Faculty Senate Agenda
3/15/24
4 p.m.
Mill 201

I.   Welcome and minutes
        a.   Review of 3/1/24 minutes

II.   CRC – None Provided

III.   Research Faculty and Staff Policy and Procedures (moved from 2/16 meeting)

IV.   Accreditation Visit April 15th through 17th

V.   Spring 2024 Faculty Survey – Previous survey
        https://mtech.edu/facultystaff/facultysenate/surveys/index.html

VI.   Full Faculty Meeting
        a.   Date and Time
        b.   Proposal to add Employee Relations and Confidence Committee to Handbook
        c.   Campus plans (classroom, labs, and offices) for Main and Engineering Hall Remodels
        d.   Accreditation Visit – Meetings involving faculty

VII.   Departmental Senator Elections (or Reelections) for:
        a.   Business
        b.   Chemistry
        c.   Writing
        d.   Trades
        e.   Computer Science, Cybersecurity, & Network Administration
        f.   Electrical Engineering
        g.   Environmental Engineering

VIII.   For the Good of the Order

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Faculty Senate Minutes
3/1/24
Noon to 1 p.m.
Mill 201

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Senators in attendance: S. Risser, S. Rosenthal, C. Faught, R. LaDouceur, A. Mitra, G. Wallace, J. Herndon, M. Egloff, S. Juskiewicz, G. Wyss, R. Nagisetty, J. Kirtley, B. Hill, A. Traut

I.   The minutes were reviewed from the 2/16/24 meeting and a motion was made to approve. That motion was seconded and passed without further discussion.

Action Items

II.   CRC – Proposal to revise the Associate of Science curriculum was reviewed. A motion was made to approve. It was seconded and passed without further discussion.

Informational Items

III.   Budget Advisory Committee update was provided by Scott Rosenthal.

Discussion Items

IV.   Ron Muffick reported that the Campus Safety Committee will be decoupled from the Enterprise Risk Management Committee in order to for the Safety Committee to focus on safety-specific campus issues. Marissa Morgan will be involved with both committees in order to address topic overlap.

V.   Ron Muffick discussed the proposal to increase Part-Time Instructor Pay and allow for departmental supplements. A 10% increase for adjunct faculty pay is approved beginning July 1st of FY 2025.

VI.   For the Good of the Order – no new items were raised.

Montana Technological University Research Faculty & Research Staff (Interim Policy)

Subject:
Section 400 – Research and Public Service

Policy Number:
400.1

Revised date:
November 15, 2023

Review date:
May 15, 2024

Responsible Party:
Vice Chancellor of Research

Historical versions: 2007, signed by Chancellor Gilmore.

Introduction and Purpose:

Research staff positions are classified into three categories: 1) Research Faculty; 2) Center Directors, and 3) Other Research Professionals (e.g. Post-Doctoral Research Associates, Research Scientist, Research Engineer).

Authority:

The Vice Chancellor of Research is responsible for maintaining this policy.

University Policy:

Research Faculty: The non-tenurable Research Faculty positions are: Research Assistant Professor, Research Associate Professor, Research Professor, and Distinguished Research Professor. Individuals holding Research Faculty positions, encompassing four distinct classifications, are assigned to a host department within either the Lance College of Mines and Engineering or the College of Letters, Sciences, and Professional Studies. In this capacity, they adhere to the established departmental standards of the host department with allowances for the enhanced research and reduced instructional requirements, and work under the direction of the sponsoring faculty researcher (Principal Investigator, PI) and Department Head.

Their duties, performance, and responsibilities are also subject to general oversight by the college Dean and the Provost to ensure alignment with the academic and research objectives of the respective college. When institutional needs and goals allow, Research Faculty may be assigned to teach a maximum of six credits hours per year.

The Vice Chancellor for Research (VCR) role in oversight to ensure that individuals' research activities are consistent with the policies of the Office of Sponsored Research and the terms of applicable sponsored research agreements. The VCR's oversight ensures that these standards are maintained, working collaboratively with the Deans and the Provost to foster a thriving academic and research environment.

University Research Center Directors: University Research Centers at Montana Tech are established by Board of Regents (BOR) Policy 218 - Institutional Organization (mus.edu), and are recognized institutional organizations, as listed on BOR Policy 218.5 (mus.edu). Establishment of new University Research centers must undergo both campus and BOR review, per Policy 218. University Research Center Directors report to the Vice Chancellor of Research (VCR), with the VCR serving as hiring authority. In the appointment of a Center Director, the VCR will consult other campus constituents and the Chancellor; the Provost will approve appointments that involve tenure-track or research faculty.

Other Research Personnel: Montana Tech will employ, as needed, research personnel on contract work funded by state, federal, and private agencies. These contracts will be limited term, non-tenured, and subject to renewal based on the continued availability of funding. The Chancellor, Provost, Vice Chancellor of Research (VCR), and Director of Sponsored Programs are signatories on these appointments. Research personnel will generally not have teaching or advising responsibilities within the scope of their contract, unless approval is obtained following the procedures corresponding to this policy. Research Personnel will be assigned to a host department within (a) the Lance College of Mines and Engineering, (b) the College of Letters, Sciences, and Professional Studies, or (c) BOR approved research center listed in Policy 218 - Institutional Organization (mus.edu). Students enrolled in greater than a half-time credit load in their degree program are ineligible for these positions, but may be eligible for other forms of student employment.

Internal control: This interim policy has been reviewed by UM legal.

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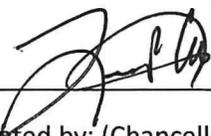
Adopted by: (Chancellor)

12/11/2023

Date

Procedures:

Category 1: Research Faculty

General requirements for each Research Faculty position are described below.

Research Assistant Professors are, upon entry, required to hold an earned Ph.D. in a relevant technical field and have authored at least three peer-reviewed publications, which may include conference proceedings, book contributions, journal articles, or patents. Further, they must have experience as an author or co-author of grant proposals, have served as an advisor or mentor to B.S., M.S., or Ph.D. students, and have taught at least three credits of upper-level or graduate-level courses.

Research Associate Professors appointment to the role of Associate Research Professor requires four years of prior experience as an Assistant Research Professor or equivalent, along with demonstrated research achievements, as gauged by peer evaluation. Typical research achievements expected for this rank include peer-reviewed publications, grant writing, a demonstrated funding record as PI or co-PI, mentoring of junior researchers and/or students, and active service to the profession. The typical publication record will be established by the host department, per their department standards..

Research Professors will typically have held the position of Associate Research Professor for five years (or equivalent for external candidates), with a cumulative publication and service record that has led to national prominence. Specific numbers of cumulative publications should be further specified by departmental standards. Demonstrated mentorship of Ph.D. students or postdoctoral researchers is required. Research Professors will typically act as PI on grants or contracts that fully secure their annual salary coverage, along with additional research support personnel.

Distinguished Research Professors are individuals with a terminal degree and a distinguished track record of publication, external funding, service, and mentorship. This position is typically reserved for exceptional candidates, after nomination by the Dean's Council and approval by the Chancellor. The Dean's Council will establish benchmarks for this position. The ability to generate externally funded research projects that fully fund their salary is expected.

Salaries: Research faculty members on non-tenurable appointments can receive salary increases and promotions on the basis of assigned activity consistent with the requirements of Unit Standards, and contingent upon available funding. Such increases cannot come from the pools established by the CBA for regular faculty. Any recommended salary increase beyond the salary floors requires approval and the identification of funding by the Dean, the VCR, and/or the Provost.

Appointment Level: The majority (>0.6 FTE) of the salary of research faculty should be covered by awarded grants, for which the candidate may or may not

serve as PI. If the FTE salary threshold defined in the letter of appointment is not achieved, employment may be terminated and the individual must apply for reinstatement. Part-time appointments may also be considered. On a case-by-case basis, research faculty may explore with the Vice Chancellor of Research various means to sustain funding in the event of a funding gap or fluctuation in funding levels.

Teaching: When applicable the teaching duties will be specified in the annual contract, at the individual's base salary.

Category 2: University Research Center Directors

Scope: Per BOR policy, Research Centers and Institutes differ from one another in focus, scope, and staffing, but each contributes in unique ways to the common goals of expanding knowledge, generating new discoveries and/or having a positive impact on society through informing policy and systemic change. Communities of researchers and staff in Research Centers and Institutes provide a stimulating environment that encourages early researchers and challenges experienced researchers. Research Centers and Institutes also contribute to the education and training of the researchers of the future by serving as learning environments for students. Interdisciplinary collaboration is promoted by Research Centers and Institutes both within the Institution and among MUS Institutions. Research Centers and Institutes do not provide didactic coursework, confer academic degrees or academic certificates or require accreditation by external accrediting bodies. Research Centers and Institutes are intended to provide a portal for obtaining external funding in response to federal and/or state research priorities. At Montana Tech, these University centers were established as interdisciplinary entities with research themes that span academic units and colleges. As multidisciplinary research entities, they typically do not fall within the purview of a single department or program. At Montana Tech, oversight of Center Directors' performance and research activities is conducted by the VCR in collaboration with Deans and the Provost to ensure the leadership, research, and operational activities of the centers align with the institution's goals and maintain compliance with relevant policies and agreements.

Hiring and Oversight: When full-time, these positions will be advertised and competitively filled through the normal recruitment process, as defined by MUS Human Resources. When filled as partial appointments by existing faculty or staff, these positions will follow the University buyout policy, in consultation with MTFA guidelines for partial appointments. Center Directors are selected based on their demonstrated track record of experience in research, education, service, or outreach management that showcases effective leadership aligning with the dedicated center's success and financial sustainability. Center Directors may be appointed from tenure-track faculty, non-tenure-track faculty, research staff, or through an external search process, with the VCR as the hiring authority. Co- or joint appointments that involve faculty lines (both tenure-track and research

faculty) require approval by the Provost. The flexibility allows for the appointment of individuals with diverse backgrounds and expertise to lead our centers.

Salaries: Research faculty members on non-tenurable appointments can receive salary increases and promotions on the basis of assigned activity consistent with the requirements of Unit Standards, and contingent upon available funding. Such increases cannot come from the pools established by the CBA for regular faculty. Any recommended salary increase beyond the salary floors requires approval and the identification of funding by the Dean, the VCR, and when impacting faculty lines, the Provost.

Category 3: Other Research Personnel

Research Personnel are involved in externally funded research activities and may be assigned to handle administrative and/or or technical aspects of research projects. Their roles can be diverse, covering areas such as project management, data analysis, laboratory management, and more. Research professionals are generally on continuing contracts, subject to the continued availability of funding. Appointments are typically on an annual or biannual basis, and aligned with external research contracts.

Placement in Research Personnel positions is based on experience, degree, and research accomplishments, and is done in consultation with both peer evaluation of scholarly achievements, with collaborative oversight by the Vice Chancellor of Research and Provost. These positions will be advertised and competitively filled through the normal recruitment process. Examples of specific roles for Research Personnel are:

Post-Doctoral Research Scholar: Post-Doctoral Research Scholar must possess a Doctorate in a field relevant to the requirements of the contract. Research Scholar, or "post-doc", positions provide opportunities for individuals to gain research experience by actively contributing to ongoing externally funded research projects. Thus, Post-Doctoral Research Scholar positions are generally considered an entry-level position and extension of graduate education, and are typically reserved for researchers with 0-4 years of experience after the doctorate. Research Scholars engage in research activities that include conducting research, publishing, and collaborating with other researchers.

Research Professionals (including Research Scientist, Research Engineer, Laboratory Manager): Research Professionals shall possess a Bachelor's or Master's or Doctorate degree in a field relevant to the requirements of the contract. Research Professionals may have diverse educational backgrounds; individuals holding PhDs in relevant fields are preferred but candidates with bachelor's or master's degrees and a high level of relevant experience in the field may be considered.

To ensure these professionals have the opportunity for professional development and advancement, Research Scientist and Research Engineers are further classified

into rank, as follows: Research Scientist I, Research Scientist II, Research Scientist III, and in parallel, Research Engineer I, Research Engineer II, Research Engineer III. Level I corresponds to an entry-level position. Typically, a Research Engineer will hold a Professional Engineer license, differentiating this position from the Research Scientist.

Oversight: Research Personnel work under the direction of the sponsoring faculty researcher (Principal Investigator, PI), and either the Department Head or the Center Director. Their duties, performance, and responsibilities are also subject to general oversight by the respective Dean to ensure alignment with the objectives of the respective college or center.

Promotion and Advancement: Research Staff will be placed in rank based on peer and department/college review of research accomplishments, recommendation to the Vice Chancellor of Research, who will then review comparable positions as well as institutional history. The criteria for promotion are to be established by the hosting department/unit, with review by the Vice Chancellor for Research. As professionals and valued members of the community, Research Professionals receive annual evaluations in a manner consistent with other members of their unit. Salary bands for each rank/position will be established by the Executive Leadership Team of the University, based on degree, professional licensure, qualifications, research achievement, and years of experience.

Teaching Duties: When it benefits the interests of the campus and host department, Research Scholars and Professionals may teach courses for compensation paid at the prevailing campus rate through an Extra Compensation Agreement. The arrangement is subject to administration approval, including the host Department Head, Dean, and Provost. In addition, Research Personnel on external contracts must have their teaching duties approved by the PI, the Director of Sponsored Programs, and the VCR. Research Scholars and Professionals may advise graduate students if and only if they have sought status as Affiliate Faculty, per that procedure. Research Scholars and Professionals may serve on graduate committees with approval by the Dean of the Graduate School, as noted in the Graduate Student Handbook.