



The University of
Montana

**UM UNIT STANDARDS COMMITTEE
SIGNATURE FORM**

Unit Standards for: Dept of Ecosystem & Conservation

Year: 2012

1) Department Chair:


Signature

1 Aug 2012
Date

2) Dean:


Signature

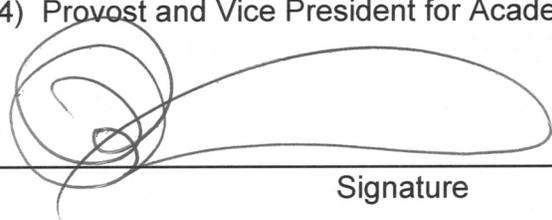
8/1/12
Date

3) Chair, UM Unit Standards Committee:


Signature

3/15/13
Date

4) Provost and Vice President for Academic Affairs:


Signature

6/25/13
Date

UNIT STANDARDS AND PROCEDURES DEPARTMENT OF ECOSYSTEM AND CONSERVATION SCIENCES THE UNIVERSITY OF MONTANA

These Unit Standards and procedures are intended to be in addition to, and consistent with, those provided in the current Collective Bargaining Agreement, and in the event of any omissions or inconsistencies, the terms of the Collective Bargaining Agreement shall be applicable and shall prevail.

University Requirements for Faculty Advancement

Evaluation of faculty members for purposes of promotion, tenure, salary determination, or recommendation for retention shall involve consideration of appropriate University requirements as well as the Unit Standards of the Department of Ecosystem and Conservation Sciences. University requirements are found in the Collective Bargaining Agreement Article 10.110.

Unit Standards for Faculty Evaluation

This section details the faculty evaluation standards adopted by the Department of Ecosystem and Conservation Sciences. Any faculty member with questions on these evaluation procedures or the Collective Bargaining Agreement should consult the Chair of the Faculty Evaluation Committee.

The processes of promotion and tenure are considered separately from the annual (assistant professors), biennial (associate professors), or triennial (full professors) performance evaluation and may require a higher standard. Those receiving annual normal and above normal performance evaluations should not assume that this amounts to satisfactory progress towards promotion and tenure over the evaluation period. All actions of the Faculty Evaluation Committee shall take into account the faculty member's teaching/research/service assignment.

A. Eligibility for Tenure

Tenure application will be conducted in accordance with the Collective Bargaining Agreement, 9.320.

A faculty member meeting the following criteria will be eligible to apply for tenure:

1. Five (5) years credit toward tenure, at least three (3) at The University of Montana.
2. Appropriate terminal degree.
3. Minimum academic rank of associate professor, though faculty members may

apply for tenure and promotion to associate professor simultaneously.

In addition to attainment of the above status, the candidate for tenure must:

1. exhibit successful performance and indications of continuing development in teaching, research, and service activities as described in Part C of this section;
2. maintain capabilities, expertise, and interests aligned with the projected needs of the Department;
3. receive a positive tenure recommendation by vote of a majority of the tenured faculty of the Department of Ecosystem and Conservation Sciences.

The application for tenure must be in accord with the unit standards for annual performance evaluation in the areas of teaching, research, and service, with demonstrated and meaningful professional growth. At a minimum, it will be expected that the individual has published an average of at least one nationally peer reviewed publication each year over the evaluation period, or an equivalent combination of nationally peer reviewed book chapters, books, and other scholarly communications to document contributions to the research function of the department. There should be a record of success in obtaining research grants, and a strong commitment to directing and mentoring graduate students (see section C below).

Teaching should be demonstrably effective both at the classroom level and outside the classroom (e.g. advising undergraduate research, independent study, etc.). The candidate should also provide a record of service to the Department, College, and University, and their respective discipline that reflects an established and growing presence and stature at the national level.

The department chair shall solicit letters from external reviewers for those faculty members considered for tenure. In each case, the faculty member shall provide the names and addresses of 6 potential reviewers, from which the department chair shall solicit letters from at least 3 individuals. The department chair shall provide the names of 6 potential reviewers to the faculty member to make sure no personal conflicts exist; from these, the department chair shall solicit letters from at least 3 individuals.

B. Faculty Advancement

The following specific criteria must be met regarding each respective type of advancement or salary determination as indicated. The appropriate terminal degree is understood to mean usually the Ph.D. or equivalent doctoral-level degree.

1. Promotions

- a. To Assistant Professor: Requires possession of the appropriate terminal degree or its equivalent and evidence that the applicant will achieve recognition in his/her field of competence beyond The University of Montana.

- b. To Associate Professor: Requires four (4) or more years in rank as Assistant Professor (except in unusual circumstances) and possession of the appropriate terminal degree and evidence that the applicant is in the process of achieving recognition in his/her field of competence beyond The University of Montana.

The candidate should show increasingly valuable contribution to the University and to their discipline, including recognition by peers at the national level. Research output should be demonstrated by presentation or publication of research findings in multiple mediums (written and oral), and there should be a record of receiving grants that result in research productivity. Excellence in teaching should be demonstrated through advising/mentoring of students, the preparation of courses, and the quantity and quality of instruction. Service should be contributed at the departmental, university, and national level.

- c. To Professor: Requires five (5) or more years in rank as Associate Professor (except in unusual circumstances) and possession of the appropriate terminal degree and evidence that the applicant has achieved recognition in his/her field of competence beyond The University of Montana.

To attain promotion to full professor, it must be demonstrated that the individual has contributed substantively to research in their field and recognition by peers at the national and international level; excellence in teaching should be demonstrated by successfully mentoring graduate students and significant contributions to curricula or programs in the department. Evidence for such research, teaching, and service activity includes: a) publications and other scholarly communications of significant contribution to advancing the discipline; b) substantial teaching effectiveness (content, depth, and delivery), quality, and/or breadth; c) consultations, reviews, collaborations, and committee work that help the discipline beyond the university, the national and international level.

The department chair shall solicit letters from external reviewers for those faculty members considered for promotion to full professor. In each case, the faculty member shall provide the names and addresses of 6 potential reviewers, from which the department chair shall solicit letters from at least 3 individuals. The department chair shall provide the names of 6 potential reviewers to the faculty member to make sure no personal conflicts exist; from these, the department chair shall solicit letters from at least 3 individuals. External letters solicited by the department chair (in collaboration with the candidate) will supplement the evaluation record and should demonstrate a meaningful contribution at the national and international level.

2. Salary Determinations

- a. Normal Increment: The performance of a majority of faculty members will generally be evaluated as "normal." They will be expected to grow in value to the institution and will be rewarded with a "normal" increment to their salary, in absence of merit recognition or less-than-normal increment.
- b. Merit Recognition: Above normal or better performance in at least two (2) of three (3) areas of faculty endeavor (teaching, research or creative work, or public service) or outstanding performance (special recognition) in at least one (1) of those areas, below normal performance in any area not being permitted in either case.
- c. Less-Than-Normal Increment: Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for less-than-normal increment. It is understood that the absence of performance in any one (1) or two (2) of the areas of teaching, research or creative activity, or public service does not justify a less-than-normal increment if the quantity or service in the remaining area or areas is proportionate to the FTE of the position, if the quality of the performance in the remaining area or areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas.

3. **Reappointment--The appointment of the probationary appointee shall not be recommended for renewal after the:**

- a. First year of service if performance in all three (3) areas of academic performance is determined by the Faculty Evaluation Committee to be below normal.
- b. Second or subsequent year of service if performance in two (2) areas of academic endeavor is below normal for two (2) consecutive years or in one (1) area of academic performance for three (3) consecutive years.

C. ***Evaluation Standards***

For normal salary increments or promotion, satisfactory performance is expected in the areas of teaching, research, and service. Evaluation criteria shall include:

1. **Teaching**

Quality in teaching and student advising is crucial to the mission of the DECS. Faculty are expected to maintain high standards in teaching, and to maintain strong, respectful, and mutually beneficial relations with the student body.

Determination of a **normal** standard of performance is made on a case-by-case basis by the FEC, but evidence of having achieved such a level of performance may include:

- carrying a teaching load, commensurate with assigned responsibilities, comprised of classes in the faculty member's area of expertise;
- obtaining at least a satisfactory rating from student evaluations in all classes taught;
- advising undergraduate students;
- chairing M.S. and/or doctoral committees;
- actively participating in graduate committees;
- participating in general education activities;

Performance in teaching will be deemed to be of an **above normal** standard where the faculty member's performance significantly exceeded the requirements for a normal performance standard. While determination of an **above normal** standard of performance is made on a case-by-case basis by the FEC, evidence of having achieved such a level of performance may include:

- carrying a teaching load significantly greater than that required under the faculty member's terms of appointment, with satisfactory course evaluations in all classes taught;
- teaching in classes that require exceptionally lengthy preparation time (e.g. classes with a significant lab and/or field component);
- participating in general education activities;
- obtaining "very good" or "excellent" student evaluations in most classes;
- teaching a required class outside of the faculty member's area of expertise;
- developing and teaching a new class that enhances the university curriculum;
- improving an existing class through incorporation of additional relevant material, new projects, assignments and field-trips;
- incorporating new, innovative and effective instructional techniques beyond the traditional lecture-based format;

advising an exceptionally large number of undergraduate students;
chairing the committee of graduating M.S. or Ph.D. students.

Performance in teaching will be deemed to be of an **outstanding** standard where the faculty member's performance was at an exceptional level. Determination of an **outstanding** standard of performance is made on a case-by-case basis by the FEC.

Performance in teaching will be deemed to be of a **below normal** standard if the faculty member failed to meet the requirements of a normal standard of performance. Determination of a **below normal** standard of performance is made on a case-by-case basis by the FEC, and extenuating personal circumstances (illness, bereavement etc.) are taken into consideration.

2. Research

Performance and continued development in research and scholarship are central to the overall mission and vision of the DECS. Faculty members are expected to conduct scholarly activities, communicate findings, and encourage creative investigation by members of the graduate and undergraduate student body.

Performance in research will be deemed to be of a **normal** standard where the faculty member demonstrates at a minimum:

- Performance of research or scholarly activities commensurate with assigned responsibilities;
- Communication of research or scholarly information to the scientific community in both a written and oral format.

- Written works include refereed publications, books, book chapters, conference proceedings, and technical reports.

- Oral presentations includes international, national, regional or local presentations to professional societies

- It is generally expected that faculty members will publish, at a minimum, the equivalent of one nationally refereed publication each year over a three-year time period.

- Advise and mentor graduate and undergraduate research activities;

- Active pursuit of external research support.

Performance in research will be deemed to be of an **above normal** standard where the faculty member's performance significantly exceeded the requirements for a "normal" performance standard. While determination of an above normal standard of performance is made on a case-by-case basis by the FEC, evidence of having achieved such a level of performance may include:

- Performance of extensive research or scholarly activities;

- Effective communication of research results or scholarly information to the scientific community in written (nationally refereed publications, books, conference proceedings, book chapters, technical reports) and oral (professional presentation or invited seminar) formats.

- Receipt of awards, honors, or fellowships;

- Active participation in graduate or undergraduate research activities; Active pursuit of external support from highly competitive funding agencies

- Receipt of funding from less competitive or non-competitive funding sources.

Performance in research will be deemed to be of an **outstanding** standard where

the faculty member's performance is at an unusual and exceptional level that warrants consideration for a merit. Performance in research will be deemed to be of a **below normal** standard if the faculty member failed to meet the requirements of a normal standard of performance. However, extenuating personal circumstances (illness, bereavement etc.) will be taken into consideration before assigning a "below normal" performance evaluation.

3. Service

Faculty members must be willing to constructively engage in school activities and outreach activities that promote the well being of students, colleagues, the University, the profession, and the public at large.

Performance in service will be deemed to be of a **normal** standard where the faculty member demonstrates at a minimum:

- Attendance at a regional, national or international conference, workshop or equivalent per year;
- Satisfactory participation in departmental or university committees;
- Evidence of service to the profession.

Performance in service will be deemed to be of an **above normal** standard where the faculty member's performance significantly exceeded the requirements for a normal performance standard. While determination of an above normal standard of performance is made on a case by case basis by the FEC, evidence of having achieved such a level of performance may include:

- Participation in organization of conferences, symposia, or lecture series;
- Significant participation in professional societies:
 - Member of a committee or task force,
 - Position as an administrator or officer;
- Editing symposia volumes, proceedings, or journals;
- Reviewing journal submissions, grant proposals, books;
- Receipt of awards and honors or other special recognition for service activity;
- Outreach to general public (e.g. public workshops, field trips, public lectures, work with media);
- Technology transfer outside of university;
- Significant administrative activity such as playing a leadership role in developing new programs for the department, or significant committee work;
- Community activities related to the profession;
- Special assignments with significant time commitments;
- Consulting activities when it includes any of the above within and outside the University.

Performance in service will be deemed to be of an **outstanding** standard where the faculty member's performance is at an unusual and exceptional level.

Performance in service will be deemed to be of a **below normal** standard if the faculty member failed to meet the requirements of a normal standard of performance. However, extenuating personal circumstances (illness, bereavement etc.) will be taken into consideration before assigning a "below normal" performance evaluation.

D. Faculty Evaluation Committee

The Department of Ecosystem and Conservation Sciences Faculty Evaluation Committee will consist of all tenured and tenure track faculty members and one student observer who is appointed by the FEC chair. In tenure decisions, only tenured faculty may vote, regardless of rank. In promotion decisions, only faculty members who hold positions at or above the rank being sought may vote. All members of the Faculty Evaluation Committee may vote in merit/normal decisions. A quorum, defined as a majority of faculty members eligible to vote on an action, is necessary for any vote. Faculty members on sabbatical or leave of absence shall not be counted when determining a quorum.

When FEC action is complete, each faculty member will be informed in writing of the recommendation and the FEC comments. Faculty members will have ten days to appeal to the FEC.

E. Evaluation by Department Chair

The Department Chair shall prepare a recommendation for each faculty member, separate from that of the FEC. In cases where the Chair's recommendation differs from that of the Faculty Evaluation Committee, the Chair will discuss their recommendation with the faculty member. The Chair shall also provide each faculty member with a list summarizing all promotion, merit, and tenure actions; the list of merit actions shall be provided in order of priority.

F. Scope of Evidence

1. Each faculty member shall prepare and submit documentation of performance in teaching, research or creative activities, and service to the Chairperson of the Faculty Evaluation Committee by October 15 for review and evaluation. For recommendation for promotion, documentation shall cover every year of service in the current rank; for recommendation for tenure, the documentation shall cover the entire probationary period, including time at other institutions recognized for service toward tenure; for recommendation for merit, documentation shall cover the shortest of the following periods: (a) the period since the last merit, or (b) the period since the last promotion; for recommendation for normal or less-than-normal increment, documentation shall cover the previous year. Additionally, a full resume shall be submitted for promotion to full professor and for tenure. Each page shall be numbered in sequence and the last page dated and signed by the faculty member. A copy of the documentation shall also be delivered to the Department Chair by the fifteenth of October.
2. Relevant evidence from other sources may be made a part of the record prior to the time the faculty member inspects the record. No evidence may be added to

the record subsequent to the faculty member's inspection and before the Evaluation Committee considers the evidence.

3. Evidence submitted by an official Student Committee for Faculty Evaluation.

Prior to the time the Chair forwards to the Dean the record of a faculty member containing the Chair's recommendation, the faculty member shall consult with the Chair regarding the Chair's recommendation. At that time the faculty member shall sign the recommendations of the Faculty Evaluation Committee and the Student Committee for Faculty Evaluation and the Chair's recommendation to signify he/she has read them and to attest to the accuracy of the supporting documents. The signature does not signify the faculty member's endorsement of the recommendations.

G. *Submission of Evidence*

Evidence shall be submitted to cover appropriate time periods as stated in the CBA. Publications listed as *In Press* or *Accepted* may be used as evidence in faculty evaluation; those listed as *Submitted* or *In Preparation* may not. Publications cannot be listed one year as "In Press" and the next as "2004" as if they were different papers. Consequently, papers listed for any action (hire, merit, or promotion) may not be listed in a subsequent evaluation unless the time period assessed for the subsequent action overlaps with the previous evaluation (for example, promotion may include papers listed for merits during the time under consideration).

Material for evaluation should be arranged in the following format. Time periods covered should conform to the Collective Bargaining Agreement.

H. *Non-Tenure Track (Research, Adjunct and Affiliate) Faculty Appointments in the Department of Ecosystem & Conservation Sciences (DECS)*

Faculty Membership

The Department of Ecosystem and Conservation Sciences (DECS) and the College of Forestry and Conservation (CFC) occasionally grant appointments to non-tenure track faculty to recognize and foster mutually beneficial relationships among highly qualified professionals, DECS and CFC. These appointments are typically made in support of one or more of the following functions:

1. To teach/instruct
2. To serve on graduate committees
3. To extend expertise and collaborative research opportunities for faculty and students
4. To provide administrative services/functions
5. To conduct research

The following four types of non-tenure track positions are recognized in CFC and DECS:

1. Non-tenure track Research Faculty, including Research Professors, Research Associate Professors, and Research Assistant Professors are individuals who have appointments for an academic year. Some Research Faculty, (i.e., those with at least half-time; 0.5 FTE) appointments are also members of the collective bargaining unit.
2. Adjunct Professors, Adjunct Associate Professors, Adjunct Assistant Professors and Adjunct Instructors in a Department within the College for an academic year.
3. Professors, Associate Professors, Assistant Professors, and Instructors approved as Adjuncts to the College and Forestry and Conservation from other units on campus.
4. Faculty Affiliates

The application procedures, rights and responsibilities, and evaluation/renewal procedures for these faculty appointments are described below, and are summarized in Table 1 (Page 7).

1. Research Professors

Research Professors are persons appointed as ranked members of the faculty primarily to conduct research with support from grants, contracts, or outside funding sources susceptible to discontinuance by persons or entities other than the University. Research faculty members on non-tenurable appointments can receive salary increases, merit increases, and promotions on the basis of assigned activity consistent with the requirements of the CBA and 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 and the Provost. Research Faculty generally work collaboratively with tenure line faculty in the conduct of research. Research professors are hired following a national scale search via the process described below under appointing authority unless this requirement is waived by a simple majority of the department. All research professors are expected to provide service to the department.

Appointing Authority and Conditions:

In accordance with the appointment procedures and conditions stipulated below, the Provost recommends to the President those persons qualified to hold appointments as a Research Professor.

- a. Prior to initiating a search process to identify potential candidates for non-tenurable research faculty appointments, the Department will engage in discussion about the need for the appointment and then follow University policies and procedures for conducting a search. Appointment for Research Faculty positions must include national-level advertising. A search committee, including faculty members of the Department, shall be used in the identification of Research Faculty for appointment. All appointments are subject to approval by the Dean, Provost, and President. Recommendations for hire are made to the chair/dean with a 2/3 vote of the faculty.
- b. Upon appointment, the Department must provide the appointee with a copy of the description, the CBA, the Unit Standards, and this Policy regarding non-tenurable appointments.
- c. Research faculty appointments are evaluated on an annual basis. Departmental faculty will evaluate the teaching, research, and service (as appropriate) in conjunction with the FEC process and will make recommendations about continuance to the Department Chair and Dean.

Rights and Responsibilities of Research Faculty:

Non-tenure track Research Professors, Research Associate Professors, and Research Assistant Professors have appointments for an academic year. In addition, according to the Collective Bargaining Agreement, Research Faculty with the titles of Research Professor, Research Associate Professor, and Research Assistant Professor, who hold at least 0.5 FTE appointments in the College, are considered full-fledged members of the faculty and the collective bargaining unit. As such, they have the same rights and responsibilities as tenured/tenure-track faculty. The primary duty of a research faculty member is to carry out their research responsibilities as established at the time of hiring (subject to subsequent revision). However, research faculty members are also expected to contribute to the teaching and service missions of the Department, College, and Experiment Station. Teaching and service responsibilities will be negotiated annually between the research faculty and the Experiment Station Director. As such, research professors in DECS are expected to attend faculty meetings regularly, and participate on DECS committees and other departmental business as appropriate. Students of tenure track faculty members in DECS have priority for graduate teaching assistantships offered through CFC graduate degree programs, but students of research professors will receive the next highest priority.

- a. Research Faculty with at least half-time appointments (0.5 FTE) for an academic year shall be granted full faculty voting privileges, participate in FEC, and will be evaluated annually in FEC in accordance with DECS Unit Standards (<http://www.cfc.umt.edu/decs/>).
- b. Attendance and active involvement in departmental faculty meetings (DECS or WBIO) is required of all Research Faculty. As such, Research Faculty may contribute fully to the development and operation of the policies and procedures of the Department, as limited by the effective CBA.
- c. Research Faculty are encouraged to participate in the core curricular programs of the Department at both the graduate and undergraduate level.
- d. Research Faculty who are involved in the Departments' curriculum are expected to contribute to advising of undergraduate students.
- e. Research Faculty can serve on graduate student committees as voting members and may chair graduate student committees if approved to do so by DECS and the degree-granting entity.
- f. Research Faculty may serve as principle investigators (PIs) or Co-PIs on research grants through the DECS appointment.
- g. Students principally advised by Research Faculty may be eligible for TA support under certain circumstances (see above).

Research Faculty Evaluation:

No later than October 15 of each year, each Research Faculty member will submit a completed individual performance report (IPR) to the DECS FEC chair that includes a completed DECS FEC form and all other relevant supporting documents. Annual evaluations will be carried out by the DECS FEC, and communicated to research faculty following the FEC meeting. Formal written evaluations (prepared by the chair of the FEC) shall be provided to the chair of DECS, the Dean of CFC, and ultimately to the Provost for recommendations on promotion or salary adjustment. If a Research Faculty member receives a "below normal" evaluation during the period under consideration, the appointee will be issued a warning. If another "below normal" evaluation is received in the subsequent year of service, the appointment will not be recommended for renewal.

2/3. Adjunct Faculty Members

Faculty members from other academic units on the UM campus or professionals not principally employed by the University of Montana (or principally employed by the University in a program or department outside of the College) but who contribute to the instructional, research and creative activity, or service functions of the University can hold appointments as Adjunct Faculty within DECS. An Adjunct Faculty member in DECS is a person who has active ongoing collaboration with DECS through research, teaching, or other projects; meets the academic standards of the department; and has been appointed according to Standing DECS Policies and Procedures. Persons not principally employed by the University of Montana are evaluated annually by the Faculty Evaluation Committee according to terms negotiated at the time of appointment (See below).

Appointing Authority and Conditions:

Potential new Adjunct Faculty members in the Department of Ecosystem & Conservation Sciences must have a tenured (or tenure track) faculty sponsor and provide evidence of collaboration with that sponsor. The faculty sponsor will make the formal nomination at a regularly scheduled faculty meeting, and in the case of an applicant without a faculty sponsor, the chair may act as such.

The *nomination* must include:

1. A letter of interest/intent that clearly states the potential value of the appointment to DECS, including a description of the candidate's plan for research, how he/she will interact with students and his/her philosophy of mentoring and collaboration. The candidate should give a complete description of their expectations of research and funding opportunities for the next five years and how he/she will compliment or expand the programs already in place in the Department, how he/she will collaborate with DECS faculty and what facilities, space and equipment he/she would require for the position.
2. A complete professional vita
3. A letter describing research interests

Once the application is reviewed by the Chair of DECS and determined to be complete and acceptable, the candidate will give a seminar on his/her present research. The format of the seminar is an "open forum", where there will be questions from the audience. Interviews will be scheduled with a majority of the DECS faculty and interested graduate students for individual or small-group discussions. Once the interviews and presentation are completed, the DECS faculty will meet to discuss the candidate and vote on acceptance. A 2/3 majority in favor of the candidate must be reached for the candidate to be acceptable. The Chair will then notify the candidate of the faculty's decision.

If the candidate is successful, the Chair, in full consultation with the faculty and the candidate, will develop a contract for appointment that will include the appointment duration (≤ 1 year as dictated by University policy), and details of the resources to be supplied by the Department (if any). If resources are to be provided, the Chair is directed by the faculty to assure that the costs of the appointment are fully covered by these arrangements and that normal operations of the Department are not negatively affected by the appointment. If those conditions cannot be met, the appointment process should stop. The department chair will then submit a request for the appointment to the Dean of the College and the Vice President for Research. During any negotiations the Chair must assure that no changes are made that will deleteriously affect Departmental operations.

Once a final agreement is made, the Chair will inform the candidate and the faculty of the outcome and the candidate may then take up residence (as determined by the contract) in the Department and be subject to all policies, rules and regulations dictated by the University of Montana and DECS Departmental Unit Standards. The Department will then determine adjunct faculty appointments at the rank of Adjunct Assistant, Associate, or Full Professor.

Rights and Responsibilities of Adjunct Faculty:

Adjunct faculty members are expected to collaborate and interact with DECS faculty, serve on graduate research committees, and participate in faculty meetings and other DECS business as much as possible. Adjunct faculty may serve as PIs or Co-PIs on grants (with CFC co-investigators), may serve as internal (i.e., to CFC) voting members on both M.S. and Ph.D. committees, but may not chair graduate committees. Adjunct Faculty do not vote on DECS faculty matters and do not participate in FEC, but are evaluated each year during the FEC

process. Adjunct faculty may also be formally appointed as UM affiliates (Please See <http://www.umt.edu/home/affiliateusers/>).

- a. Adjunct Faculty will be evaluated annually in the faculty evaluation process (FEC), but do not participate in FEC, and do not have voting privileges in DECS.
- b. Adjunct Faculty are encouraged to participate in DECS meetings and business as much as possible.
- c. Adjunct faculty can serve as PIs or Co-PIs on research grants submitted with other members of DECS/CFC.
- d. Adjunct Faculty can serve on graduate student committees (M.S. and Ph.D.) as internal (i.e., CFC) voting members. Adjunct faculty may co-chair graduate committees with other DECS faculty

Adjunct Faculty Evaluation:

No later than October 15 of each year, each Research Faculty member will submit a completed individual performance report (IPR) to the DECS FEC chair that includes a completed DECS FEC form and all other relevant supporting documents. A formal evaluation of the adjunct faculty and their contribution to DECS/CFC will be conducted each year during the faculty evaluation process in concert with members of the DECS faculty. Adjunct faculty members who are actively involved in professional activities within DECS or collaborations with DECS faculty and who whose performance is consistent with DECS Unit Standards (<http://www.cfc.umt.edu/decs/>) will be considered for reappointment. If an Adjunct Faculty member receives a “below normal” evaluation during the period under consideration, the appointee will be issued a warning. If another “below normal” evaluation is received in the subsequent year of service, the appointment will not be recommended for renewal.

4. Affiliate Faculty

Affiliate Faculty in DECS that are not principally employed by the University of Montana, but who contribute to the instructional, research and creative activity, or service functions of the University can hold appointments as Faculty Affiliates to DECS and the College of Forestry and Conservation for the purposes of academic or research collaboration (Please See <http://www.umt.edu/home/affiliateusers/>). A DECS affiliate is a person who has active ongoing collaboration with DECS through research, teaching, and/or other projects; meets the academic standards of the department; and has been appointed according to Standing DECS Policies and Procedures. DECS offers affiliates an opportunity to further their own research interests and/or participate in the educational mission of DECS and CFC.

Note: Affiliate Faculty are departmental appointments that are approved by the Provost’s Office and need not be employed by the University of Montana in any capacity.

Appointing Authority and Conditions:

Potential new Affiliate Faculty in the Department of Ecosystem & Conservation Sciences must have a tenured or tenure track faculty sponsor and provide evidence of collaboration with that sponsor. The faculty sponsor will be a research collaborator with the proposed affiliate and will make a formal nomination at a regularly scheduled faculty meeting. In the case of an applicant without a faculty sponsor, the chair may act as such.

The affiliate nomination, circulated to the DECS faculty in advance of the meeting, must include the following documents:

- A letter of interest/intent, including research interests
- A complete professional curriculum vita

Rights and Responsibilities of Affiliate Faculty:

Affiliate faculty are expected to collaborate and/or interact with DECS faculty, serve on graduate research committees, or otherwise substantially contribute to the mission of DECS. In some cases, affiliates can serve as Co-PIs on grants (with UM PIs), and in some cases, serve as voting members of graduate committees. For more information on affiliates, please see:

<http://www.umt.edu/home/affiliateusers/>.

- a. Affiliate Faculty will be evaluated in the faculty evaluation process (FEC), but do not participate in FEC or DECS meetings, and do not have voting privileges in DECS.
- b. Affiliate faculty can serve as co-PIs on research grants submitted with other members of DECS/CFC.
- c. Affiliate Faculty can serve on CFC graduate student committees as non- voting (4th) members of M.S. committees, and as voting (5th) members of Ph.D. committees. However, some degree programs in CFC (e.g., Wildlife Biology) allow affiliates to serve as voting members of M.S. committees. Affiliates may not chair graduate student committees.

Affiliate Faculty Evaluation:

The Provost's Office requires DECS to review our list of department affiliates every two years. Thus, when appropriate, in advance of the annual FEC meeting (October 15), the DECS Chair may request the following information from you (usually by September 2): 1) Whether you would like to remain a faculty affiliate in DECS; 2) A letter describing how the affiliate proposes to be involved with DECS faculty and student over the subsequent two years; and 3), if you would like to remain a DECS affiliate, please include a current CV. Thus, every two years, an informal review of the Affiliates and their contribution to DECS/CFC will be conducted in concert with members of the DECS faculty, and affiliates who are actively involved in

professional activities within DECS or collaborations with DECS faculty members will be considered for reappointment.

5. Exception Clause:

Proposed exceptions to this policy on personnel hires, job titles and range of rights and responsibilities must be distributed to the faculty and must be in written format with an explanation as to why an exception should be made. An exception may be approved by vote of a super majority (3/4) of the DECS faculty.

Table 1. Rights and Responsibilities of Non-Tenure Track Faculty Members in DECS

Rights/Responsibilities	Research Faculty¹	Adjunct Faculty	Affiliate Faculty
Research PI through DECS?	YES	YES ²	NO
Research Co-PI through DECS?	YES	YES	YES
Evaluated during FEC?	YES	YES	YES
Chair Grad Committee?	YES ³	NO	NO
Co-chair Grad Committee?	YES	YES ⁴	NO
Vote on Grad Committee?	YES	YES	NO
TA Support?	2 nd PRIORITY	NO	NO
Vote in DECS faculty meetings?	YES ⁵	NO	NO
Need to Attend DECS or WBIO meetings?	YES	YES ⁶	NO

¹ *Applies to Adjunct Faculty in categories 2 & 3*

² *Requires a CFC faculty member as Co-PI*

³ *If approved by the DECS faculty and the degree-granting entity (WBIO or CFC)*

⁴ *With other DECS faculty*

⁵ *If appointed at least a 0.5 FTE level*

⁶ *Adjunct faculty are expected to attend DECS/WBIO faculty meetings as much as possible*