

College of Sciences and Technology (May 2009)

I. Mission and Vision

Mission: The mission of the College of Sciences and Technology is to provide the highest quality education in science, mathematics and technology; to participate in the discovery, communication and application of knowledge; to integrate teaching, scholarly activity and service; and to maintain a diverse college community.

Vision: The College of Sciences and Technology seeks to be one of the nation's premier colleges of undergraduate and masters level science, mathematics, and technology, as well as a national leader in teacher education. We will achieve this by:

- Realizing the full creative intellectual potential of our students.
- Recruiting, developing and retaining the finest possible faculty and staff.
- Achieving diversity within the student body, faculty and staff.
- Participating in the discovery, communication, and application of knowledge within our disciplines.
- Fostering interest and literacy in science, mathematics, and technology and respect for the importance of scientific methods and discoveries among all Western students.
- Providing information and expertise on scientific and technological matters to the public.
- Supporting and developing high quality graduate programs in selected areas.
- Securing and managing the resources necessary to support our vision.

II. Organization

The College of Sciences and Technology consists of seven departments; Biology, Chemistry, Computer Science, Engineering Technology, Geology, Mathematics, Physics/Astronomy; and two programs, the Science, Mathematics and Technology Education (SMATE) program, and the Advanced Materials Science and Engineering Center (AMSEC). Each department has a chair and each program a director who is a member of the faculty serving as the chief representative of the department/program within the College.

The Dean of the College functions as administrator, planner, leader, and spokesperson for the College, reporting to the Provost/Vice President for Academic Affairs. The Dean is the representative of the faculty and staff of the College to the University administration and other units of the University.

The Associate Dean provides support to the Dean and serves as Dean in the absence of the Dean.

The Dean's Advisory Council (DAC), consists of all department chairs and program directors in the College, and advises the Dean with respect to all matters of common interest to the College, reviews organization and long-range plans, and suggests modifications where appropriate.

The chair of a department is appointed on the joint recommendation of the Dean and the department to the Provost/Vice President for Academic Affairs. The search process and the role of the Chair Search Committee are detailed in the *Department Chair Search and Appointment Procedures* of the College.

A department chair generally serves a four-year term. During spring quarter of the first year of the term, the Dean conducts an evaluation of the chair with input from the faculty and staff of the department and meets with the chair to discuss the results of the evaluation. No later than November of the fourth year, the Dean determines whether or not the incumbent is willing to serve another term as chair. In the event the incumbent is willing to serve another term, the Dean asks the faculty to evaluate the chair's performance and to indicate whether or not he/she should be retained. If the incumbent is not willing to serve another term, or if more than one-third of the department members favor change, nominations are solicited and an election held until at least a majority of the department supports one candidate. When majority support for one candidate is not attained after reasonable effort on the part of the department, the Dean recommends the appointment of an interim chair and works with the department to continue the search for a chair. When there is a majority within the department, the Dean accepts the judgment of the department unless, in the Dean's estimation, there are compelling reasons not to do so. In such a case the Dean communicates these reasons to the department or its elected representatives and appoints an interim chair.

The department chair provides leadership for the department in planning, curriculum, faculty development, and management of the department's resources. The chair consults with department faculty and staff concerning matters affecting the department and especially regarding new appointments, curriculum, space, budget, faculty teaching assignments and workloads, course scheduling, and faculty evaluations. The chair normally presides at regular departmental meetings at which these and other important issues are discussed and acted upon. The chair assists faculty in their efforts in effective teaching, scholarship, research, and other creative activities and assists the faculty in reaching professional goals within the context of the goals of the department. In

accordance with the College *Unit Evaluation Plan*, the chair confers annually with all members of the department to identify their academic accomplishments and goals and to identify ways that the chair and/or Dean can be helpful to faculty in professional development. The chair provides information to the Dean for use in personnel and departmental support decisions. The chair is responsible for responding to the day-to-day business of the department in a timely manner and for representing the department at DAC, and appropriate College and University meetings.

Faculty participation in the governance of the College of Sciences and Technology is conducted by the following councils or committees: The Policy, Planning and Budget Council, the Curriculum Committee, the Personnel Committee, and the Resources Committee. The members of these groups, who represent the faculty of the College, are selected from tenure-track or tenured faculty in the departments.

A. The Policy, Planning and Budget Council

Function

The PPBC is the policy-making, planning, and budget advisory body for the College of Sciences and Technology. The Dean and any members of the Dean's Office designated by the Dean are non-voting ex-officio members of the council.

The Council:

- a. Reviews the Unit Evaluation Plan, departmental addenda to the UEP, and the College policies and procedures on a regular basis, ensures their consistency with University policies and procedures, and in consultation with the Dean, makes such adjustments as seem advisable.
- b. Receives an annual activity report from each of the other college committees.
- c. In consultation with the Dean, develops and revises, as seems advisable, a strategic plan and more specific planning initiatives for the college.
- d. Advises the Dean on budgetary matters. This includes advice on the allocation of positions and operating funds, but does not include advice on the allocation of equipment funds.

Membership

Each department of the college is eligible to select one member for the council, according to a procedure approved by the Dean. The member shall be a tenure-track or tenured faculty member and shall not be the departmental chair. The term of service is two years, with approximately half of the membership being selected annually. No member shall serve more than four consecutive years. If none of the members selected by departments is from SMATE, then SMATE

may select one member. If none of the members selected by departments is from AMSEC, then AMSEC may select one member.

Four voting members constitute a quorum for the council for all business. The council determines its own officers and procedures.

B. The Curriculum Committee

Function

The Curriculum Committee is the curricular governing body of the College of Sciences and Technology. The committee approves all academic courses, programs, and majors within the college and makes recommendations to the Dean on curricular matters. The committee determines its own procedures.

Membership

Each department of the college is eligible to select one member for the committee, according to a procedure approved by the Dean. If none of the members selected by departments is from SMATE, then SMATE may select one member. If none of the members selected by departments is from AMSEC, then AMSEC may select one member. The term of service is three years, with approximately one-third of the committee's membership selected annually. No member shall serve more than two consecutive terms. As delegated by the Dean, the Associate Dean is the chair of the committee.

C. The Personnel Committee

Function

The Personnel Committee considers applications forwarded to it by the Dean and makes recommendations to the Dean regarding the six following personnel matters:

1. Professional Leave
2. Tenure and Promotion
3. Post Tenure Review
4. Special Merit Salary Adjustments

The committee recommends changes in policy or procedures to the Policy, Planning, and Budget Council.

Membership

Each department of the college is eligible to select one tenured member for this committee, according to a procedure approved by the Dean. If none of the members selected by departments is from SMATE, then SMATE may select one tenured member, and that member may not be the director. If none of the members selected by departments is from AMSEC, then AMSEC may select one tenured member, and that member may not be the director. No department chairs are eligible to serve on this committee, nor are faculty who plan to apply for promotion or professional leave during the term of service. The term of service is two years, three members to be named in even numbered years and four members to be named in odd numbered years. No member shall serve more than two consecutive terms. Committee members in the same department as an applicant may not be present during voting on and drafting of the recommendation for that applicant. The committee may, through the office of the Dean, request additional information and/or consultation.

D. The Resources Committee

Function

The committee advises the Dean on the strategic planning issues related to the technical resources of the College of Sciences and Technology. Such matters include scientific instrumentation, equipment, faculty and staff computers, servers, laboratories supported by University level student fees, physical facilities, technical support personnel, relationships with other campus entities including: Scientific and Technical Services, the College of Humanities and Social Sciences, Huxley College, the Shannon Point Marine Center, and Academic Technology User Services (ATUS).

Membership

Each department of the college is eligible to select one member for the committee, according to a procedure approved by the Dean. The chair of the Computer Science Department, or his/her designee, is always a member of this committee. Department chairs are eligible to serve on this committee. If none of the members selected by departments is from SMATE, then SMATE may select one member. If none of the members selected by departments is from AMSEC, then AMSEC may select one member. The term of service is two years. No member shall serve more than two consecutive terms, except the chair of the Computer Science Department. The

committee will elect its own chair from its members for a term of two years. The committee will appoint the chair of Computer Science and one other committee member as representatives to the Academic Technology Committee (ATC) (with the at-large member having a term of two years). The committee will also appoint from its members liaison members to other university or college committees as needed. The Associate Dean and Assistant to the Dean of CST serve as non-voting members, as does the Director of CST's Networking and Computer Services.

III. Professional Qualifications, Appointments

Regarding scholarly and professional qualifications, terms and kinds of appointments, and annual evaluation of non-tenured faculty members, see Sections 7 and 8 in the faculty Collective Bargaining Agreement.

IV. Evaluation Procedures

The Unit Evaluation Plan of the College of Sciences and Technology describes the criteria, procedures, and responsibilities for evaluation. Further reference can also be found in Sections 7 and 8 of the faculty Collective Bargaining Agreement.

A. Annual Evaluation of Probationary Faculty

All probationary faculty are evaluated annually in the areas of teaching, scholarship and service. Tenured faculty are required to participate in the review process and tenure-track faculty are invited but not required to participate. The department chair prepares a letter of evaluation which summarizes the evaluations of the faculty and includes the faculty and department chair's assessment of the probationary faculty member's progress toward meeting expectations and contributions to the department.

B. Non-Tenure Track Faculty

Non-tenure track faculty are evaluated by the department chair in a manner established by the departmental addendum to the College UEP and on the basis of expectations and duties defined in the letter of offer. The evaluation is conducted annually for Instructors or once during the period of appointment for Senior Instructors. The evaluation is due at the end of the appointment period.

Non-tenure track faculty are expected to provide access to materials required for evaluation as specified in the departmental addendum and the letter of offer. The department chair summarizes the evaluation in a letter given to the candidate and submitted to the Dean.

D. Tenure and Promotion

Normally a faculty member gains tenure when the rank of Associate Professor is granted. Tenure is not granted to Instructors, Senior Instructors, or Research Associates.

Tenure decisions are made annually, in sufficient time to allow adequate opportunity for appeal and to comply with provisions for due notice contained in the Faculty Collective Bargaining Agreement.

Consideration for tenure and/or promotion may be initiated by the individual, the department chair, or the Dean.

E. Post Tenure Review

All tenured faculty are reviewed through a formal process in accordance with the Faculty Collective Bargaining Agreement. Performance must be at least satisfactory in the areas of teaching, scholarship/creative endeavor, and service. Failure to achieve a satisfactory final evaluation for teaching in two consecutive reviews may result in action under the Disciplinary Action section (Section 18) of the faculty Collective Bargaining Agreement and/or forfeiture of all seniority within rank.