

# **Department of Materials Science and Engineering Charter**

## **I. General Procedures**

- A. The Department of Materials Science and Engineering (DMSE) 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. Roberts Rules of Order, 11<sup>th</sup> edition and later versions, shall be followed at all formal meetings.
- C. The voting members of the DMSE consist of all tenured and tenure track full professors, associate professors, and assistant professors.
- D. 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 a meeting, applicable only for items on that meeting's agenda. Proxy can only be given to a voting faculty member of the department.
- E. The following standing committees, comprised of the DMSE faculty members, will conduct official departmental business: The Personnel Affairs Committee (PAC), The Graduate Affairs Committee, The Undergraduate Affairs Committee, and the ABET Committee. Their roles and membership requirements are defined below.
- F. All departmental meetings and meetings of standing committees, except the PAC meetings dealing with peer evaluations, shall be announced to all faculty members in advance and shall have an agenda. All meetings, except those of the PAC regarding peer evaluations, may be attended by all the voting members of the department.
- G. Decisions made by non-PAC standing committees (e.g., recommendation for policy changes and action times) will be detailed in meeting minutes and posted. 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 as electronic and hard copies.

- 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 yea vote of at least a two-thirds majority of all voting members.
- I. Selections and appointments to all standing committees, with the exception of the PAC, will be conducted by the DMSE chair 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 three 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 DMSE 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 DMSE Chair, with concurrence of the voting members of the faculty.
- J. Faculty search committees will be appointed by the DMSE chair after a faculty search is authorized. The candidates shortlisted for interviews by this committee will appear in person for an interview. The interview process will include an open research seminar, a proposed work plan seminar to DMSE faculty, a personal meeting with the available DMSE faculty, and other activities as may be defined by the search committee and department or college administrators. Any vote to grant tenure to a candidate or hire tenure-track probationary faculty should follow the guidance in the UNT policy 06.004 "Faculty Reappointment, Tenure, and Promotion".
- K. The DMSE chair will appoint all ad hoc committees, except where otherwise provided in this charter.
- L. An Associate Department Chair who is providing assistance to DMSE Chair in department management will be appointed by the DMSE Chair in the beginning of

each academic year.

- M. An Associate Department Chair for Graduate Program who is responsible for the recruiting, admission, and advising of graduate students will be appointed by the DMSE Chair. The Associate Department Chair for Graduate Program is appointed on a three year basis in concurrence with DMSE faculty.
- N. An Associate Department Chair for Undergraduate Program who is responsible for the recruiting, admission, and advising of undergraduate students will be appointed by the DMSE Chair. The Associate Department Chair for Undergraduate Program is appointed on a three year basis in concurrence with DMSE faculty.
- O. At the discretion of the DMSE chair, co-undergraduate or co-graduate advisors may be appointed to assist the undergraduate and graduate program Associate Chairs.
- P. Each standing committee chair can be re-elected for 3 year terms.
- Q. A majority of the members of a standing committee can request a motion of no confidence vote of their committee chair. A subsequent vote by the majority of this committee in favor of the motion will remove that committee chair. The committee members should then elect a new chair.

## **II. Administrative Positions**

The DMSE Chair is the chief executive officer of the department. The authority of the Chair shall be exercised in the spirit of democratic, shared governance after due consultation with all DMSE faculty.

### **A. Duties of the DMSE Chair**

Chair follows duties in the accordance with “Roles and Responsibilities of Department Chairs” as defined at <http://chairs.unt.edu>.

### **B. Duties of the Associate Department Chair**

Associate Department Chair:

1. Assists DMSE Chair in department management.
2. Represents DMSE during the absence of the DMSE Chair.
3. Monitors TracDat database entry of the department.

**C. Duties of the Associate Department Chair for Graduate Program**

1. Chairs the Graduate Affairs Committee and serves as the Graduate Advisor for DMSE.
2. Assists the DMSE Chair on matters related to the graduate program with the concurrence of the Graduate Affairs Committee.
3. Handles correspondence regarding the graduate programs with prospective students and general public.
4. Helps the DMSE Chair to select the Teaching Assistants, and in consultation with the Graduate Affairs Committee.
5. Represents DMSE in college and university meetings related to graduate affairs.
6. Establishes and represents DMSE for international graduate programs and agreements.

**D. Duties of the Associate Department Chair for Undergraduate Program**

1. Chairs the Undergraduate Affairs Committee and serves as the Undergraduate Advisor for DMSE.
2. Assists the DMSE Chair on matters related to the undergraduate program.
3. Establishes procedures for undergraduate advising, advanced placement, and transfer admissions and reviews.
4. Handles correspondence regarding the undergraduate programs with prospective students and general public.
5. Provides information regarding fellowships and scholarships to undergraduate students, and assists them in preparation of these documents.
6. Chairs the Scholarship/Fellowship/Assistantship committee when deciding the applications/awards for undergraduate scholarships and fellowships.
7. Advises the faculty regarding student organizations and activities.
8. Be a member of the ABET committee.
9. Represents DMSE in college and university meetings related to undergraduate affairs.
10. Establishes and represents DMSE for international undergraduate programs and agreements.

### **III. Personnel Affairs Committee (PAC)**

The PAC will be guided by the appropriate UNT policies and Board of Regents rules.

- A. The Department of Materials Science and Engineering will have a Personnel Affairs Committee to conduct peer review for purposes of recommending reappointment of probationary faculty, promotion, and tenure of eligible faculty within the DMSE and during the hiring of new faculty from outside. The Personnel Affairs Committee shall consist of all eligible tenured associate and full professors in the department not including the Department Chair. The PAC should have at least 5 members (not including the Department Chair). In case of less than five members (not including the Department Chair), additional members from the college will be elected to serve on the PAC.
- B. The voting members of the department will elect a Chair of the PAC during the last faculty meeting of the department in May. The Personnel Affairs Committee will convene initially in September of each year for the purpose of establishing a calendar that is consistent with the University and College of Engineering calendars for recommendations for reappointment of probationary faculty, promotion, and tenure of eligible faculty. In addition, the Personnel Affairs Committee will convene when a tenure decision has to be made with regard to a new hire.
- C. The Personnel Affairs Committee has the responsibility to interpret the University and DMSE policies and guidelines for making recommendations for reappointment of probationary faculty, promotion, and tenure of eligible faculty.
- D. The Personnel Affairs Committee will follow UNT policy 06.004 “Faculty Reappointment, Tenure, and Promotion” on matters regarding faculty appeals on promotion, tenure, and reappointment decisions.
- E. A sub-committee of PAC, consisting of only tenured full professors will be formed for the purpose of evaluating promotions of faculty to the rank of full professor and/or hiring a candidate 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 of North Texas, will work with PAC to establish a sub-committee using eligible members drawn from other departments, preferably from departments within the College of Engineering.

#### **IV. Graduate Affairs Committee (GAC)**

The Graduate Affairs Committee will:

- A. Meet at least once a semester, with additional meetings as required, for the timely processing of the student applications, fellowship considerations and progress evaluations.
- B. Evaluate all graduate admission applications, route potential students to faculty with similar interests, and recommend candidates for admission.
- C. 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.
- D. Evaluate the progress of graduate students toward their degrees, following procedures accepted by DMSE for graduate student progress evaluations.
- E. Evaluate department graduate student award applications and make recommendation to DMSE chair for awards.
- F. Include a PhD qualifier exam chair appointed by the DMSE chair.

A staff member will take minutes and record all decisions of the GAC.

#### **V. Undergraduate Affairs Committee (UAC)**

The Undergraduate Affairs Committee will:

- A. Meet at least once a semester with additional meetings as required for the timely processing of the student fellowship award considerations.
- B. Evaluate undergraduate applicants for financial support through the university (e.g., scholarships and fellowships). Decisions will be based on majority vote of the committee with input from the Department Chair.
- C. Evaluate department undergraduate student award applications and make recommendation to DMSE chair for awards.

A staff member will take minutes and record all decisions of the UAC.

## **VI. ABET Committee**

The ABET Committee will:

- A. Meet at least once a semester, with additional meetings as required, for timely review of data assembled in the support of ABET accreditation of the department undergraduate program and development of the ABET documentation.
- B. Review ABET criteria annually for any changes.
- C. Set up necessary procedures for continuous improvement of the Undergraduate program,
- D. Establish and implement procedures for the evaluation of program educational objectives and outcomes.
- E. Identify program improvements and recommend suggested changes to faculty and the DMSE Industrial Advisory Board.

A staff member will take minutes and record all decisions of the ABET Committee.

## **VII. Rights and Responsibilities of Faculty Members**

A. Privileges of Faculty Members:

1. A faculty member enjoys all privileges in accordance with UNT policy 06.035 “Academic Freedom and Academic Responsibility” and other various official university policies passed by the faculty senate and those legally mandated by the University Board of Regents.
2. Be informed in writing of all official evaluations of professional performance, and 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 UNT policy 06.035 “Academic Freedom and Academic Responsibility” and other various official university policies passed by the faculty senate and those legally mandated by the University Board of Regents. A faculty member must provide documentation relevant to university and department ABET accreditation in a timely manner.

D. Procedures for Annual Evaluations:

Annual evaluations will be conducted in accordance with UNT policy 06.007 “Annual Review”. Prior to Annual Evaluations, the Chair is obligated to explain the evaluation criteria at a faculty meeting.

### **VIII. The Appeals Process**

A faculty member has the right to appeal any decision by an administrator of the department in accordance with the procedures established in UNT policy 05.042 “Grievance Policy”, UNT policy 05.044 “Voluntary Alternative Dispute Resolution System”, and other UNT policies for appeal and dispute resolution.