

Minutes
Faculty Senate Meeting
3:00 PM, February 17th, 2005
MT Con Room, SUB

minutes submitted by secretary A. Stierle

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

Absent – Bruce Madigan, Danette Melvin, John Metesh

Also in attendance – Vice Chancellor Patton, Pat Munday, Jack McGuire

Meeting was called to order at 3:05 PM.

1. **Minutes** – It was noted that the minutes of the February 1st, 2005 Faculty Senate meeting had been approved by email

2. **Student Evaluation of Teaching** - Several problems were reported with the evaluation process in the Fall semester.

- Several faculty reported that they did not receive evaluation forms for their classes and were informed that there were not sufficient forms available.
- One of the larger concerns was the method of data presentation. What the faculty received as data from the evaluation process was not what the student evaluation form committee proposed.
- It was also noted that many of the questions on the standardized form were unsuitable for evaluation of online courses.
- Other faculty wanted the actual comments from students, not a synopsis. Susan Leland (COT senate rep) was told that South Campus faculty could not get full comments.
- Despite assurances from the student members of the **Evaluation Form Committee** that students would not think the form was too long, students thought the form was too long. Students who had lecture and lab classes from the same professor were refusing to fill out both forms.

3. **Give from the Heart Campaign**

Last year the Chancellor's cabinet approved one fund-raising event as a Montana Tech sanctioned event – the **Give from the Heart Campaign**. The Foundation would like to give “100% participation certificates” to qualifying departments at the TGIF. The Senate was asked to approve this idea. Most of the senators were not comfortable with singling out one charitable venue.

The following motion was made and seconded : *the Faculty Senate does not support giving “100% participation certificates” for the Give from the heart campaign at a TGIF. The motion passed unanimously.*

4. Course Syllabi

Most faculty prepare syllabi for the courses they teach, but the content varies considerably. Should course syllabi have some standard content, and what should that content include:

- grading policy?
- course objectives?
- course expectations?
- detailed calendar?

Vice Chancellor Patton will check and see if there is some administrative or accreditation mandate that must be met. *The discussion will be deferred until the next meeting.*

5. Research Faculty Policy

Vice Chancellor Patton provided made the recommended changes in the Research faculty Policy (see below).

The motion was made and seconded that the Research Faculty Policy be accepted as amended. The motion passed unanimously.

EMPLOYMENT POLICY FOR

RESEARCH ASSISTANTS, RESEARCH ASSOCIATES, POST DOCTORIAL FACULTY, AND RESEARCH PROFESSORS

Position Levels and Ranks

Montana Tech will employ, as needed, Research Assistants, Research Associates, Post Doctorial Faculty, 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 personnel may be hired at four levels; Research Assistant, Research Associate, Post Doctorial Faculty, 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.

Post Doctorial Faculty shall possess a Doctorate degree in a field relevant to the requirements of the contract and will be hired at the rank of faculty.

Research Professors shall possess a Doctorate degree in a field relevant to the requirements of the contract and will be hired at the rank of faculty.

For the level of Research Professor, the normal academic ranks of Assistant, Associate and Full 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.

(Appointments made at the research rank for zero compensation will be evaluated by the VCAAR on an individual basis.)

Base Salary

It is the policy of Montana Tech of The University of Montana that salaries paid to Research Assistants, Research Associates and Research Professors engaged in extramurally funded research should be competitive with salaries paid to their external peer academic researchers.

Research Professors

For the purposes of this policy, a competitive annual research salary is defined as 100% of the College and University Professional Association (CUPA) average nine month academic salary base for the equivalent rank, discipline and years of experience, corrected for a twelve month work year. The 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 academic faculty of comparable experience, rank, and discipline. From this comparison will come a determination of the starting salary. The Chancellor is the final approving authority.

The VCAAR, in consultation with the Research Professor's host department, will make an annual review of performance and market conditions and will propose appropriate adjustments to the base salary. In general, it is expected that these salary increases will be limited to changes in the CUPA average salary base plus corrections for increases in rank unless extraordinary circumstances are present.

Post Doctorial Faculty

Post Doctorial Faculty salaries may be determined by specific conditions of the grant supporting the position. If there are no such constraints then these positions shall generally be hired at their appropriate CUPA discipline salary with zero years of experience.

The VCAAR, in consultation with the Post Doctorial Faculty's_host department, will make an annual review of performance and will propose appropriate adjustments to the base salary.

Research Assistants and Research Associates

Research Assistants and Research Associates starting salaries will be set by a consideration of local and regional market conditions for their specific discipline and work experience. These salaries will be determined at the time of hire by the Vice Chancellor for Academic Affairs and Research.

The VCAAR, in consultation with the Research Assistant's or Research Associate's_host department, will make an annual review of performance and regional market conditions and will propose appropriate adjustments to the base salary.

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 their work week shall be governed by the rates appropriate to academic teaching faculty of the same experience and discipline. Such teaching duties may be performed by an Extra Compensation contract with the approval of the Department Head, Vice Chancellor for Academic Affairs and Research, and the Vice Chancellor for Research and Graduate Studies.

Contract Term

These contracts will be issued for a specified time, typically 12 months. These positions will be eligible to declared holidays for the general staff. These positions will not be eligible for college breaks. Any time taken away from work during academic recesses must be reported as vacation time. Benefits will accrue based on the position type (academic or non-academic) and eligibility.

Academic appointments include the Assistant, Associate, Full Research Professors and Post-doctoral faculty. Non-academic appointments include: Research Assistant and Research Associate.

Consulting

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 _____, 2005.

6. Salary Committee

John Brower discussed the Salary Committee's recommendations for allotment of the proposed pay raises. If the salary raises are <5% (proposed rate is 3.5%) then every state employee at Montana Tech will receive either the proposed pay increase (3.5%) or \$1000, whichever is larger. Because this proposed raise and the proposed 4% increase the following year barely meet cost of living increases, they will not be used to rectify salary inequities due to time in grade or CUPA gaps. The Salary Committee recommends that employees receive nothing less than what the state allows. CUPA concerns will be re-evaluated after applying the proposed pay increases.

7. Satisfaction Survey

The Senate discussed the goals of the Satisfaction Survey and whether or not the Satisfaction Survey met the desired goals. The Survey was drafted:

- *to assess faculty satisfaction with various aspects of Montana Tech governance, administration and services.*
- *to provide feedback from faculty- to provide data that can help identify concerns that need addressing.*

Many faculty have indicated that Montana Tech has a serious morale problem that has led to loss of good faculty and staff over the past several years. The recent *Technocrat* article about the Survey pointed to faculty dissatisfaction with Chancellor Gilmore and the direction in which Montana Tech was moving. Morale problems often lead to Satisfaction Surveys to determine where the perceived problems lie. Perception is important, whether or not it reflects absolute fact. The Satisfaction Survey is analogous to the Student Satisfaction Survey or to the student evaluations of teaching.

One Senate member argued that the Survey didn't solve the problems – in essence, the Senate is not telling the Chancellor how to improve his ratings. Andrea responded that this is data, just like a student evaluation. Students don't tell their professors how to be better teachers, they just

let them know whether or not they are satisfied. It is up to us as professionals to evaluate the feedback we receive and to determine how to use that data.

The Senate will re-evaluate the form to eliminate questions that are not pertinent to most faculty and to decide if the survey should be alternated – administration one year, services the following year.

meeting adjourned at 4:40 PM