

Minutes
Faculty Senate Meeting
7:30 AM, October 12th, 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.

Meeting was called to order at 7:35 AM.

1. Secretary noted that the minutes of the last Faculty Senate meeting (Sept. 28th) had been approved by email and had been posted to the Faculty Senate public folder.

2. **Instructor Position**

We are continuing to discuss the role, scope and identity of the position of “instructor”. Susan Patton sent an email to Grant Mitman asking that this issue be brought to the General Faculty for discussion. We disagreed with the Deans’ attempt – and so resolved in our April 1st minutes – to change instructor to include any new assistant professor who is still ABD at time of hire. The faculty who were present at the April General Faculty meeting, were not supportive of the Deans’ proposal either. Instructor is still a tenurable position, and we continue to explore the creation of a stepwise promotion system for those hired as instructors.

Andrea tried to find step promotion systems for instructors at other MUS colleges and universities. Susan Leland sent the step system used at the COT. I have included the entire step system from the COT at the end of this section*. The portion that seems most applicable to North campus hires is the following:

Level I: No degree through bachelor's degree

Level II: Appropriate bachelor's degree and five (5) years of full-time related teaching or occupational experience,

Level III: Appropriate master's degree and ten (10) years of full-time related teaching or occupational experience, five (5) of which must be in an instructional position at an accredited post-secondary institution.

Level IV: Appropriate master's degree or doctorate and five (5) years at Level III.

*INSTRUCTOR

H. Promotion Increases

Promoted employees receive a salary increase equal to the difference between the minimum salaries for their former level and the level to which they are to be promoted in the year before the promotion is effective. Promotion increases are calculated prior to calculating the salary increase provided for in section 10.1A of this agreement. Promotions become effective at the beginning of the academic year following the year the promotion review took place but shall not be implemented until after the ratification of a successor agreement.

I. Level Definition and Threshold Criteria for Promotion

1. The following criteria are effective the 2000-2001 academic year and thereafter.

Level I: No degree through bachelor's degree

Level II: Appropriate bachelor's degree plus 510 hours of approved professional development activity and five (5) years of full-time related teaching or occupational experience,

or

five (5) years at Level I plus 510 hours of approved professional development activity for faculty on an approved professional development plan which allows for an alternative route.

Level III: Appropriate master's degree and ten (10) years of full-time related teaching or occupational experience, five (5) of which must be in an instructional position at a regionally accredited post-secondary institution,

or

five (5) years at Level II plus 570 hours of approved professional development activity for faculty in an approved professional development plan which allows an alternative promotion route.

Level IV: Appropriate master's degree and five (5) years at Level III plus 720 hours of approved professional development activity,

or

appropriate doctorate degree and five (5) years at Level III plus 570 hours of approved professional development activity.

2. Faculty members who do not meet the degree requirements for promotion to Level II may apply for a Half Level II promotion when they have five (5) years of full-time related teaching or occupational experience and have completed at least half of the requirement of an appropriate bachelor's degree or have graduated from an approved professional school which is equivalent to at least two (2) years of postsecondary education when such professional school alternative is approved by the Dean, President or designee and the local Union-Management Committee. The base salary for faculty members who are given a Half Level II promotion

in AY 2001-2002 is \$29,736 and in AY 2002-2003 is \$30,836.

3. All Professional development activity used to meet threshold criteria for promotion must be approved by the employer. The approval process for each campus location shall be communicated to faculty. Prior approval is recommended. If a faculty member's request for approval of a professional development activity is denied, the faculty member may appeal the denial to the Faculty Administration Committee or an alternative process agreed upon by the parties but may not appeal such denial through the contractual grievance procedure.

4. Activities include experiences that advance a faculty member's professional (educational and occupational) skills, knowledges, and abilities, and experiences that maintain a faculty member's currency with technology and practices in education and/or the occupation(s) for which they prepare/educate students for employment or further education. Participation in these experiences usually results in curricular changes or increased teaching effectiveness. These experiences are usually gained through participation in activities such as, but not limited to: college coursework; business and industry-conducted training; professional organization workshops and conferences; seminars; etc.

5. Thirty (30) hours of professional development activity equals one (1) semester credit of college coursework. A combination of approved college coursework and other types of approved professional development activity may be used to meet threshold criteria.

6. The hours of professional development activity specified for each level must have been completed since the faculty member's initial hire or last promotion, which ever is later.

7. The employer may award credit toward the fulfillment of the hours of professional development required for promotion for work experience. Some work experience may not qualify.

8. The employer reserves the right to deny a faculty member's application for promotion or tenure for the sole reason that the faculty member has not obtained an appropriate undergraduate or graduate degree. Faculty hired in FY 2001 and thereafter will be informed in writing by the employer of this requirement at the time of hire.

9. Faculty may submit an application for promotion during the year in which they meet the eligibility criteria. If five (5) years of experience are required, the application may be made during the fifth (5th) year.

10. For faculty with an appropriate doctorate who are seeking promotion to Level IV, some or all of the required hours of professional development activity may be met through approved service or approved scholarly activity.

11. Meeting threshold education and experience requirements specified in subsection I is not sufficient in itself to warrant promotion. Promotion to a higher level also requires application by the faculty member and documentation of positive contributions to the College of Technology. The following activities will be given consideration in evaluation for purposes of promotion:

- a. classroom performance;
- b. facility organization and management of a lab/shop/clinic;
- c. instructional equipment organization and management;
- d. development and revision of curriculum and course material;
- e. student advising;
- f. student outcomes assessment;
- g. activities involving innovative instructional techniques;
- h. scholarly activity such as applied research, presentations and publications;

- i. professional development activities—educational and occupational;
- j. achieved recognition in education, business, industry or in an occupation as evidenced by licensure or certification;
- k. participation in professional organizations—educational, business and industry, occupational;
- l. consulting and other activities with business and industry, and other community organizations;
- m. serving on advisory boards, outside work for agencies, service on campus committees, awards recognizing service accomplishments.

J. Promotion Timelines and Procedures

1. Each College of Technology shall have promotion procedures and criteria. Promotion procedures and criteria shall be updated periodically and must be approved by the Union-Management Committee (or an alternate committee agreed upon by the parties) and the President or designee. Promotion procedures shall include an opportunity for evaluation and recommendation by faculty members as well as the appropriate levels of the administration.

2. A faculty member may only be promoted one level at a time. After a faculty member's first promotion (with the exception of those who have received a Half Level II promotion), the faculty member must wait a minimum of five (5) years before being eligible for another promotion.

3. Lab Director/Instructor tenure/promotion guidelines

This document was provided by Grant Mitman, who obtained it from VC Patton. The discussion in this *ad hoc* committee has merged lab director with instructor positions. This is not the case in the Faculty Staff Handbook. Chancellor Gilmore informed us a few meetings earlier that Lab Directors are adjunct faculty. There was much concern that Lab Directors, who are hired for one set of skills and/or tasks often end up teaching lecture classes, including 400 level classes. Here is the draft document provided to Grant Mitman:

DRAFT

Montana Tech of the University of Montana

Guidelines for the Promotion of Full-time, Non-Tenure Track Lab Directors/Instructors and Suggestions for the Conversion to a Tenure Track Position

Purpose

Eligibility

Criteria for Promotion and Tenure

Eligibility for Tenure Application for Lab Directors/Instructors

Procedures to Apply for Tenure

Requirements

Promotion Award

Purpose

This guideline is intended to outline the procedures required to promote non-tenured track lab directors/instructors, who hold a Board of Regents contract, to a tenured track status. The purpose of the promotion is to recognize the cumulative exceptional accomplishments and contributions of full-time lab directors/adjunct instructors who are not on the tenure track. This promotion is based on consistently demonstrated outstanding merit in teaching and related activities and service.

Eligibility (206.1 Faculty Tenure)

A tenurable appointment is an appointment to a teaching, research, or other faculty position that may lead to a tenured status as provided for in this section. Tenurable appointments shall be made at the rank of instructor, assistant professor, associate professor, or professor. Tenure is the right to reappointment from appointment term until such time as the faculty member resigns, retires, is discharged for adequate cause or is terminated for reasons of financial exigency or program reduction, curtailment or discontinuance.

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Criteria for Promotion in Rank and Tenure (206.3)

Montana Tech recognizes the following academic ranks:

Instructor: The rank of instructor is generally reserved for those who teach lower-division and certificate-level courses. While levels may be available within the rank, it is not normally expected that an instructor would become a professor. Based on this academic ranking, we are requesting tenure status for Board of Regents contract holding Laboratory Directors/ Instructors.

Eligibility for Tenure Application for Lab Directors/ Instructors (based loosely upon 207.1/207.2 COT Tenure)

A probationary appointee shall be eligible to make an application for tenure after the appointee has accumulated seven years of teaching experience, at least six of which have been accumulated at Montana Tech. Tenure shall not be awarded if the eligible faculty member failed to submit application nor if the employer failed to approve tenure. Application for tenure must be in accord with the agreed-upon standards.

Activities

1. The performance of the candidate must consistently demonstrate, as appropriate within his/her professional assignment:

A. Excellence in laboratory direction and instruction: The candidate must be among the best campus faculty directing laboratory credit courses as measured by department head evaluation and documentation.

B. Excellence in activities related to teaching: This includes other activities focused on helping students successfully achieve appropriate academic progress. Examples of these activities include, but are not limited to, advising, supervision of financial aid students, supervision of undergraduate/graduate research projects, overall lab direction safety issues etc.

C. Excellence in service contributions to the campus, the college, the public, and the profession. This can be demonstrated through a variety of activities. Examples include, but are not limited to, service on campus and college committees, organizing and participating in workshops and/or programs for the campus and the community.

D. Excellence in continuous efforts to remain current in new laboratory curriculum and technology. This can be demonstrated through a variety of laboratory activities.

4. Collegiate Evaluation Committee

Grant raised a serious concern about the 2004 Collegiate Evaluation Committee. The Handbook outlines the composition and duties of this important committee.:

Collegiate Evaluation Committee (applicable to tenure and promotion applications only)
Representation on the Committee

A Collegiate Evaluation Committee, comprised of full-time, tenured, full professors and representative of each school/college of the Institution, will be established each academic year. Each academic Dean will arrange for the election of a representative from his/her school/college, no later than October 1 and report the name of the representative to the VCAA/R. In addition, each faculty member being evaluated may select a faculty representative as a voting member of this committee. (This person need NOT be a full professor). Representation of the one additional member, therefore, may differ with each case being evaluated.

Deans, Department Chairs and members of the Academic Freedom and Tenure Committee or of the Grievance Committee, who might hear promotion and tenure appeals or grievance cases, are not eligible for this service.

The VCAA/R will call the first meeting (only) for the Committee to elect its chair.

Task of the Committee

Following the review of the portfolio of the person seeking promotion or tenure (or both) by that individual's department and school/college, including its Dean, the Collegiate Evaluation Committee will examine individual portfolios and will meet to discuss the materials. Those being evaluated will not be present, but the committee may choose to solicit further information or clarification of information from the individual or his/her colleagues. Ultimately, the committee will write a positive, negative or qualified recommendation to accompany each portfolio under consideration; that packet will then be carried to the VCAA/R for consideration and for the continuation of the evaluation process.

This Committee will not rank or prioritize portfolios being reviewed.

Each faculty member seeking promotion or tenure will be apprised within five days of positive or negative recommendations at each step of this process (i.e., evaluation reports by the Department Head, Dean, Evaluation Committee, VCAA/R), and he or she may modify and strengthen the application portfolio or abandon the process at any intermediate step.

A negative recommendation from the VCAA/R may be appealed to the Academic Freedom and Tenure Committee.

The problem has been with the inability of the Dean of the School of Mines to appoint a representative. The Faculty Senate secretary will draft a note to the general faculty requesting that a tenured professor in that school contact Pete Knudsen as soon as possible.