

Approved by Interim Provost & Vice President for Academic Affairs, Dr. Dale Kapla
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Department of Technology and Occupational Sciences

Northern Michigan University

BYLAWS

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Article 1 Departmental Membership and Voting Privileges

- 1.1 Membership in the Department shall include all persons who are represented by the NMUFA/NMU Master Agreement and are assigned to the Department of Technology and Occupational Sciences (TOS).
- 1.2 Voting membership shall consist of all Professors, Associate Professors, Assistant Professors, Instructors and Paraprofessionals who are covered by the NMUFA/NMU Master Agreement and whose primary function is within the Technology and Occupational Sciences Department on a full-time or term appointment.
- 1.3 Voting Membership shall be extended to those with joint appointments, provided such status has been approved by two-thirds (2/3) vote of the full voting membership of the Department. The vote to approve voting membership will take place at the beginning of the first term of the joint appointment. If approved, the voting membership will begin immediately and will extend to the termination of the joint appointment.
- 1.4 Any member of the Department on official leave of absence, as defined by Article 14 of the NMU/NMUFA Master Agreement, retains all membership rights, including but not limited to, voting rights. Members, while on such leave, shall be kept informed of all Department meetings and actions by agendas and minutes.

Article 2 Meetings

- 2.1 The Department shall meet at least once a semester, usually at the beginning of each semester (Fall and Winter).
- 2.2 Additional department meetings may be called by the Dean of the College of Technology and Occupational Sciences (CTOS) or designee, with three days prior notification of the membership, during the Fall and Winter semesters.
- 2.3 Department meetings require that a formal agenda be distributed to all Department members, at least two (2) working days in advance of the scheduled meeting. Any Department member may submit agenda items prior to the distribution of the agenda.
- 2.4 Upon the request of twenty five percent (25%) of the voting membership of the Department, the Dean of CTOS or designee shall convene a Department meeting within five (5) working days of the request submission.
- 2.5 A Quorum shall be two-thirds (2/3) of the voting membership of the Department and includes written proxy or proxies.
- 2.6 Members who cannot attend may submit a written position and proxy vote (i.e., give written permission to vote in member's behalf) to any other voting member on any issue that may be acted upon during a meeting.
- 2.7 The conduct of the proceedings of all Department meetings shall be governed by Roberts' Rules of Order, unless the rules are suspended by a majority vote of the members at the onset of the meeting.
- 2.8 A Department clerical staff member will record meeting minutes and provide copies to each faculty member within five (5) working days following the meeting.
- 2.9 An invitation to participate in specific Department meetings may be extended to specifically identified students by a majority vote of the Department membership.

Article 3 Officers & Representatives

- 3.1 Dean of CTOS
 - 3.1.1 The Dean of CTOS functions as the Chief Executive Officer of, and for, the Department. In addition to those functions that are specified by the Board of Trustees and the NMUFA/NMU Master Agreement, the Department faculty may request the Dean of CTOS to speak for them on matters of departmental concern.
 - 3.1.2 The Department membership, in consultation with the Dean of the College of Technology and Occupational Sciences (CTOS), shall form an Ad Hoc Departmental Search Committee to seek candidates to fill an Assistant Department Head vacancy.
 - 3.1.3 Any candidate for Assistant Department Head must receive the endorsement of two-thirds (2/3) of the voting membership of the Department before that individual can be recommended to the Dean of the CTOS. The Assistant Department Head, upon assuming the duties of the position, shall remain an NMUFA member if already an NMUFA member.
 - 3.1.4 An evaluation of an Assistant Department Head may be conducted annually by the Department membership. The evaluation results will be made available to the Dean of the CTOS.
 - 3.1.5 The Dean of CTOS or designee will review the Department's General Operational Budget and individual program budgets with the faculty before December 1 of each academic year.

Article 4 Committees

- 4.1 Committees in General
 - 4.1.1 Standing committees for the Department will be convened as the need arises. Ad Hoc committees can be established as needed. These specially convened committees will report back to the TOS Department as necessary.

The Department, as a whole, will select members for TOS standing and Ad Hoc committees by a simple majority of voting members.
 - 4.1.2 Each standing committee in the Department shall be composed of a minimum of three (3) voting members of the TOS Department. Each standing and/or Ad Hoc committee vacancy will be acted upon by the start of each academic semester as necessary.
 - 4.1.3 In the event a mid-term vacancy in any standing or Ad Hoc committee should occur, a replacement for the specific vacancy shall be elected at the first Department meeting after the vacancy occurs. The Dean of CTOS or designee may fill the vacancy through an appointment until the end of the academic semester.

- 4.2 Curriculum Review Committee
- 4.2.1 The Department membership shall elect a Curriculum Review Committee at the beginning of each academic year. The Committee shall consist of members representing all levels of programs offered by the Department.
- 4.2.2 Department faculty shall submit all new and revised curriculum proposals to the Dean of CTOS or designee. The Dean of CTOS or designee will review the proposals and recommend them to the Curriculum Review Committee in a timely manner.
- 4.2.3 The Committee shall examine lecture and lab credit hour assignments, taking into account the nature of the program and the course objectives with input from NMU's Registrar. The Committee shall review and act on proposals in a timely manner.
- 4.2.4 To aid in efficiency and expediency of the curriculum proposal review process, the committee may convene a meeting of some or all of the following mentioned representatives from the University, e.g., the Committee, Registrar, Dean of CTOS, & Faculty member(s) that submitted the curriculum proposal, or others from throughout the University for review & discussion on additional possible changes to the proposed curriculum proposal.
- 4.2.5 After review, the Department Curriculum Review Committee may return proposals to the appropriate faculty with suggestions for changes and/or corrections, if necessary. The faculty will return the corrected proposal to the Department Curriculum Review Committee for further review.
- 4.2.6 Approved curriculum proposals will be forwarded to the Dean of CTOS according to Article 17.7 of the NMUFA/NMU Master Agreement.
- 4.3 Faculty Evaluation Committee (FEC)
- 4.3.1 The Faculty Evaluation Committee shall consist of three (3) minimum and five (5) maximum NMUFA faculty members, at least one (1) of which have attained the rank of Professor. Per paragraphs 3.6 through 3.8 of the NMUFA/NMU Master Agreement, and Article eight (8) of these bylaws, the Committee will review promotion documents, applications for Continuing appointment, and Curriculum Development proposals and make recommendations to the Dean of CTOS or designee.
- 4.4 Faculty Selection Committee
- 4.4.1 When a vacancy occurs in the Department, the position shall be filled in accordance with the procedures outlined in paragraph 3.5 of the NMUFA/NMU Master Agreement.
- 4.4.2 When it is necessary to fill a vacancy, a Department Ad Hoc Selection Screening Committee shall be formed with coordination between the Dean of CTOS or designee and the faculty in the program with the vacancy.
- 4.4.3 It will be the function of the Faculty Selection Screening Committee to recommend candidates to fill open faculty positions. Following authorization to recruit for a faculty position, after discussion with the Dean of CTOS or designee regarding criteria and utilizing the Equal Opportunity Check List for Academic Hiring, the Committee shall recommend criteria to be met by the candidate, determine places for publication of the position opening, screen applicants and recommend final acceptable candidates in a prioritized order.
- 4.5 Grade Appeals

- 4.5.1 Grade appeals will be conducted in accordance with the NMU Student Handbook, Section 1.2.1 Students Complaints Concerning Grades.

Article 5 Faculty Development and Load Credit Guidelines

- 5.1 Only full-time faculty members covered by the NMUFA/NMU Master Agreement are eligible to receive Professional Development funds.
- 5.2 Professional development money may be used for activities noted in Appendix B, or for any other related professional development, to be reviewed by the Dean of CTOS or designee in consultation with eligible faculty. Appeals may be made to the committee of the whole.
- 5.3 Professional Development funds will be allocated to the department per Article 12.11 of the NMUFA/NMU Master Agreement.
- 5.4 Individually allocated funds not used in any year for professional development shall be carried forward for that individual for three academic years.
- 5.5 At the end of three academic years or if a faculty member leaves the department, any unused monies for professional development will be carried forward for faculty travel or professional development in the department in the following fiscal year and distributed equally among the members. Extension requests beyond three years can be made in consultation with the Dean of CTOS.
- 5.6 At the start of the academic year, the Dean of CTOS or designee shall apprise the TOS Department members, in writing of the NMUFA Professional Development Fund balance, and any excess professional development monies.
- 5.7 Curriculum Development funds will be distributed per Article 12.11.1 of the NMUFA/NMU Master Agreement.
- 5.7.1 Curriculum Development fund proposals shall be submitted to the FEC no later than October 1 for the fall cycle and February 1 for the winter cycle.
- 5.7.2 Faculty that receive Curriculum Development fund awards shall utilize the award in a timely manner. If an award is made from an October 1 submittal, it should be utilized before the end of the academic year. If an award is made from a February 1 submittal, it should be utilized before the end of the fiscal year, June 30. If the award is not utilized by these dates, the award will be forfeited and returned to the fund. A faculty member may request an extension of these stated periods to the Dean of CTOS. The decision of the Dean of CTOS related to this request will be shared with the FEC in a timely manner.
- 5.8 Reassigned Time Awards will be made per Article 12.12.2 of the NMUFA/NMU Master Agreement.
- 5.9 Departmental Load Credit Document Guidelines - as per the NMUFA/NMU Master Agreement, Article 16.14, the Dean of CTOS will meet with the department faculty and develop mutually agreeable written guidelines to structure assignments that will take into account large sections in single courses, number of preparations, nature of preparations, laboratory supervision, planning and maintenance, supervision of special learning activities, supervision of field activities, clinical experiences, number of advisees, or administrative duties, and other assigned responsibilities. These guidelines will be reviewed annually by the Dean of CTOS and an Ad Hoc faculty committee before the end of the Winter semester prior to the applicable academic year.

Article 6 Terminal Degree Requirement

- 6.1 The Masters degree shall be considered the terminal requirement for the Department of Technology and Occupational Sciences.

Article 7 Amendments

- 7.1 Proposals to amend these bylaws shall be submitted, in writing, to the voting members two (2) weeks prior to a first reading on the proposed amendment. A vote will be taken on the proposed amendment at the second reading to be held two (2) weeks after the first reading. Amendments must be approved by a two-thirds (2/3) majority vote of the Department membership. Any amendments approved by the Department will then proceed through the normal approval process as stipulated in Article 17 of the NMUFA/NMU Master Agreement. Proposed amendments to these bylaws will be considered only during the Fall and Winter academic semesters.
- 7.2 It is the responsibility of the Dean of CTOS or designee to assure that each faculty member receives a copy of amendments that are adopted.

Article 8 Criteria for Appointment and Promotion

- 8.1 Types of appointments are noted in Article 3.0 of the NMUFA/NMU Master Agreement.
- 8.2 For promotion to the next rank, faculty must address the promotion criteria of the rank for which they are applying, per paragraphs 3.6 through 3.8 of the NMUFA/NMU Master Agreement.
- 8.3 The broad outlines of the judgmental criteria for promotion, focusing on the three judgmental areas of (1) teaching and advising effectiveness, (2) professional development and scholarship, and (3) service, are found in section 3.7 of the NMUFA/NMU Master Agreement. The more specific criteria contained in these bylaws, including the examples used, must be understood to amplify the language in the NMUFA/NMU Master Agreement, not diverge from it.

The examples for each judgmental criteria that are found in Appendices A-C are not intended to be complete or ordered by merit. The lists include common types of activities, but other mutually agreed upon items between the Dean of CTOS and faculty can be used. It is not expected that any individual will be active in all the examples listed. Minimum requirements for each rank increment are noted within these bylaws.

Note: The activities listed as achievements in the three areas of evaluation vary significantly in their merits. Which combinations merit promotion is clearly a matter for qualitative judgment. The minimum standards of performance are indicated for promotion to, and continued performance at each academic rank. The faculty member's statements should reflect how he or she has met or exceeded the standards. Quality and quantity of achievement will be considered in determining whether the judgmental criteria for the three areas of evaluation have been met. There must be evidence that the activities performed were performed well.

- 8.4 Criteria for Promotion from Instructor to Assistant Professor
- 8.4.1 Using Appendix A, Evidence of Growth in Teaching Effectiveness, Advising Effectiveness and Other Service to Students, demonstrate through documentation evidence for items 1 through 5, 9 and at least one (1) additional item. If a faculty member has additional assigned responsibilities, the faculty member must describe and qualitatively assess these responsibilities. (Ex: curriculum coordination, assessment activities, etc.)

- 8.4.2 Using Appendix B, Evidence of Growth in Professional Development and Scholarship, demonstrate through documentation evidence for item 1, plus one (1) additional item from the Professional Development section and one (1) additional item from the Scholarship section.
- 8.4.3 Using Appendix C, Evidence of Growth and Development in Professionally Related Service, including both Academic and External Communities, demonstrate through documentation evidence for item 1, plus at least one (1) additional item.
- 8.5 Criteria for Promotion from Assistant Professor to Associate Professor
- 8.5.1 Using Appendix A, Evidence of Growth in Teaching Effectiveness, Advising Effectiveness and Other Service to Students, demonstrate through documentation evidence for items 1 through 5, 9 and at least three (3) additional items with no more than two per section. If a faculty member has additional assigned responsibilities, the faculty member must describe and qualitatively assess these responsibilities. (Ex: curriculum coordination, assessment activities, etc.)
- 8.5.2 Using Appendix B, Evidence of Growth in Professional Development and Scholarship, demonstrate through documentation evidence for item 1, plus two (2) additional items from the Professional Development section and two (2) additional items from the Scholarship section.
- 8.5.3 Using Appendix C, Evidence of Growth and Development in Professionally Related Service, Including both Academic and External Communities, demonstrate through documentation evidence for item 1, plus at least two (2) additional items.
- 8.6 Criteria for Promotion from Associate Professor to Professor
- 8.6.1 Using Appendix A, Evidence of Growth in Teaching Effectiveness, Advising Effectiveness and Other Service to Students, demonstrate through documentation evidence for items 1 through 5, 9 and at least four (4) additional items with no more than two per section. If a faculty member has additional assigned responsibilities, the faculty member must describe and qualitatively assess these responsibilities. (Ex: curriculum coordination, assessment activities, etc.)
- 8.6.2 Using Appendix B, Professional Development and Scholarship, demonstrate through documentation evidence for item 1, plus three (3) additional items from the Professional Development section and three (3) additional items from the Scholarship section.
- 8.6.3 Using Appendix C, Development in Professionally Related Service, Including both Academic and External Communities, demonstrate through documentation evidence for item 1, plus at least three (3) additional items.

Appendix A

Evidence of growth in Teaching Effectiveness, Advising Effectiveness and Other Service to Students

Teaching effectiveness:

Instructional Delivery

1. Creates a positive learning environment through good organization and appropriate use of instructional techniques and instruction technologies.
2. Demonstrates excellence and relevance of courses as evidenced by using feedback from previous students or alumni (in the field) that relate to courses or curriculum.
3. Provides documentation of positive student and supervisor evaluations since last promotion or hiring.
4. Provides students with objectives relevant to the course(s) taught, appropriate references and criteria for evaluation.
5. Maintains effective rapport with students in the classroom that engages them in the learning process.
6. Provides opportunities and/or facilitates field trips, outside resource instructors and research projects.
7. Experiments with or develops instructional and/or evaluation methods and/or teaching technologies.
8. Provides service learning opportunities.

Teaching effectiveness:

Instructional Development

9. Reviews and/or revises course materials as necessary to maintain currency.
10. Provides innovation and experimentation in course development.
11. Develops special instructional materials, e.g. study guides, laboratory manuals, laboratory equipment, case studies, software tools, textbooks, courseware that are considered by peers to be distinctive and significant whether or not these materials have been published.
12. Secures donated tools and/or equipment, services and goods or products.
13. Creates and/or develops training aids and mockups.
14. Incorporates relevant input/feedback from an array of stakeholders, including; Current students, alumni, industry professionals, program peers, etc.
15. Develops web-based courses.
16. Develops courses and course work that support NMU extension and weekend college effort.
17. Coordinates meetings on a consistent basis and incorporates feedback from industry Advisory Committees to aid in curriculum development.
18. Introduces, integrates and applies innovative or new software technology.
19. *Provides evidence of ordering materials and supplies, maintaining tool/equipment rooms and other relevant activities required to support individual teaching areas that extend beyond routine.
20. *Maintains laboratory equipment and laboratory upkeep and maintenance that extend beyond routine.

Teaching effectiveness:

Advising and Other Service to Students

21. Provides evidence of positive feedback from students (current and/or alumni) pertaining to effective advising.
22. Advises a quantity of students on a regular basis that is significantly higher than NMU's average advising ratio.
23. Provides evidence of advising NMU student organization(s)
24. Provides educational experiences and opportunities for student(s) that are beyond the scope of prescribed curriculum.
25. Supervises and/or coordinates student employees, internships, field work and field experiences as assigned.

**routine" to be mutually agreed between faculty and Dean of CTOS

Appendix B Evidence of Growth in Professional Development and Scholarship

Professional Development

1. Maintains active membership or participation in professional organizations within academic field and attends local, state and/or national conferences in one's academic field.
2. Provides consulting assistance, within area of expertise, to other agencies, organizations, businesses or individuals without the scholarship element.
3. Completes terminal degree.
4. Completes additional certifications, licenses or titles that are discipline related.
5. Completes credit bearing coursework in one's academic field or toward an advanced degree.
6. Leads and organizes discipline related institutes, professional conferences, short courses, seminars, workshops, clinics, classes, etc.
7. Collaborates with colleagues on or off campus in activities oriented toward making a contribution toward the advancement of knowledge, methodology or development of one's discipline.
8. Attends non-credit courses and/or workshops that are discipline related.
9. Obtains professional recognition by such means as invitations to exhibits and awards.

Scholarship

10. Develops a research proposal, with primary or collaborative responsibilities.
11. Conducts and presents educational research and/or methodology evaluations in one's academic field.
12. Develops and distributes/publishes technical information used by members of one's academic field.
13. Develops a new tool or piece of equipment that is used by members of one's professional field.
14. Publishes and/or creates textbooks, professional market books, workbooks, casebooks, tutorials, reference manuals, laboratory books, etc.
15. Creates articles accepted for publication in technical or professional journals or abstracts.
16. Applies for and/or receives a patent.
17. Develops, produces and exhibits creative works.
18. Delivers papers and/or presentations at technical, professional, or instructional conferences.
19. Edits scholarly work and/or publishes reviews of textbooks and other scholarly work.
20. Provides consulting assistance, within area of expertise, to other agencies, organizations, boards, businesses or individuals that incorporates a scholarly element.
21. Publishes a creative work not in field of expertise (Ex: a short story).
22. Provides evidence of developing and submitting grant application(s).
23. Provides evidence of grant award(s).
24. Develops and produces Assessment of Learning outcomes reports.

Appendix C Evidence of Growth and Development in Professionally related service, including both Academic and External Communities

1. Serves as a committee member that contributes to the work of a departmental, college and/or university level committee.
2. Serves as a committee member that contributes to the work of a community organization, professional organization or other group that is relevant to the faculty member's role at the University or area of expertise.
3. Assists with the recruitment and retention of students (Ex: Campus Visit Program)
4. Provides guest lecture services within area of expertise for classes at Northern Michigan University.
5. Provides guest lecture services within area of expertise for community organizations or agencies.
6. Provides evidence of mentoring (Ex: New hires within the department).
7. Plans and leads non-credit workshops, institutes or discussion groups.
8. Participates and/or plans discipline-related programs with K-12 schools.
9. Provides evidence of interaction and leadership for NMU students in their associated projects and events in the community.
10. Serves as Chair of a departmental, college or university level committee.
11. Serves as an officer or executive of a community organization, professional organization or other group that is relevant to the faculty member's role at the University or area of expertise.
12. Organizes internal/external projects and events, having primary or collaborative responsibilities.