

BY-LAWS OF THE UNIVERSITY OF TENNESSEE DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING

Preamble

To provide a basis whereby the faculty may achieve its mission of education, research and public service, the Department of Materials Science and Engineering at the University of Tennessee, Knoxville (hereafter referred to as the MSE Department) agrees to govern itself according to the By-laws presented herein.

These By-laws are intended for the internal operation of the MSE Department, and shall not supersede any existing University of Tennessee regulations or policy, specifically including the document entitled "Policies Governing Academic Freedom, Responsibility, and Tenure," University Senate By-laws, and the current University of Tennessee Faculty Handbook. These By-laws are also intended to be consistent with the UTK College of Engineering document entitled "Criteria, Expectations and General Procedures Relative To Faculty Review, Tenure and Promotion."

ARTICLE I GENERAL OPERATION OF THE DEPARTMENT

A. The Faculty

Those individuals holding full-time Departmental appointments as Assistant Professors, Associate Professors, and Professors shall constitute the faculty of the MSE Department. Adjunct, Part-time, Emeritus, and Research Professors are also considered faculty.

B. Governance

General Approach

1. The business of the MSE Department will be conducted by individual faculty, committees of faculty, and the Faculty as a whole.

2. The individual faculty and faculty committees have the right to suggest ideas and make recommendations for change and improvements in the way the Department operates, conducts its business, or deals with its students, support personnel and faculty. As a faculty member, the Department Head also holds these rights and he or she is specifically given the responsibility to bring such issues to the attention of the faculty and faculty committees.

3. The Department Head is also charged with the administration of the Department and its budget, with the responsibility for effective day-to-day operation of the Department's business, and with communication of this to the faculty.

4. All final decisions on policy and procedures, curriculum and other routine matters will be made by majority vote at a duly called General Faculty Meeting (see section on meetings below). Matters of retention, promotion and tenure will be considered in special session as described in Article III.

5. The Standing Committees of the MSE Department are described in Article II, below.

Voting Members

1. All faculty who have been appointed to tenured or tenure track positions in the MSE Department may vote on all Departmental business except retention, tenure and promotion matters. The faculty who can vote on these matters are described under Article III which describes the Departmental retention, tenure and promotion procedures and policies.

2. All other faculty may vote on all departmental business except budgetary and personnel matters.

3. Faculty members, who may accept temporary or part-time appointments in administrative positions within the University retain their voting privileges.

4. Faculty members who are on full or part-time leaves of absence (or reduced time) shall enjoy the voting status that would be available to them if they were not on leave.

5. Proxy votes will be accepted, but they must be presented in a memorandum to the Department Head in advance of the faculty meeting at which the vote is taken.

Meetings

1. MSE Department General Faculty Meetings will be held at least twice each semester during the academic year. Additional General Faculty Meetings may be called by the Department Head or at the written request of 30 percent of the faculty. A quorum for the purpose of conducting the business of the MSE Department will be two-thirds of the tenured/tenure track faculty.

2. Faculty committee and sub-committee meetings may be called by the committee chair or at the behest of 30 percent of the committee membership.

3. The Department Head, or his or her designee, shall serve as chairperson of General Faculty Meetings. The Committee Chairpersons will serve as chairperson at all committee meetings.

4. Whenever possible, at least five days advance notice of all General Faculty Meetings will be given to faculty.

5. An Agenda will be prepared by the Department Head and circulated at least two days in advance of each General Faculty Meeting. Appropriate communication of committee meeting times and agenda is also expected.

6. The Department Head will appoint one faculty member to act as the Department's Recording Secretary. The Recording Secretary shall keep minutes of General Faculty meetings and distribute those minutes among the faculty. The Committee Chairpersons will be responsible for keeping and distributing records of actions taken by the various Departmental Committees.

7. At least once each semester, or at the request of the Department Head, the standing committees will report at a General Faculty Meeting on the progress of the committee deliberations. The full faculty has the right to review the work of the committees. The approval of the Faculty attending the General Faculty Meeting is required for final adoption of committee recommendations.

Article II COMMITTEES OF THE DEPARTMENT

A. Standing Committees

The following standing committees shall be established to aid the Faculty in the execution of its academic and related responsibilities. Except where noted otherwise, the following rules will hold. The Department Head shall appoint members of each committee and its chairperson and shall be a member ex-officio of all standing committees. The tenure of all but ex-officio members will be three years, renewable with staggered terms.

Undergraduate Affairs Committee

This committee shall be responsible for recommendations for continuous improvement of the undergraduate program, and for recommending solutions to all concerns and problems affecting the undergraduate program. This responsibility extends to, but is not limited to, the following: undergraduate program assessment, curriculum development and improvement; changes in course content; textbook selection; undergraduate extra-curricular activities; undergraduate accreditation; undergraduate equipment acquisitions; undergraduate recruitment; and awarding of scholarships.

The committee will consist of a chairperson and a minimum of four additional faculty appointed by the Department Head. The chairperson may appoint a number of sub-committees to deal with the various issues that arise (for example, preparation for accreditation).

Graduate Affairs Committee

This committee shall be responsible for recommendations for continuous improvement of the graduate programs, and for recommending solutions to all concerns and problems affecting the graduate programs. This responsibility extends to, but is not limited to, the following: graduate program assessment; graduate program curriculum development and improvement; preparation and administration of Ph D preliminary examinations; recruitment and admission of graduate students; and updates of the Graduate Student Handbook.

The committee shall consist of a chairperson and a minimum of four additional faculty appointed by the Department Head. The chairperson may appoint a number of sub-committees to deal with the various issues that arise (for example, admission of graduate students).

Facilities Committee

At the request of the Department Head, this committee shall make recommendations regarding: space utilization; equipment needs; facilities investment and other departmental resources. The facilities committee shall consist of the Department Head and two faculty members.

Safety and Hazardous Chemicals Committee

The responsibility of this committee will be to ensure that the Chemical Hygiene Plan is up-to-date, to act as liaison with the University Safety and Hazardous Chemicals Committee, and to ensure that all students, faculty and staff are informed of safety policy and procedures. Further, in the event of a spill or accident, the committee will ensure that proper procedures are followed and that follow-up reporting is carried out.

This committee shall consist of one or two faculty, appointed by the Department Head.

Retention and Promotion Committee

This committee shall consist of all tenured/tenure track faculty in the department. Its operating procedures are described in detail in Article III which deals with Faculty Responsibilities, Retention, Promotion and Tenure.

B. Other Committees

1. Library Representative

The Department Head shall appoint one faculty member to be the Department's Library Representative. The duties of this office shall include the establishment and maintenance of liaison with the University of Tennessee Library, making requests for library books to be added in the field of materials, and other such duties as may be requested by the administration of the library or the Department Head.

2. Honors and Awards Committee

The Department Head shall appoint three faculty members to recommend and prepare nominations for awards for faculty, staff and students in the Department. The awards to be considered include all Departmental, College and University level awards for which the faculty, staff and students are eligible. The committee will also nominate individuals for external honors and awards (e.g. professional society awards) and prepare the necessary documentation. However, the committee, at its discretion, may elect not to nominate individuals for certain awards in any given year.

3. Dougherty Computer Laboratory Committee

The Department Head shall appoint one faculty to serve on this committee. Other committee members shall come from other departments in Dougherty Engineering Building. The purpose of this committee is to ensure that the joint computer laboratories in Dougherty Engineering Building operate in an equitable and professional manner. The committee will recommend any hardware and software changes and improvements in the computer laboratories.

4. College of Engineering Committees

Faculty of this Department will be recommended by the Department Head to each of the various College committees.

5. Ad Hoc Committees

The Department Head may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of the announcement of their creation.

ARTICLE III

FACULTY RESPONSIBILITIES, RETENTION, PROMOTION AND TENURE

A faculty member's responsibility is to inspire excellence in others and to strive to maintain and improve the academic quality of the Department, College and University. In return, he or she merits trust and recognition from the University being manifest in tangible form by retention, promotion and, ultimately, tenure. The overriding criterion in all deliberations regarding retention, promotion and tenure is evidence of commitment to superior intellectual attainment. Demonstration of achievement in areas of teaching, research and scholarship, including the exercise of professional expertise, is an indispensable qualification for promotion and tenure. For retention, a reasonable potential for achieving these criteria must be evident. Effective participation in University and Professional service is a necessary component of a faculty members activities. Insistence on the highest attainable standards for faculty members is essential for the maintenance of the quality of the University as an institution dedicated to the discovery as well as the assimilation and dissemination of knowledge. Maintaining these standards throughout a faculty member's working lifetime is also necessary. To this end, annual reviews and a periodic thorough re-evaluation of a faculty member's contributions must be carried out in accord with University Regulations.

A. General Procedures

1. The Retention, Promotion and Tenure Committee (RPT) shall consist of all tenured/tenure track faculty.
2. A chairperson of the committee shall be elected at the first General Faculty Meeting of each fall semester.
3. All tenured faculty above the rank of assistant professor will vote on retention matters.
4. All tenured faculty who are at and above the proposed professorial level of each candidate will review and vote on promotion matters.
5. All tenured faculty will discuss and vote on tenure matters.
6. A sub-committee of two will be appointed to report back to the full committee on each formal action. One member, the advocate, will be chosen by the candidate.
7. It is the responsibility of each candidate to ensure that all required documentation is submitted to the sub-committee in a timely manner.
8. All formal actions for tenure and promotion will require letters of recommendation from outside authorities.
9. A formal meeting of the RPT Committee will be held at an appropriate time to meet the deadlines set by the College for forwarding the results to the College RPT Committee.
10. The order of business of the formal RPT Committee Meeting will be as follows:
 - (a) Retention of assistant professors

- (b) Promotion from assistant to associate professor
- (c) Retention of associate professors
- (d) Tenure of associate professors
- (e) Promotion from associate professor to professor
- (f) Tenure of professors

11. The chairman of the RPT Committee will submit a report to the Head of Department on each candidate. The Head of Department will submit his report to the College Committee and the Dean of Engineering with the RPT Committee report as an appendix.

B. Specific Procedures

Review of Performance

The Department Head shall, each year, review the teaching, research, thesis and dissertation supervision, committee assignments, publication record, scholarly contributions, and University and public service activities of each faculty member. The Department Head and the faculty member will discuss plans for the future and individual goals and objectives. How these goals and objectives relate to the Department's long-term objectives and strategic plan will also be discussed. The review will culminate in a narrative describing strengths, weaknesses and expectations of the faculty member and a rating of the faculty performance on the following scale:

EXCEEDS EXPECTATIONS FOR RANK	consistently strong contributions to program
MEETS EXPECTATIONS FOR RANK	meets basic faculty responsibilities and makes important contributions to program
NEEDS IMPROVEMENT	underachieving, not reaching potential
UNSATISFACTORY	unacceptable

In accord with the directives of the UT Board of Trustees, each tenured professor will undergo a post-tenure review by his or her peers approximately every five years. This review is intended as an aid to the individual in assessing his or her performance and the determination of changes that need to be made to improve it. In cases where the performance is deemed to be unsatisfactory with respect to teaching, research and service, this review may serve as a basis for initiation of termination procedures for adequate cause. In cases where the annual reviews by the Department Head have resulted in unsatisfactory reviews for a period of not less than 2 successive years, the Department Head shall ask the tenured faculty to review the faculty member's performance in teaching, research, and service and to vote on the question of whether termination proceedings should be initiated for adequate cause. Termination proceedings may also be initiated for (a) misconduct, (b) due to financial exigency or program discontinuance, or (c) due to an unauthorized leave of absence, as defined in the University of Tennessee publication entitled "Policies Governing Academic Freedom, Responsibility, and Tenure" and in the Faculty Handbook.

Retention

Annual informal retention reviews are conducted by the Department Head. A formal retention review will be conducted by the RPT committee for untenured assistant professors during their third or fourth year, the particular year to be recommended by the Department Head. Untenured associate professors and professors will be reviewed formally no later than their third year. For assistant professors whose first formal review uncovered problems serious enough to make ultimate tenure doubtful, a second formal review will be conducted one year later. Such a procedure, well documented, allows the individuals concerned adequate time to correct deficiencies and credits the individual with progress made.

In instances of unsatisfactory performance, the Department Head may, at his or her discretion, ask the committee to vote on whether to recommend that termination proceedings be initiated for the candidate.

Promotion

The normal times at which promotion will be awarded to appropriate individuals are the seventh year for assistant professors and the fifth year for associate professors. Early promotion can be awarded to suitably qualified individuals, especially when prior service has occurred at equivalent institutions. Years spent in full time administration will not be included in the time period except at the request of the candidate. Documentation on the case is to consider, at a minimum, the following four areas: (a) teaching, (b) research, (c) scholarship, (d) University and professional service. Evidence appropriate to each area is listed in a separate section.

As stated in the preamble, a commitment to superior intellectual attainment is of overriding importance and is manifest through excellence in teaching, the education of graduate students, authorship of texts and refereed articles all corroborated by peer review. Although success in obtaining research funding and authorship of refereed articles explicitly involve peer review, individual overall assessments by authorities in a candidates chosen area of specialty are essential. After consultation with the faculty member, the Department Head will seek the advice of at least three and preferably four to six persons not on the faculty of the University of Tennessee, Knoxville, whose expertise is close to that of the candidate and who are willing to provide thoughtful evaluation of the candidate's written work or other suitable evidence of scholarly and/or creative research performance. None of these references may be the former thesis advisor, postdoctoral mentor, or a collaborator.

After having been denied promotion from associate professor to professor, an individual may request reconsideration of the case for promotion after a period of no less than two years.

Tenure

Granting of tenure is regarded as the University's most critical personnel decision and will not be considered for assistant professors. Whenever possible, tenure will be granted on promotion to associate professor status, but it will entail a separate decision. The award of tenure is in response to an individual's demonstrated achievements in teaching, research, and scholarship. It involves a strong assumption that those standards

will be maintained or surpassed in future years. Accordingly, documentation must cover the areas of (a) teaching, (b) research, (c) scholarship, and (d) University and professional service. Five letters of recommendation will be required, two referees being suggested by the candidate. These must conform to the restrictions described under the paragraph on “promotion.”

C. Documentary Evidence

Teaching

Ability to teach effectively, at both the undergraduate and graduate levels is required of all faculty. Appropriate sources of documentation include student evaluations, peer review by colleagues and exit interviews of graduates. Demonstrated ability to develop courses and participate effectively in curriculum design is essential.

Research

Participation in both personal research and direction of graduate student research is recommended. All faculty should serve on graduate supervisory committees and chair some of those committees. The ability to direct research is manifest in the production of undergraduate and master’s theses and doctoral dissertations by supervised students. The following are all forms of recognition of research ability: (a) publication of research papers and patents, (b) the award of research funds by organizations using peer review, (c) active participation at research meetings of professional societies, (d) presentation of seminars and invited lectures, and (e) reviewing of journal articles and research proposals.

Scholarship

There are many forms of evidence of scholarly activities. These include: (a) awards and prizes, (b) fellowships in professional societies, (c) authorship of texts, (d) authorship of review articles and book chapters, (e) sole authorship of articles in peer-reviewed journals, (f) co-authorship of articles in peer-reviewed journals, (g) authorship of articles in conference publications.

Service

Two major forms of service indispensable to the University and the profession are (a) willing and active participation in committee activities at the departmental, college and university levels, and (b) participation in the activities of professional societies at the local, regional, national, and international levels.

Examples of the former include curriculum development, student advising, recruiting at all levels, service as safety officer, and active efforts to solve the various problems and concerns raised in routine committee assignments, service on the Faculty Senate, and service on the Undergraduate and/or Graduate Counsel, to name but a few.

Examples of the latter include such activities as serving as an officer of a professional society, development of symposia at regional, national or international meetings, and serving on professional society committees. Other examples of

professional service include participation, as advisors, in local, state and federal government agencies as well as to national organizations.

D. Level of Performance Expected

Faculty are expected to perform at a level that will bring respect and honor to themselves, to the Department of Materials Science and Engineering and to the University of Tennessee. Such efforts will involve certain activities carried out at a level that is sufficient to maintain and grow both our undergraduate and graduate programs. It is recognized that faculty are a diverse group with some being more adept at teaching, while others may be more capable researchers. However, all tenure track faculty must engage in scholarly activities, teaching, research and service at a reasonable level. A typical faculty member is expected to continuously support and direct the research of 3-5 graduate students, teach two to four classes per year, publish three refereed journal articles per year, participate actively in appropriate professional technical societies (including presentation of papers at national and international meetings, holding offices, serving on committees, organizing symposia, etc.), and effectively serving on the Department, College, and University wide committees and governing bodies. While quantity of effort and output must be sufficient to maintain an active presence in the field of expertise, quality of teaching, research, scholarship and service are of the greatest significance in determining level of performance and qualifications for promotion and pay increase.

The following represent some guidelines that may be used to establish rankings in individual categories based on the above described scale. It is important to keep in mind that the final assessment is an overall determination, averaged over all the faculty member's activities.

Teaching

Grades consistently below 2.8 out of 5.0 on the Chancellor's Teaching Evaluation Program (CTEP) raise serious questions about the quality of teaching. In such cases the faculty member will be required to provide other evidence that their teaching is satisfactory. Possible other evidence includes other types of evaluation such as the Tau Beta Pi Evaluation Form, letters from students testifying to the quality of instruction, etc. Generally, faculty who rate between 2.8 and 3.3 will be categorized as "needs improvement," those who rate between 3.3 and 3.8 will be categorized as "meets expectations for rank," and those who exceed 3.8 will be categorized as "exceeds expectations for rank," with respect to teaching. Of course, other forms of evidence of quality teaching will also be considered in making the final evaluation. The CTEP ratings are only one readily available measure. Faculty are encouraged to find other means to show the quality of their teaching.

Research

Publication of research papers in peer reviewed journals is the primary measure of research accomplishment. However, the quality of the papers is as important as the quantity. As a minimum standard in this area, a typical faculty in MSE must publish one quality paper per year on average in a peer reviewed journal. Invited seminars and

presentations at national and international meetings are also expected. In order to achieve “meets expectations for rank,” a faculty member must typically also provide support for a minimum of two graduate students from externally funded research projects. Faculty who rarely publish and who do not contribute to the support of graduate students, will be categorized as “unsatisfactory” with respect to the research function. For a faculty member to be categorized as “exceeds expectations for rank” with respect to research, he or she must substantially exceed the above stated criteria for “meets expectations for rank.”

Scholarship

Scholarship should be at a level which will be sufficiently recognized that the faculty will be asked to prepare review articles or will publish books, etc. Faculty will grow into this level of expectation. Early years will involve preparation of scholarly papers. Faculty whose primary activity is in teaching are expected to write textbooks and/or publish in educational journals.

University and Professional Service

Faculty are expected to accept and perform well in the various departmental, college and university wide committees. A consistent absence of such efforts will constitute grounds for concern in the overall evaluation. Faculty are also expected to associate with appropriate professional societies consistent with their area of special expertise. They should seek leadership positions in these societies and, in particular, they should perform such service as developing symposia at national and international meetings, refereeing papers and proposals, etc.

ARTICLE IV RECOMMENDATIONS FOR NEW APPOINTMENTS

Recommendations for new appointments to the faculty shall be prepared by the Search Committee Chairperson and the Department Head on the concurrence of a majority of the voting faculty. No vote on an appointment shall be taken until all voting members of the Faculty have been notified of the candidacy.

ARTICLE V DEPARTMENT HEAD

A recommendation to the Dean of Engineering concerning continuation of the appointment of the MSE Department Head shall be made every five years by the tenured and tenure track faculty; or at such other times when at least two-thirds of the tenured and tenure track faculty deem that such a recommendation is necessary.

ARTICLE VI
AMENDMENTS OF BY-LAWS

The by-laws of the Department of Materials Science and Engineering may be amended, after all faculty have had an opportunity to present their views on the proposed changes, by a two-thirds majority of the tenured and tenure track faculty. Any proposed amendments must be circulated in writing to the tenured and tenure track faculty at least two weeks before the date on which they are to be voted.