

Minutes
Faculty Senate Meeting
7:30 AM, December 4th, 2004
MT Con Room, SUB

minutes submitted by secretary A. Stierle

Members present: Chair- Grant Mitman, Vice-Chair – John Brower, Rod James, Susan Leland, Bruce Madigan, John Metesh, Mark Sholes, Chip Todd, Secretary - Andrea Stierle.

Absent – Danette Melvin,

Meeting was called to order at 7:35 AM.

1. **Minutes** - It was noted that the minutes of the November 9th, 2004 Faculty Senate meeting were approved and posted to the Faculty Senate public folders.
2. **Committee reports** – *Research Advisory Committee* member Andrea Stierle reported two major discussion topics from the RAC – the combined IIP doctorate and research professor rankings. There is a problem with the IIP doctorate for colleges that are part of the University of Montana. UM does not have the authority to grant PhD's in Engineering disciplines, therefore Montana Tech's proposed Natural Resources Engineering Degree (PhD) cannot be a doctoral program.

The Committee also discussed Vice-Chancellor Patton's draft document describing research professional rankings. The Committee was generally favorable to the proposed policy. There were two problems however, that the Committee wanted addressed before further discussion – the draft document is not clear in distinguishing between research assistants and research assistant professors, and postdoctoral researchers must be addressed as a separate ranking. See draft document below.

DRAFT

EMPLOYMENT POLICY FOR
RESEARCH ASSISTANTS, RESEARCH ASSOCIATES, AND RESEARCH FACULTY

Position Levels and Ranks

Montana Tech will employ, as needed, Research Assistants, Research Associates, and Research Faculty on contract work funded by state, federal, and private agencies. These positions will be advertised and competitively filled through the normal recruitment process. These contracts will be limited term, non-tenured and subject to renewal based on availability of funding. Research Faculty may be hired at three levels; Research Assistant, Research Associate, and Research Professor.

- Research Assistants shall possess a Bachelor's Degree in a field relevant to the requirements of the contract.
- Research Associates shall possess a Master's Degree in a field relevant to the requirements of the contract.
- Research Professors shall possess a Doctorate degree in a field relevant to the requirements of the contract.

For the level of Research Professor, ranks of Assistant Research Professor, Associate Research Professor and Full Research Professor shall be available. The hiring authority shall determine the rank appropriate for the candidate selected for the position. Promotion between ranks will be governed by the normal tenure and promotion policies for Montana Tech faculty, as modified by the elimination of teaching requirements. Normally candidates for the *level* of Research Professor will not be hired at the *rank* of Full Research Professor.

Base Salary

It is the policy of Montana Tech of The University of Montana that salaries paid to Research Assistants, Associates and Professors engaged in extramurally funded research should be competitive with salaries paid to their external peer academic researchers. For the purposes of this policy, a competitive annual research salary is defined as 100% of the College and University Professional Association (CUPA) average academic salary base for the equivalent discipline, rank and years of experience, corrected for a 12 month work year. The research salary will be determined at the time of hire by the Vice Chancellor for Academic Affairs and Research (VCAAR). In this determination the VCAAR will review the current CUPA average salary data for research faculty of comparable experience, discipline and rank. From this comparison will come a recommendation for the research faculty member's starting salary base. In addition, the VCAAR, in consultation with the research faculty members host department, will make an annual review of performance, promotions in rank, and market conditions and will propose appropriate adjustments to the research faculty member's base salary. In general, it is expected that these salary increases will be limited to changes in the CUPA average salary base unless extraordinary circumstances are present.

The attached figure presents the current CUPA data for average academic year salaries (9 or 10 month contracts) currently paid in the US. This chart will be used as a guideline for determining the starting salaries for new hires in the category of Research Professors at Montana Tech corrected for his or her contract term.

If a Research Assistant, Research Associate or Research Professor chooses to perform teaching duties at Montana Tech, then the salary earned for that portion of his work week shall be governed by the rates appropriate to academic teaching faculty of the same experience, discipline and rank.

Contract Term

These contracts will be issued for a specified time, typically 12 months. They will accrue vacation and sick leave at the rate of 1-3/4 days per month and 1 day per month, respectively. These positions will also be eligible to declared holidays for the general staff. These positions will not be eligible for college breaks and vacations. Any time taken away from work during academic recesses must be reported as vacation time.

Research Assistants, Research Associates, and Research Faculty may engage in outside consulting activities that are consistent with Montana Tech and Montana University System Policies. All outside consulting must be approved by the employee's supervisor and the Chancellor. Time spent on consulting during the normal work week shall be reported as vacation leave or leave without pay unless specific contract provisions provide otherwise.

Accrual of sick and vacation leave:

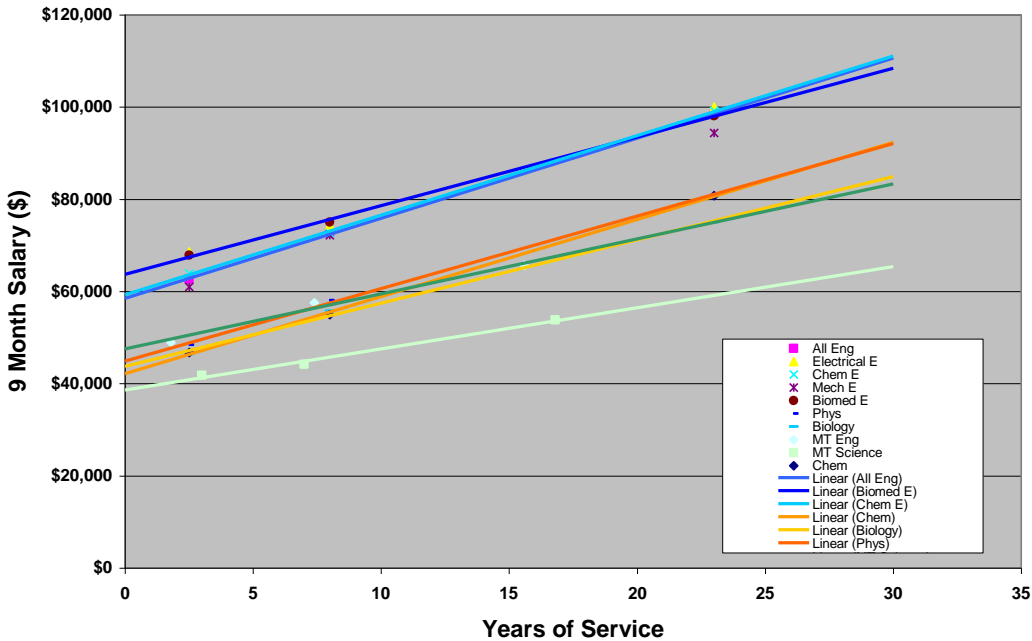
Support contracts will be charged for accrued sick and vacation leave on a monthly basis and these funds will accrue to the general leave fund. Sick and vacation time will be charged against the general leave fund as they are used. Any termination costs for

unused sick and vacation leave will be paid from the general leave fund in amounts as prescribed by current Montana Tech policy.

Effective Date:

This policy is effective January 1, 2005.

**CUPA Salaries
2003**



Assumptions:

- Average time in service for Assistant Professor is 2.5 years
- Average time in service for Associate Professor is 8 years
- Average time in service for Full Professor is 23 years
- Average Promotion times; 5 years to Associate, 11 years to Full

In other Committee news, the Bookstore Committee met and is reviewing the proposed Bookstore Policy presented by Jenny Luft.

3. **Student Evaluation of Teaching-** The Fall evaluation process raised some concerns. Several faculty members did not receive evaluation forms for their classes – this is especially problematic for faculty undergoing review for promotion and tenure. The Committee formed last year was only charged with the creation, not the administration, of the new form. The Vice Chancellor had assured the Committee that her office would handle the personnel and software requirements for creating feedback from the evaluation forms in a timely fashion. Joni Costello had been hired ¼ time for this purpose, but has since been hired full-time in the registrar’s office. Administrative Assistants were notified that they would be scanning the evaluation forms over the holidays.

4. **President Dennison's visit** – President Dennison conducted an open meeting with the Faculty Senate on November 30th, 2004 at 8:00 AM.
5. **Final Exam Schedule** –Rod James raised concern over the Final Exam Schedule and the difficulty of grading finals given so close to the end of semester deadline. It was suggested that Ed Johnson be invited to discuss scheduling with the Senate.
6. **Syllabi** – Northwest Accreditation mandates assessment of all courses and syllabi are considered a tool in the assessment process. The formal nature of the syllabus was discussed and the possibility that the administration provide faculty with “boiler plate” of required information. This might include excused absence policy, for example. Faculty should also clearly state grading policies on their syllabi.
7. **Online Student Self-registration** – A second item that the Senate would like to discuss with Ed Johnson is the possibility of on-line student registration. MSU and UM allow the students to self-register. Is it possible here?
8. **Faculty Senate Website** – Grant Mitman announced that the Faculty Senate website would be ready next semester.

The meeting was adjourned at 9:15 AM.