will take minutes and record all decisions.
- D. Evaluate graduate applicants for financial support through the university (e.g., fellowships) and the department (e.g., teaching assistantships). Decisions will be based on majority vote of the committee with input from the Department Chair.

V. ABET Committee

The ABET Committee will be responsible for:

- A. Review ABET criteria annually for any changes,
- B. Set up necessary procedures for continuous improvement of the Undergraduate program,
- C. Establish and implement procedures for evaluation of program educational objectives and outcomes.

- D. Establish a repository of course syllabi and examples of student work in each course.
- E. Identify program improvements and recommend suggested changes to faculty and Industrial Advisory Board.

VII. Rights and Responsibilities of Faculty Members

- A. Privileges of Faculty Members:
 - 1. A faculty member enjoys all privileges in accordance with the Faculty Handbook and Policy Manual.
 - 2. A faculty member has a right to be informed in writing of all official evaluations of professional performance. The faculty member has a right to be counseled by the committees or chair conducting such an evaluation.
- B. A faculty member must meet all policies and standards of performance and professorial responsibilities detailed in the Faculty Handbook and Policy Manual.
- C. Principles for Peer Evaluation:
 - 1. The Personnel Affairs Committee is responsible for peer evaluations. Along with each faculty member's departmental file, these evaluations will be used in arriving at decisions regarding reappointments, tenure and promotion.
 - 2. Each area of a faculty member's performance shall be evaluated and recorded by the PAC, which then certifies these evaluations by signing them. Dissenting opinions are permissible.
 - 5. The final PAC evaluation of each faculty member shall be communicated to the Department Chair and the individual faculty member only. These evaluations will be used as a part of subsequent evaluations.
 - 6. The MTSE Chair will conduct an individual evaluation of each faculty member for annual review, reappointment, tenure, and promotion. These evaluations will be sent to the faculty member and the PAC Chair.
 - 7. In the case of merit evaluations of untenured and tenured faculty, if the Chair concurs with the PAC recommendation, she/he can submit a letter stating her/his concurrence. If the chair substantively or substantially disagrees with the PAC, she/he must provide a separate evaluation to be sent to the faculty member.
 - 8. Members of the Personnel Affairs Committee will keep the committee proceedings and evaluations in utmost confidence. Except in the event of an appeal, members of the committee will refer any faculty inquiries to the Chair

of the Committee.

9. Any faculty member who requests an explanation of his or her evaluation will be able to learn the reasons for that evaluation. The explanation will be provided in writing and signed by all members of the Personnel Affairs Committee.

D. Procedures for Salary Recommendations:

Based on the Personnel Affairs Committee's and his/her own evaluations, the Department Chair will propose salary recommendations to the Dean. Prior to these recommendations, the Chair is obligated to explain how he/she will determine the merit raise commendations at a faculty meeting.

VIII. The Appeals Process:

A faculty member may appeal any number of decisions by a committee or administrator of the department. Such an appeal may be the first step in a grievance procedure that ultimately goes to the University Review Committee, University Tenure Committee or other body within the University.

- A. Appeals of merit evaluations and salary recommendations will be referred to the College of Engineering Faculty Council as described in the College of Engineering Constitution.
- B. Recommendation for midterm evaluations, tenure or promotion recommendations will follow review procedures detailed in UNT Policy 15.0.6.311000. The P & T Committee will adhere to these policies, thus providing notification of candidates of negative reviews and permitting appropriate time to discuss these cases prior to forwarding the review to the chair.
- B. Procedures for resolution of disputes between faculty members or between a faculty member and a departmental administrator.
 1. The faculty member filing the grievance must first notify the Department Chair in writing of the content of the dispute. If the Chair cannot resolve the dispute, an ad hoc grievance committee will be formed. Each party will select one member of the committee. In the case that one of the parties is a departmental committee, then the Chair will name one member of the committee and the aggrieved faculty member will name the other. These two committee members will then choose a third person to serve as Chair of the ad hoc grievance committee.
 2. The ad hoc committee will determine its own process and procedures but (a) must allow presentation of both sides of the issue by the parties and (b) must submit a written report of its findings and recommendations to the faculty members involved in the dispute and the Chair of the Department. The Chair of the Department will implement the recommendation of the ad hoc

Passed September 4, 2009

committee or explain in writing within five working days why he or she is not implementing the recommendation.

3. If an individual party remains dissatisfied with the outcome, he or she may continue the process by requesting a grievance committee at the college level in accord with the college constitution.