Policies and Procedures for the Governance of the Materials Engineering Department

California Polytechnic State University, San Luis Obispo
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Article I. Introduction

Section 1 Scope

The governance of the Materials Engineering Department, hereafter called the Department, will be based on the policies and procedures specified herein. Where a conflict may exist, these policies and procedures are subordinate to the College of Engineering Personnel Policies and Procedures document, the University Personnel Action Procedures and Criteria, the Collective Bargaining Agreement between the CSU and CFA, the Campus Administrative Manual and the Campus Administrative Policies.

Section 2 The Collegial Process

This document provides the framework for the shared governance of the Department and its administration within the College of Engineering and the Cal Poly University community. All faculty and staff members of the Department are expected to abide by the rules of professional conduct known as collegiality and collaboratively share in organizational governance.

In the context of this document and the practice of department governance, collegiality is defined as cooperative interaction among colleagues and respect for a diversity of approaches in support of the mission and vision of the Department and ability to work toward it. A colleague is any member of the Materials Engineering Department, College of Engineering and the Cal Poly University community.

Further, the collegial process supports the goal of developing a consensus among the members of the Department through an open collaborative process that supports department governance and policy decisions, consistent with the principle of shared governance. It is expected that normally the discussions for any deliberations of the members of the Department will be held within department meetings where all constituents can provide input.

The structure of governance set out in this document is designed to allow the Department to meet its responsibilities and perform its designated functions in an effective, efficient, equitable, and creative manner. The collegial process ensures all members of the Department have a voice in shaping the policies and procedures of the Department (except in cases in which this document is superseded by other policies and procedures). It also provides a framework to develop a consensus among the members of the Department on important issues affecting the Department, when appropriate, by following the American Association of Colleges and University (AAC&U) guidelines on inclusive excellence.

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2 Academic Senate Resolution on Shared Governance, AS-748-12, Section 5: The Academic Institution: The Faculty, p 139.
Section 3  Official Forms of Communication
Department meetings and email are the preferred methods of official communication and notification for the Department, which is consistent with University official communication policies. However, other forms of written communication and notification will be employed when appropriate.

Article II. Governance Bodies
Several governance entities or bodies, within the Department, are defined in this section. As a general rule, the Materials Engineering Department abides by the concept of inclusive government. When appropriate and consistent with university and college policies, it is encouraged to include as many constituents within each governance body.

Section 1  The Department Community
Members of the Department include all faculty, staff and students. This is a more inclusive definition than what is provided for in the most recent Collective Bargaining Agreement; however, we believe that our staff and students have a right and an interest in participating in the governance of the department wherever possible.

Section 2  The Faculty
The faculty consists of all academic personnel appointed to the ranks of Lecturer, Assistant Professor, Associate Professor, or Professor within the Department. Both full-time and part-time appointments are included, including those faculty members on Faculty Early Retirement Program (FERP) status.

Section 3  The Department Chair
The Department Chair serves as the chief representative of the department within an institution and serves at the discretion of the Dean. The Department Chair shall normally be selected from the list of tenured or probationary faculty employees recommended by the Department for the assignment. The Department Chair is selected by faculty members, in consultation with the Department Community, as a recommendation of the Department to then be forwarded to the College of Engineering Dean. The appointment of Department Chair is normally for a term of three years which may be renewed for subsequent terms. The chair selection process must also adhere to all College of Engineering and University policies and procedures.

Refer to the Materials Engineering Department Chair Selection Process document for specific procedures.

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3 Collective Bargaining Agreement (November 1, 2014-June 30, 2017), Section 2.12: Definition of Department
4 Academic Senate Resolution on Shared Governance, AS-748-12, Section 5: The Academic Institution: The Faculty, p 139.
5 Campus Administrative Manual (CAM) 370.2
6 Collective Bargaining Agreement (July 1988 - June 2001), Section 20.3: Department Chair Assignments
Section 4  Department Administrative Staff and Technicians
Administrative staff and technicians are highly valued contributors to Department activities. Their participation is vital and the mentoring, support, management and supervision of these individuals, though not covered herein, shall be consistent with all applicable College of Engineering and University policies and procedures. Unless specified, these management duties reside with the Department Chair.

Article III. Governance Organization and Functions
Department meetings are focused on goals and actions, and are used as a means to convey the results of committee deliberations and information to the Department. Final decisions and discussion on committee recommendations also take place at department meetings. For more information on department committees, see Article III, Section 2.

Section 1  The Department Meeting

(a) Department Meeting Attendance
Department meetings are normally held throughout the academic year, and facilitated by the Department Chair or a designee, who specifies the agenda, based on input received from all constituents. All tenured and tenure-track members of the faculty are expected to attend department meetings as part of their regular service responsibilities to the Department. All other members of the Department are not required to attend department meetings, but are welcomed to do so in the spirit of inclusiveness and open communication. All members are expected to be informed prior to voting.

All members can invite other members of the university community (lecturers, support personnel, administrative officials, etc.) as part of a regular agenda item. Every reasonable attempt to inform the department members in advance of a vote or the presence of an invited participant should be made via official forms of communication specified in Article I, Section 3.

(b) Department Meeting Agenda
The Department meeting agenda consists of several parts and is generally organized in the following manner:

- Regular Agenda
  - Approval of minutes
  - Department Business
- Continuing Agenda – motions and proposals may come from Department members for discussion and approval by the Department
- New Business Items

Agenda item requests should be made to the Chair at least two working days prior to the meeting. Alternatively, items can be brought up during new business. The Department will also typically meet at the start of the Fall quarter for a retreat. The retreat is generally used to discuss goals and strategies of the Department.
Section 2  Department Committees
The governance and functioning of the Department relies heavily on faculty service in the department committees. The department committees facilitate proposals and often times design plans to execute decisions made in department meetings. Department committees are vital to the success of the Department.

Department committees are appointed and formed as necessary to most effectively and efficiently perform the work of the Department. Department committees may be of two types: standing committees and ad hoc committees.

Department standing committees continue year-to-year and their memberships are formed each year by appointment and ratification (typically at the Fall Faculty Retreat). Faculty members are appointed to the standing committees by the Department Chair upon recommendation by the faculty, with the exception of the Department Peer Review and Faculty Development Committee (see Article III, Section 2, Part f in this document).

Department ad hoc committees (or task forces) may be formed by the Department as needed to address short term objectives or specific issues that may arise during the year. Members of ad hoc committees will be appointed by the Department Chair upon recommendation by the faculty.

When making assignments to Department, College of Engineering, and University committees, considerations will be made for individual preferences requested, the committee experience requirements, and equitable workload distribution to each individual department faculty. Each tenured and tenure-track faculty member is expected to serve on an equitable number of committees based on the workload of the individual committees.

Committee lead and coordinator assignments will be appointed by the Department Chair with consideration of the preferences of Department members, unless otherwise specified herein or by the College of Engineering or the University. The leads and coordinators appointed by the Department Chair must then be ratified by vote of the faculty and staff at a department meeting.

(a) Leadership
Leadership of the Department is the joint responsibility of the faculty, staff and students and the Department Chair. Leadership is the active process of guiding the Department toward achieving a strategic vision, maintaining standards and expectations of excellence and collegiality, and providing the intellectual space for all members of the Department to contribute to the success of the Department in constructive and creative ways.

(b) Areas of Responsibility of the Department

The areas of responsibility of the Department are strategic, operational, and developmental, and include:

- Strategic planning
- Continuous improvement/accreditation
- Short-range planning, scheduling and budgeting
- Curriculum
- Resource acquisition and management
- Management of financial affairs
- Technical direction
- Interaction with students
- Interaction with the College of Engineering administration
- Interaction with the University administration
- Alumni relations
- Industrial relations
- Undergraduate programs
- Graduate programs
- Faculty affairs
- Public relations
- Citizenship
- Inclusive excellence
- Safety
- Information Security

(c) Areas of Responsibility of the Department Chair

The Department Chair is responsible for the administration of the Department. The Chair has a special obligation to build a department strong in scholarship and teaching capacity\(^8\). The role of the Department Chair is to support and facilitate the success of the faculty, staff and students of the Department. The Department Chair serves as a member of the College’s management/leadership team and represents the MATE Department. Specific responsibilities of the Department Chair include administrative leadership, staff direction and evaluation, and working with faculty, staff and students on:

- Strategic direction
- Policies and procedures
- Class Scheduling
- Allocation of teaching assignments to faculty
- Curricula delivery / implementation
- Leadership in teaching and student advising
- Budgeting
- Resource management
- Student, staff, and faculty recruiting
- Oversight and promotion of faculty and staff professional development
- Shared leadership / committee results

\(^8\) Academic Senate Resolution on Shared Governance, AS-748-12, Section 5: The Academic Institution: The Faculty, p 139.
• Interaction with Cal Poly stakeholders (e.g., current students, College of Engineering administration, Career Services, Admissions, Records, other university offices and administration)
• Interaction with external stakeholders (e.g., prospective students, parents, alumni, External Advisory Board, corporations, recruiters)

It is the responsibility of the Department Chair to continually report back to members of the Department on interactions with department stakeholders. The Department Chair serves as the liaison between the Dean, other College of Engineering Departments and the Materials Engineering Department.

The Department Chair is responsible for the administration of faculty departmental activities in accordance with College of Engineering and University policies.

The Chair will designate a lead for the following committees who will gather input from the Department and develop recommendations for action. The committee lead will also serve as the departmental representative to the appropriate College of Engineering or University Committee. The Department may add additional members as needed to satisfy requirements.

(d) Curriculum Committee
The overall purpose of the Curriculum Committee is to establish and update the undergraduate and graduate curricula so the Materials Engineering degree programs: sustain their premier positions, continue to provide up-to-date, relevant educational experiences for the students of the Department, and continuously meet the needs of industry. Several specific responsibilities of the committee include:

• Recommend modifications to the Department degree programs as proposed by faculty members of the Department.
• Obtain department approval for proposed changes.
• Coordinate with the College of Engineering Curriculum Committee.
• Coordinate department curricular changes and meet catalog cycle requirements.
• Coordinate with other department, College of Engineering and University committees as needed on curricular issues.
• Consult with external advisors to inform modifications

(e) Program Assessment and Accreditation Committee
The overall purpose of the Program Assessment and Accreditation Committee (PAAC) is to coordinate continuous improvement of the program. It is the responsibility of department faculty to work with PAAC in all phases of the process. The indicator of the success of this program is accreditation by professional bodies such as WASC and ABET.

Continual responsibilities of the Program Assessment and Accreditation Committee are:

• Prepare yearly CSU program review assessment for continuous improvement
• Ensure that faculty, staff, students, and records (documentation) are prepared for ABET evaluator visits.
• Coordinate the engagement of all faculty members in assessment, and coordinate assessment results and analysis.
• Perform continuous assessment activities and documentation of continuous improvement activities as specified in the Department’s most recent ABET self-study report.
• Work with the Curriculum Committee to implement modifications to the Department degree programs as required for ABET or curriculum improvement.

(f) Department Peer Review and Faculty Development Committee
The purpose of the Department Peer Review and Faculty Development Committee (PRC) is to support the Department’s mission through a thriving faculty. The primary means of doing this is through providing developmental feedback and recommendations to the university regarding the performance and professional development of individual faculty. The PRC does this in accordance with the policies and guidelines of Cal Poly, College of Engineering, and the Department in faculty retention, promotion, and tenure (RPT) decisions. Specific responsibilities include:

• Facilitate faculty mentoring
• Elect a rank-appropriate faculty as a representative to the College of Engineering Peer Review Committee
• Review the annual RPT applications of the faculty
• Make the resulting RPT recommendations using the appropriate forms
• Submit the recommendations to the applicant
• Review and submit the applicant’s rebuttal (if any) along with the recommendations to the Department Chair
• Any other University related responsibilities

The lead will form a committee following Department, College, and University policies. An election by the tenured and tenure-track faculty will determine the membership of the Department Peer Review and Faculty Development Committee. The list of those eligible to serve on the committee will be all tenured faculty members of the Department excluding 1) the College of Engineering RPT Committee representative (that would be reviewing the same candidate at different levels), 2) the Department Chair, or 3) those applying for promotion. Furthermore, membership and procedures of the Department Peer Review and Faculty Development Committee is subject to modification consistent with University and College of Engineering policy. In the event the committee is unable to achieve the number of members as specified under University policies, the Department will, in consultation with those being evaluated, seek and elect colleagues outside the Department to join the committee.

(g) Ad Hoc Department Committees
Department ad hoc committees may be formed by the Department Chair or from the faculty by action within the Department meeting to deal with short-term situations or resolve specific issues that may arise during the year.
As with Department standing committees, each Department ad hoc committee will also create the objective(s), scope, and deliverables for their committee. These should be created immediately upon formation of the committee and submitted to the Department office for archiving.

Section 3  Department Coordinators

(a) Undergraduate Advisor
The Undergraduate Advisor serves as the primary academic advisor to undergraduate Materials Engineering students at Cal Poly. Specific responsibilities include:

- Advise students on all aspects of the undergraduate Materials Engineering curriculum
- Approve all curriculum requests and academic probation letters for MATE undergraduate materials engineering students
- Report to the faculty on undergraduate retention and measures of success
- Communicate any changes to the curriculum or other relevant information to the MATE undergraduate materials engineering students
- Consider curriculum deviations, policies, procedures, and requests by students to be brought to the faculty for approval.
- Analyze curriculum deviations, policies, procedures, and student requests within the context of promoting student success.

The Undergraduate Advisor shall typically be the Department Chair. Other faculty may serve as informal advisors.

(b) Graduate Coordinator
The Graduate Coordinator serves as the primary academic advisor to graduate materials engineering students at Cal Poly. Specific responsibilities include:

- Advise graduate materials engineering students on all aspects of the graduate materials engineering curriculum
- Coordinate efforts with the University Graduate Studies Committee, Office of the Research and Economic Development, and the Office of Graduate Education regarding curricular changes; review and accreditation; research areas; research and assistantship funding; honors and awards
- Facilitate approval of all curriculum requests and academic probation letters of graduate materials engineering students
- Coordinate and facilitate applications to the materials engineering graduate programs (BMS and MS)
- Communicate any changes to the curriculum or other relevant information to the graduate materials engineering students
- Coordinate with the Department administrative staff to maintain records on materials engineering graduate students
• Serve on the College’s Graduate Coordinators Committee and coordinate with the Dean of Graduate Programs office
• Collect program assessment data and recommendations for continuous improvement strategies
• Keep department abreast of graduate program activities and updates

(c) Scholarship Coordinator
The Scholarship Coordinator facilitates the granting of Department scholarships to students as needed and reports the selection to the Department Chair and office for archival purposes. The Department Scholarship Coordinator shall also serve as a member of the College of Engineering Scholarship Committee.

(d) Safety Coordinator
The Safety Coordinator facilitates an annual review of safety in all laboratory spaces, works with faculty, staff, and students to review all documentation and processes, and has regular communication with all Department members; works closely with Environmental Health and Safety (EH&S) to ensure chemical safety and proper disposal; and works closely with the College’s Safety Coordinator and reports, in a timely fashion, near misses and incidents.

(e) MATE 215 Coordinator
The MATE 215 Coordinator oversees the day-to-day operation of the MATE 215 lab course to ensure equipment is functioning, communicates any revisions or issues with the current instructors and Chair, and is responsible for maintaining the material supplies and coordinating improvements to the lab.

(f) Equipment and Lab Coordinators
For the various department equipment or groups of equipment within a lab, Department faculty or staff members will be assigned to be the custodian of specific equipment. Equipment and Lab Coordinators authorize lab key requests. General responsibilities include working closely with the Department technician in providing the specialized technical expertise for the following:

• Maintenance of equipment
• Working with appropriate vendor or service provider
• Specifics of log entries for major repairs
• Training of users
• Development of safety procedures
• Standard Operating Procedures (SOPs), major purchase requests, and updates to the Department Chair/office
• Coordinate and cooperate with other departments on shared resources
Section 4  College Committees and Representatives
The Department tenured and tenure-track faculty are required to serve on several College of Engineering committees. Assignments will be made based on the individual College of Engineering committee requirements and the faculty available. Generally a representative from the Department is required or highly encouraged to serve on the following College of Engineering committees:

- Curriculum Committee
- College Peer Review Committee
- Professional Leave/Sabbatical Committee
- Assessment Committee
- Scholarship Committee
- Graduate Coordinator Committee
- Safety Committee
- Other committees as identified

There are many ad hoc College of Engineering committees as well. Whenever appropriate, members of the Department shall serve on College of Engineering ad hoc committees as requested.

Section 5  University Committees and Representatives
The Department faculty and staff are required to serve on several University committees. Assignments will be made based on the individual University committee requirements and the faculty available. All members of the Department are encouraged to be good campus citizens and serve on University committees whenever possible.

Article IV. Governance Procedures

Section 1  Guiding Principles of Department Governance
The Department operates with shared governance based on collaboration, collegiality and group decision making. Whenever possible it is desirable to garner broad support for decisions while the decision is being made. Open communication and transparency are critical to the success of the collaborative decision making process. It is the responsibility of all Department members to ensure all deliberations occur in a collaborative and supportive environment, and that decisions are consistent with institutional policies and expectations. In order to ensure the continuance of this level of operation, the following designations are made:

1) The responsibility for decision-making lies with the faculty and staff; the chair is among equals with respect to joint decision-making.
2) The Department Chair administers and implements the decisions of the faculty and staff.
3) All decision making will be done in a collegial fashion, with decisions being made by consensus whenever possible.

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9 Academic Senate Resolution on Shared Governance, AS-748-12, Section 5: The Academic Institution: The Faculty, p 139.
4) If the faculty and staff decide by a simple majority vote that robust discussion on a motion has been exhausted, then a simple majority vote will pass the motion unless otherwise noted within this document.

When it is necessary to formalize an action of a governance body, the subsequent sections of this article apply.

Section 2 Voting Membership
The voting membership of the Department shall consist of all faculty and staff, unless contravened by other California State University or institutional policies. Voting members are expected to be informed prior to voting. Voting membership will be established at the start of each quarter to allow for newly hired faculty or staff to participate in the voting process. The Materials Engineering Department is committed to an inclusive environment for all members of the department. As such, student input will be garnered on an ad hoc basis depending on the nature of the issue and the level of student interest in the issue. The voting members of the department will give consideration to all student input.

Section 3 Quorum
A quorum consists of 60% or more of the eligible voting members of the body present or actively participating on a virtual basis with opportunity to hear and comment.

Section 4 Votes
Votes may be taken by either open or closed ballot. A closed ballot is required if so requested by any person eligible to vote. A vote may be in favor (yes) or against (no) a motion, or an abstention. Abstentions are not counted in tallying total vote counts negatively or positively; they will be recorded as a separate category.

Section 5 Motion
A motion to discuss a proposal or resolution can be made by any member of the faculty. The motion must be seconded before discussion ensues, at which time the motion is considered to be in its first reading. A first reading is required to inform all voting members of the nature of the proposal or resolution. The discussion during a first reading is a time for suggestions for improvements to the proposal or resolution. During a first reading, the proposal can be approved by consensus after discussion is exhausted (as determined in Article IV, Section 1). If more time is needed to make an informed decision, the proposal or resolution will move to the continuing agenda as a second reading.

A proposal or resolution is considered approved or adopted when the guiding principles of Article IV, Section 1 have been satisfied.
Section 6  Absentee Voting
Voting department members unable to attend a meeting, either in person or through technological means, at which a vote has been called, will be permitted to vote by email after conducting a thorough review of the meeting minutes. They shall send an email to all voting members of the department with their vote, except in cases of secret ballot votes for which they shall send their vote directly to the department administrative coordinator for the purposes of recording the vote and amending the meeting minutes. Absentee votes must be submitted no later than 1 week after the date of the original vote.

Section 7  Recall
A simple majority of the voting membership of the Department is required to make a motion for recall or vote of no confidence. Any Department committee lead, coordinator, or College of Engineering or University committee member may be recalled by a two thirds vote of the voting membership of the Department. Recalls happen only after good faith efforts have been made by all parties to resolve conflicts. The recall or vote of no confidence motion shall follow the voting procedures in this article and will be conducted during a regular department meeting. All parties will have the opportunity to document the rationale for or against the recall.

The Department Chair may be recalled by the Dean upon a vote of no confidence by the voting membership of the Department. A Department Chair recall petition will be forwarded to the Department Chair and the Dean stating reasons for the recall petition. The Dean will give due consideration to Department approved petitions of recall; the Dean may or may not accept the petition. Consistent with principles of shared governance, the Dean will provide a written response to the petition to the Department.

Article V. Amendments
These governance policies and procedures may be amended by a 60% majority vote of the voting membership during a regular department meeting, providing that the proposed amendment has been moved to the Continuing agenda of the department meeting consistent with Article IV, Section 5 and has been approved by the Dean and Provost prior to implementation. These governance policies and procedures should be reviewed at least every five years and approved by the Dean and Provost.

Appendix
MATE RPT Guidelines:
content-calpoly-edu.s3.amazonaws.com/academic-personnel/1/PDF/Criteria_Materials_Engineering.pdf

Guidelines for Workload Assignment including Assigned and Release Time (work in progress)

Materials Engineering Department Chair Selection Process document (approved by the Materials Engineering Dept. on April 8, 2016)
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

Materials Engineering Department

Department Chair Selection Process

Department Approval: April 5, 2016
Revised: August 25, 2016
Department Second Approval: September 9, 2016
University Approval: TBD

Article I: General Guidelines

Section 1. The guiding document for selection of a department chair for the Materials Engineering Department is the “Policies and Procedures for the Governance of the Materials Engineering Department,” henceforth referred to as “the departmental policies.”

Section 2. Amendments made to this document after its original approval must be made by the voting members of the Department as defined in the departmental policies. A 60% majority vote will be sufficient to make an amendment to this document.

Section 3. The guiding principles of the chair selection process within the Materials Engineering Department are those of transparency, inclusivity and collegiality as defined in the departmental policies. The decision to select the next Department Chair shall be made in accordance with the departmental policies. When a consensus cannot be reached, Article II, Section 11 of this document shall be implemented for the selection process. To the extent possible, all members of the Department, including faculty, staff and students should have a voice in the process of chair selection.

Section 4. The duties of the Department Chair are outlined in Article III, Section 2.c of the departmental policies. The Department Chair shall serve for three years after which time the incumbent and other individuals may be considered for nomination. Incumbents may serve for an unlimited number of three-year terms, however, they must be nominated by a member of the chair selection committee (see below) in order to stand for re-election.

Any tenured/tenure track faculty member internal to the University may be nominated to serve as department chair; however, only members of the Materials
Engineering department as defined in the departmental policies may make a nomination.

Should no one be nominated from within the University, the Department shall request from the Dean the consideration of an external search.

Section 5. The Materials Engineering Department, in alignment with the California State Legislature recognizes that harmonious relations between Cal Poly and its employees is necessary to the preservation and promotion of the responsibilities granted by the people of the state of California\(^1\).

Furthermore, the State Legislature intends to ensure that relations between each higher education employer and its employees are carried out in an atmosphere which permits the fullest participation by employees in the determination of conditions of employment which affect them which includes the appointment of the chair as a faculty representative\(^2\).

Furthermore, the Materials Engineering Department makes recommendations to the Dean of the College of Engineering with regards to appointment of the next Department Chair. The President of Cal Poly delegates the authority to administratively appoint the Department Chair to the Dean.

Lastly, administrative appointment of the Department Chair will follow department recommendations except in rare cases. In those cases, the administration will provide written rationale to the rejected candidate(s) that details the reasons for declining the Department recommendation\(^3\). The Dean shall also provide a written rationale to the selection committee which likewise states the reasons for declining the Department recommendation. At the Dean’s discretion, s/he may redact reasons from the copy sent to the selection committee in such cases where protection of the candidate’s privacy is paramount.

Section 6. The chair selection process must follow any and all pertinent policies of the College of Engineering, California Polytechnic State University, or California State University system. Specifically, the Collective Bargaining Agreement establishes the definitions of the “Department” and its membership to include all full-time and part-time faculty within an academic department or equivalent administrative unit\(^4\). Furthermore the Collective Bargaining Agreement establishes that department chairs shall normally be selected from the list of tenured and probationary faculty employees recommended by the department for the assignment, that the department chairs shall perform duties and carry out responsibilities assigned by the President (delegated to the

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\(^1\) HEERA, Gov. Code 3560 Article I(d)
\(^2\) HEERA, Gov. Code 3560 Article I(e)
\(^3\) Cal Poly Academic Senate Resolution AS-748-12
\(^4\) Collective Bargaining Agreement (November 2014 – June 2017), Article 2, Section 2.12 & 2.13
Dean), and that chairs are appointed by the President of the University (delegated to the Dean)\(^5\). The Higher Education Employer-Employee Relations Act (HEERA) further stipulates that Department Chairs shall not be deemed a Supervisory\(^6\) or Managerial Employee\(^7\) solely because of such duties, but rather as someone who performs their duties primarily in the interest of and on behalf of the members of the academic department, including supervision and evaluation of the department faculty and staff.

**Article II: Chair Selection Procedure**

Based on these regulations, the Department Chair of the Materials Engineering Department shall be selected in the following manner:

Section 1. All tenured and tenure-track full time faculty from across the University are eligible to serve as Department Chair.

Section 2. At the initiation of the current Department Chair (but no later than the start of the Winter quarter of the last year of the current Department Chair’s term), a Department Chair Selection Committee, henceforth referred to as the “Selection Committee”, shall be formed and shall include all members of the Department faculty. Representatives of the Materials Engineering staff and student body may participate on the Selection Committee but may not be voting members.

a) All tenure and tenure-track full-time faculty, all FERP faculty, and all part-time faculty shall be considered voting members of the Selection Committee. For all voting members, their votes shall be counted as equal in magnitude regardless of the faculty unit employee’s current time base. Per University policy, part-time faculty may only vote in the case of an internal selection process. Where the candidates for Department Chair are being recruited externally, part-time faculty may not have a vote.

b) All staff currently employed by the department, whether full time or part time, shall be considered non-voting members of the Selection Committee. As higher education employees as defined by HEERA, staff have a legitimate right to participate in recommendations regarding the selection of the Department Chair.

c) Students shall be represented by four at large members of the current Materials Engineering Department student body. These representatives shall be broadly representative of the Materials Engineering student body. They shall be considered non-voting members of the chair selection committee. The Materials

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\(^5\) Collective Bargaining Agreement (November 2014 – June 2017), Article 20, Section 20.30-20.32

\(^6\) HEERA, Article 6.5, Gov. Code 3580.3

\(^7\) HEERA, Article 1, Gov. Code 3562 (e) & (k)
Engineering student body shall be solely responsible for the process by which these representatives are identified. These representatives are responsible for gathering the student body voice to the extent possible.

Section 3. The Selection Committee will conduct its business in accordance with this document and the departmental policies.

Section 4. The Selection Committee shall select a Selection Committee Chair from among the tenure and tenure-track faculty. The Selection Committee Chair shall be selected on a voluntary basis. The Selection Committee Chair’s duties include scheduling and running meetings during regular business hours, notifying selection committee members of those meetings in a timely manner, ensuring that a majority of eligible members are present when appropriate, and reporting the result of the selection committee’s recommendation to the Dean of the College of Engineering.

Section 5. As early as is reasonably possible, the Selection Committee Chair shall notify the Materials Engineering student body that they have the responsibility of identifying four non-voting representatives to the selection committee.

Section 6. The Selection Committee will hold a meeting ideally during the Winter quarter of the last year of the current department chair’s term to accept nominations for the Department Chair position.

Section 7. All members of the Selection Committee may make nominations for the position of Department Chair. Only tenured/tenure-track faculty of the Materials Engineering Department may self-nominate. Nominated candidates have the option to accept or decline the nomination.

Section 8. A full list of all eligible faculty who accepted nomination for the Department Chair position will be collected and distributed to the Department, including students, via email by the Selection Committee Chair.

Section 9. The Selection Committee will hold a meeting during the Winter or Spring quarter of the last year of the current Department Chair’s term for each of the nominated candidates to present their reasons for wanting to serve as Department Chair and the principles by which they would serve the department. This meeting shall be open to all members of the Department, including students.

Section 10. The Selection Committee shall meet one final time in an effort to achieve consensus on which one of the nominated candidates should be recommended to the Dean as the next Department Chair.

Section 11. If consensus cannot be reached, then the voting members of the Selection Committee shall vote on the nominated candidates according to the voting procedures outlined in Article IV of the departmental policies.
a) For the purposes of this vote, all nominated candidates may cast a vote in the process if only internal candidates are sitting for election. Candidates internal to Cal Poly will be excluded from voting in external searches.

b) Faculty on leave with pay have a vote if they have made a reasonable effort to participate in the chair selection process which will be determined at the discretion of the Selection Committee Chair after consultation with the rest of the Selection Committee. For the purposes of this process, “reasonable effort” shall be defined as having attended a minimum of at least 50% of the selection committee meetings. The Selection Committee Chair will produce a written statement outlining the facts pertaining to any denial of vote.

c) At the discretion of the Selection Committee Chair, a Selection Committee member will be denied a vote if they have not made a reasonable effort to participate in the chair selection process. For the purpose of this process, a “reasonable effort” shall be defined as having attended a minimum of at least 50% of the selection committee meetings. The Selection Committee Chair, after consultation with the rest of the committee, will produce a written statement outlining the facts pertaining to any denial of vote.

d) In the event of a vote, the candidate receiving a majority of the vote will be recommended as the next Chair. If a majority vote is not achieved, then the candidates with the two highest votes will be forwarded for a second vote of the committee members. After this process, should a tie occur, both candidate’s names shall be forwarded to the Dean who will resolve the tie.

e) Any member of the Selection Committee may write a dissenting opinion which will be delivered to the Dean along with the Selection Committee’s recommendation.

f) All Selection Committee members will receive a copy of the package submitted to the Dean.

Section 12. The Selection Committee Chair will formally communicate the Selection Committee’s recommendation to the Dean of the College of Engineering, the Materials Engineering Department including the student body, and the nominated candidates.

Section 13. The chair selection process should be completed, and a recommendation made to the dean, no later than the end of the Spring quarter of the current Department Chair’s final year.
MEMORANDUM

TO: Debra Larson, Dean, College of Engineering  
Al Liddicoat, Associate Vice Provost, Academic Personnel  
Kathleen Enz Finken, Provost  

FROM: Eric Beaton, Katherine Chen, Christine Ghent, Victor Granados, Trevor Harding, Jean Lee, Blair London, Lisa Rutherford, Linda Vanasupa

DATE: October 6, 2016

COPIES: Fred DePiero, Associate Dean, College of Engineering; Lindsay Howell, Provost's Office

SUBJECT: Resubmission of MATE Department Governance Policies and Chair Selection Procedure for Approval

Attached is the Materials Engineering revised Governance Policy (i.e. by-laws) and Chair Selection Procedure. Revisions have been made based on helpful feedback from Dean Larson and Al Liddicoat.

We request your approval of our Governance Policy and Chair Selection Procedure - noting your signatures and dates below - before passing this memo and attached document on to Provost Kathleen Enz Finken for her approval.

We also request that a scan of the signed memo be emailed to Lisa Rutherford, Administrative Coordinator, so that she may retain a copy for the department's records.

Thank you very much.

I approve this revised version of the Policies and Procedures for the Governance of the Materials Engineering Department and the MATE Chair Selection Procedure documents.

(signature for Debra Larson)  
10/13/16  

(signature for Al Liddicoat)  
10/14/16
The subject document, approved by the Materials Engineering Department in September 2016, is approved for immediate implementation. Please provide the Materials Engineering Department access to the document as soon as possible.