



The University of
Montana


Intra-campus MEMORANDUM

Lois Muir, Provost and Vice President for Academic Affairs
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DATE: June 22, 2001
TO: Jerry Esmay, Department of Computer Science
FROM: Lois Muir, Provost and Vice President for Academic Affairs *Lois Muir*
SUBJECT: Revised Unit Standards for Department of Computer Science

With the modification regarding terminal degree requirements on page 7 that you sent to me on May 30, I am pleased to approve the Unit Standards for the Department of Computer Science. Thank you for your responsiveness to this important job.

kb
cc Donald Robson

DATE: May 30, 2001
TO: Lois Muir, Provost and Vice President for Academic Affairs
FROM: Jerry Esmay, Chair, Department of Computer Science 
RE: Revised Unit Standards

Dean Storch informed us that you had requested one modification to the revised unit standards we had transmitted to you back in April. Specifically, you requested that the wording concerning the definition of a "terminal degree" be changed to an earned doctorate. A revised page 7 is attached. The remainder of the Unit Standards remains the same.

Cc: Mike Rivey, Chair, UM Unit Standards Committee
Tom Storch, Dean, CAS

Attachment

c. Evidence of professional/university service:


- 1) Active interest and participation in professional organizations.
- 2) Consulting.
- 3) Continuing education activities such as extension courses, workshops, and/or seminars for business and government personnel.
- 4) Rendering professional service as a member of private or public boards or committees.
- 5) Active and productive participation in the development of the department and school, including but not limited to curriculum development and service on school/department committees.
- 6) Productive participation on campus-wide faculty committees.
- 7) Significant public service related to the faculty member's area of competence.
- 8) Additional evidence of service.

B. SPECIFIC CRITERIA

1. Terminal Degree

A terminal degree for the Department is an earned doctorate in Computer Science or a closely related discipline. (Exceptions may be approved by the Dean and Provost.)

All faculty members hired for a tenure-track position of Assistant Professor or above will be assumed to have met the requirements of a terminal degree. This assumption also pertains to all members of the department upon approval of this document. Before offering employment to any individual who does not possess the appropriate doctorate, the Department will determine if the candidate has appropriate professional experience.

DATE: April 12, 2001
TO: Lois Muir, Provost and Vice President for Academic Affairs
FROM: Jerry Esmay, Chair, Department of Computer Science 
RE: Revised Unit Standards

The revised Unit Standards for our Department are attached for your approval. As you will note, these have been through the UM Unit Standards Committee.

If you have any questions, please let me know.

Cc: Mike Rivey, Chair, UM Unit Standards Committee
Tom Storch, Dean, CAS

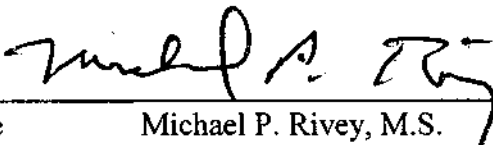
Attachment

UM UNIT STANDARDS COMMITTEE

APPROVAL FORM

RE: Unit Standards for Department of Computer Science


- 1) Chairer, UM Unit Standards Committee



Signature Michael P. Rivey, M.S. Date 3-30-01

COMMENTS:

- 2) Dean, College of Arts and Sciences



Signature Thomas A. Storch Date 12/III/2001

COMMENTS:

- 3) Provost and Vice President for Academic Affairs

Signature Lois Muir Date

COMMENTS:

**DEPARTMENT OF COMPUTER SCIENCE
UNIT STANDARDS
(April 12, 2001)**

I. GENERAL

This document does not stand alone. It must be read and used in conjunction with the current (July 1, 1999 through June 30, 2003) Collective Bargaining Agreement (CBA) between the University Teachers' Union and the Montana University System.

II. DEPARTMENTAL ORGANIZATIONS

A. FACULTY COMPOSITION

The Department of Computer Science has both tenure-track and non-tenurable faculty members. The tenure-track faculty are expected to perform duties in all three areas of teaching, research and service while the non-tenurable faculty are usually only expected to teach and in a limited number of cases, perform service-type duties. The tenure-track faculty can be on one of two (2) career paths, and the non-tenurable faculty can be on either semester contracts or academic year contracts.

B. TENURE-TRACK CAREER PATHS

1. Teaching Emphasis Path

Individuals on this path will normally be required to perform the following:

- a. Pursue a reduced program of computer science research but one which includes periodic publishing in refereed journals and/or refereed conference proceedings.
- b. Teach a heavier course load than those tenure-track faculty on the research track. The teaching load is assigned as noted in the CBA section 6.210. Independent studies will not be counted for this requirement.
- c. Share (with other teaching emphasis faculty) the following Departmental administrative duties:
 - 1) Advising of undergraduate students.
 - 2) Evaluation of undergraduate graduation applications.

- 3) Act upon student petitions.
- 4) Assume other Departmental duties as required.
- d. Serve on Departmental committees as required.
- e. Volunteer for at least one (1) University committee.
- f. Maintain a high degree of professional competency and currency by participating in such activities as new course development, attendance at short courses and seminars, publication of professional articles, individual research, consulting, and membership in professional organizations.

2. Research Emphasis Path

Individuals on this path will normally be required to perform the following duties:

- a. Pursue a program of computer science research and publish actively in refereed journals and/or refereed conference proceedings.
- b. Teach a reduced load from those tenure-track faculty on the teaching emphasis track. Independent studies will not be counted.
- c. Serve on Departmental committees and provide graduate student advising as required.
- d. Serve on graduate degree committees as needed, and serve as committee chair when appropriate.
- e. Maintain a high degree of professional competency and currency by participating in such activities as new course development, attendance at short courses and seminars, publication of professional articles, individual research, consulting, and membership in professional organizations.

3. Minimum Requirements

The duties given in B.1 and B.2 are to be considered minimum requirements only, and if a faculty member takes on activities beyond those specified in B.1 or B.2, these activities may be considered positively in the faculty member's evaluation. Additionally, teaching loads for individual faculty may vary on a particular year due to the needs of the Department related to necessary course offerings, sabbaticals, etc.

4. Retired Faculty on Campus for One (1) Semester

Post-retirement contracts will be negotiated as specified in section 13.740 of the CBA.

5. Choosing a Path, Changing a Path

New tenure-track members of the Department will be assigned a path during their employment interview. This assignment will be included in the letter offering them a position.

Any tenure-track member may request a change in his/her career path by submitting a request in writing to the Department chair during spring semester before the next fall semester teaching assignments are made. The chair, in consultation with the Faculty Evaluation Committee and the Dean, may deny the request if the grounds are not valid, or if the needs of the Department preclude the change.

C. NON-TENURABLE FACULTY

The general rights and responsibilities of non-tenurable faculty are contained in University Policy 143.0.

Non-tenurable faculty are hired on a course by course basis and a semester by semester basis. A non-tenurable Lecturer contract would normally cover the entire academic year.

1. Hiring and duty assignment

Non-tenurable faculty are recruited and hired in consultation with the Dean, College of Arts and Sciences (CAS). State and federal laws and statutes are to be adhered to including those associated with Equal Opportunity/Affirmative Action policies.

Duties and Full Time Equivalent (FTE) value will be assigned in writing at the time of hiring after consultation with the Dean, CAS. While primary duties will normally be associated with teaching, research and/or service responsibilities may also be included.

2. Participation in unit governance

Non-tenurable faculty assigned a 1.0 FTE will normally participate fully in faculty meetings, votes on unit matters, and serve on unit committees.

Non-tenurable faculty assigned a FTE of less than 1.0 will have the option of attending faculty meetings, will not participate in unit votes and are not required to serve on unit committees.

3. Participation in the annual faculty evaluation

Non-tenurable faculty will be evaluated similarly to the tenure-track faculty, but will not be assigned as members of the Faculty Evaluation Committee.

Each non-tenurable faculty member will be evaluated based upon their assigned duties at the time of hiring.

III. FACULTY EVALUATION COMMITTEE (FEC)

In addition to CBA section 10.230, the following procedures apply to the Department:

- A. The FEC will be composed of one student observer and all full-time, tenure-track faculty, except as follows:
 1. The Department chair shall not serve as a member of the FEC.
 2. A faculty member will not serve as a member of the FEC for the consideration of his or her own evaluation.
 3. Only tenured faculty members and the student observer will serve on the FEC when tenure matters are being discussed or decided. In the case that there are fewer than three (3) tenured faculty in the Department, the additional tenured members will be selected from other departments or schools as follows: The faculty member under consideration for tenure may specify any department(s) and/or school(s) that he/she wishes to participate in his/her tenure evaluation. The department chair or dean of those specified departments and/or schools will be requested to appoint one (1) or more of his/her faculty to temporarily sit in on the Computer Science FEC until the tenure decision in question is reached.
 4. An eligible faculty member scheduled for a leave for all or part of the academic year will normally be excused from FEC membership for that year, unless he/she explicitly indicates the intention to participate as a member in that year. This intention should be made in writing to the Department Chair prior to the first FEC meeting.
- B. The chair shall be determined by election at the first annual meeting of the FEC. A vice-chair will also be elected to serve whenever the FEC chair is being evaluated.

- C. Evaluation procedures will follow those specified in the current CBA, as amplified by the following:
1. After the FEC has evaluated the records of the individual under review, a vote will be cast by secret ballot to decide the issue. The FEC chair will make provisions for obtaining an absentee ballot from each member not present. The total number of votes in any decision is the sum of those votes "for" or "against"; abstentions, absents are recorded as a matter of record, but are not considered in determining what constitutes a majority. A tie vote will cause a recommendation of normal to be forwarded if the issue is a merit increase or below normal increase, or a recommendation to be forwarded of disapproval if the issue is one of promotion or tenure.
 2. The FEC chair will communicate the action of the committee, including the division of the house, in writing to the faculty member under review. The faculty member under review will then have an option of requesting that the FEC re-consider its action. A request for reconsideration can be supported by written statements from the faculty member under review and/or other persons. Following reconsideration, the FEC will take a second vote on the issue, using the same procedure as for the first vote.
 3. After the FEC has completed its written recommendation for each faculty member, a copy of its recommendation as well as any additional documents that have been added to the record will be made available to the faculty member. The faculty member may discuss the recommendation with the Department Chair. This must take place before the Department Chair completes his/her evaluation and recommendations.

IV. CRITERIA FOR PROMOTION, TENURE AWARD AND SALARY DETERMINATION

A. GENERAL

1. Faculty responsibilities in the areas of teaching, service and research are outlined in section 6.000 of the CBA for faculty on a tenure track and explicitly addressed in the letter of hire for non-tenurable faculty. The following are intended as an elaboration of these responsibilities.
2. It is expected that all faculty within the Department show evidence of satisfactory teaching since this is the primary mission of the University. It is also expected that faculty will engage in the other activities associated with their career path or non-tenurable faculty contract, but these will vary according to the member's interest and the needs of the Department and the University.

3. The Department lists the following activities as an elaboration of the general evaluation criteria found in the current CBA. This list is to be used only as a general guide, as the Department does not wish to constrain creative endeavors which would further the objectives of the University.

a. Evidence of teaching ability

The faculty member must be an "effective" teacher in his/her various teaching assignments in computer science. Judgement of effectiveness is largely subjective; usually an effective teacher can be recognized by the choice of subject matter and emphasis on main issues, by the systematic organization of courses, by performance in helping the student to learn (in and out of the classroom), by the degree to which course material is kept current, by judicious experimentation with teaching methods, and by the thoroughness and fairness of examinations. Teaching effectiveness can be determined through consideration of the following:

- 1) Student opinion as reflected in the end-of-course critiques which are administered in each course at the end of each semester.
- 2) Peer evaluations, which may consist of classroom attendance, interview with students, and/or evaluation of course materials.
- 3) Surveys of alumni.
- 4) Evaluation by the Student Evaluation Committee.
- 5) Additional evidence of teaching effectiveness.

b. Evidence of research:

- 1) Receipt of research grant.
- 2) Publication of articles, monographs, or books.
- 3) Presentation of papers at meetings of professional organizations.
- 4) Formal working papers reviewed by professionals outside The University of Montana.
- 5) Sponsoring seminars in area of research.
- 6) Additional evidence of research, including other outside reviews.

c. Evidence of professional/university service:

- 1) Active interest and participation in professional organizations.
- 2) Consulting.
- 3) Continuing education activities such as extension courses, workshops, and/or seminars for business and government personnel.
- 4) Rendering professional service as a member of private or public boards or committees.
- 5) Active and productive participation in the development of the department and school, including but not limited to curriculum development and service on school/department committees.
- 6) Productive participation on campus-wide faculty committees.
- 7) Significant public service related to the faculty member's area of competence.
- 8) Additional evidence of service.

B. SPECIFIC CRITERIA

1. Terminal Degree

A terminal degree for the Department is defined as follows:

- a. An earned doctorate in Computer Science or a closely related discipline, or
- b. Professional qualification which is defined as a master's degree accompanied by appropriate experience in teaching, research and/or industry.

All faculty members hired for a tenure-track position of Assistant Professor or above will be assumed to have met the requirements of a terminal degree. This assumption also pertains to all members of the department upon approval of this document. Before offering employment to any individual who does not possess the appropriate doctorate, the Department will determine if the candidate has appropriate professional experience.

The concept of appropriate professional experience is not to be taken lightly by the Department. It can only be granted for major and significant experience directly related to the responsibilities of the faculty member. The documentation required to support appropriate professional experience will vary with each individual depending on factors such as the organization in which the experience was acquired, the level of responsibility held in the organization, diversity of experience and other factors. For this reason, a standard documentation cannot be specified which will fit all possible cases.

Prior to a consideration of appropriate professional experience, the chair of the Faculty Recruitment Committee (FRC), the Department Chair, and the Dean of CAS will meet and determine what documentation will be required. A statement specifying the requirements will be communicated to the candidate in writing so that the evidence may be returned prior to action by the FRC, Department Chair, and Dean.

2. **Promotion**

- a. Promotion to any rank will depend primarily upon attainment of the academic qualifications and an academic record appropriate to that rank. Additionally, the faculty member's career path must be considered during the evaluation process. Promotion is not, in other words, merely a matter of years in rank. In addition to the criteria listed in the CBA section 10.110, the following will apply:

- 1) Instructor to Assistant Professor

See CBA section 10.110, paragraph 1.a.

- 2) Assistant to Associate Professor

See CBA section 10.110, paragraph 1.b,

- 3) Associate to Full Professor

See CBA section 10.110, paragraphs 1.c&1.d. The reader is specifically directed to the following excerpt from the CBA section 10.110, paragraph 1.d

"... For promotion to full professor, a faculty member must have the level necessary as defined in the CBA and unit standards in teaching competence, scholarship/creative activity, and service. However, no faculty member may be promoted to full professor on

the basis of teaching and service alone. Scholarship shall be demonstrated by scholarly publication ..."

3. Tenure

See CBA section 10.110, paragraph 2.

4. Merit Recognition

See CBA section 10.110, paragraph 3.a.

5. Less-Than-Normal Increment

See CBA section 10.110, paragraph 3.c.

6. Retention and Non-reappointment

See CBA sections 9.200 & 9.300.

7. The Concept of Professional Growth, Activity and Prospects for Tenure

See CBA^section 9.000.

V. DOCUMENTATION SUGGESTED FOR SUPPORT OF EVALUATION

A. GENERAL

Each faculty member will submit documentation to the FEC in support of his/her performance. This will become his/her "record" for purpose of evaluation. See the CBA, section 10.210 for further details on when the documentation is to be submitted.

The material should be organized per the guidelines in the Appendix. A cover memo to the FEC should be placed on the documentation stating whether the faculty member is requesting consideration for a merit raise, promotion, tenure, or normal salary increment. This memo should also point out specific accomplishments the faculty member wants to bring to the attention of the reader and/or explain questionable areas of performance.

B. RULES

1. Promotion

Nothing used in the documentation for a previous successful promotion can be included in the current promotion documentation.

2. Merit

Nothing used in the documentation for a previous successful promotion or merit recommendation can be included in the current merit documentation.

3. Tenure

The entire professional career can be used.

4. General

- a. To include publications listed as "in press" or "accepted for publication", attach a copy of the notice of acceptance. "In press" means "accepted for publication", and the latter is the preferred term. If a publication was listed as "in press" or "accepted for publication" as part of a successful advancement recommendation, it cannot be used again, even if the actual publication date falls within the new review period.
- b. List grants that were active during any part of the period, not just those awarded during the period. Listing for each grant should include title, sponsoring agency, award number, inclusive dates, and dollar amount. Dollar amount should be given as "\$ grant, plus \$ indirect cost, \$ total".

VI. GENERAL STATEMENTS

These unit standards and procedures are intended to be in addition to and consistent with those provided in the current CBA, and in the event of any omissions or inconsistencies, the terms of the CBA shall be applicable and shall prevail.

Faculty members should consult the CBA for procedures related to the evaluation process beyond the FEC and to determine the procedural requirements for appeals.

Appendix

PERSONAL PERFORMANCE DOCUMENTATION

A. FORMAT

1. General

- a. Nothing is to appear under more than one heading.
- b. Pages are to be numbered sequentially.
- c. The last page is to be signed by the faculty member.

2. Teaching

a. Courses Taught

- 1) List courses by semester for the period to be covered by the rest of the vita.
- 2) Show the enrollment for each course.
- 3) Format: F 1999 CS344-Operating Systems 3 credits 28 enrolled
- 4) Ensure that a course report, containing basic course materials for each course taught during the review period has been submitted to the Department Administrative Assistant for filing.

b. Advising

1) Undergraduate Advising

Elaborate on advising activities.

2) Graduate Academic Advising

Elaborate on advising activities.

c. Other evidence.

3. Research

a. Professional Publications

- 1) List in chronological order, including title of paper or book and all authors.
 - 2) Attach a copy of the title page of all listed publications (or complete reprint, if you prefer).
 - 3) See the instructions for handling "in press" or "accepted for publication" articles covered in paragraph V.B.4.a of the Unit Standards.
- b. Papers Presented at Meetings
- 1) Title, all authors (with presenter underlined), occasion, place, and date.
 - a) Invited papers at professional meetings.
 - b) Papers presented at meetings.
 - c) Presentations at seminars, etc.
- c. Grants and Contracts Awarded
- See instructions for including grants in paragraph V.B.4.b of the Unit Standards.
- d. Grants and Contracts (pending or not funded)
- List with detail similar to above, proposals submitted during the review period that have been unsuccessful or which are pending.
- e. Undergraduates Directed in Research Projects
- List each undergraduate by name, for each of the years reviewed.
- f. Graduate Students Directed in Research Projects
- List such students by name, for each of the years reviewed.
- g. Other Graduate Student Advising Committee Assignments (in addition to 2.f)
- For each year reviewed, list by name and discipline those graduate students other than your own on whose advisory committee you served.

h. Research Efforts

List documentation attached for items a-h above.

4. **Professional Service**

a. Professional Organizations

1) List memberships.

2) Offices held.

b. Awards

List.

c. Professional Service

1) Committee assignments in professional organizations.

2) Review panels served on.

3) Manuscripts and proposals reviewed.

5. **Service**

a. Committees

1) University (include name, dates of service, and note if chair).

2) Department (include name, dates of service , and note if chair).

3) Other (state, local, etc.)

b. Consulting

List type, approximate number of hours, organization requesting, etc.

6. **Other**

Include whatever seems appropriate, yet did not fit elsewhere.

7. **Heading and Certification**

a. Heading on Every Page:

b. Statement of Fact:

I certify that this evaluation data file is complete and correct to the best of my knowledge for academic year 20_.

Date

Signature