



**UNIT STANDARDS REVIEW
SIGNATURE FORM**

Department of: Geosciences

Year: 2023

1) Department Chair:



Signature

January 2, 2024

Date

2) Dean:



Signature

Jan. 2, 2024

Date

3) Chair, UM Unit Standards Committee:

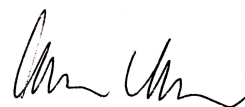


Signature

Dec 11, 2023

Date

4) Provost and Vice President for Academic Affairs:



Signature

January 16, 2024

Date

1
2
3
4
5
6
7
8

UNIT STANDARDS AND PROCEDURES

**DEPARTMENT OF GEOSCIENCES
COLLEGE OF HUMANITIES AND SCIENCES
UNIVERSITY OF MONTANA**

9 *Our mission is to prepare students to address urgent challenges facing our natural environment*
10 *and society through experiential learning and cutting-edge research in Earth Sciences.*

11
12
13 Looking forward this requires that as Earth scientists we:

- 14
15 1) *Engage the entire UM community in learning through active collaboration,*
16 *outreach, and high quality formal instruction.*
17
18 2) *Produce UM graduates who are broadly educated in Earth science issues and who*
19 *are able to make informed decisions regarding ethical science issues.*
20
21 3) *Produce graduates who are educated across the discipline and who are recognized as*
22 *high-quality professionals upon leaving UM.*
23
24 4) *Undertake and maintain research productivity by mentoring undergraduate and*
25 *graduate research, acquiring extramural funds, recruiting outstanding students and*
26 *faculty, emphasizing applied research with direct societal benefits, and publication.*
27
28 5) *Expand our engagement with the global community through outreach and*
29 *collaboration and by promoting the use of scientific results as the basis for public*
30 *policy decisions.*
31

32 We expect that all departmental faculty members will consistently contribute to the
33 achievement of our goals.

34
35 As a department we recognize that each faculty member's role in teaching, research, and
36 service will be unique based on the individual's expertise. Contributions by each faculty
37 member will advance the goals and objectives of the department and institution.
38

39 Two tracks for promotion and advancement of tenure-track faculty are possible in Geosciences.
40 Both tracks require involvement in teaching, research, and service, but with major differences
41 in the expected percentage of effort. Unless otherwise designated, all Geoscience faculty shall
42 follow the integrated track, in which "normal" or above levels of performance are required in
43 all three areas of evaluation: research, teaching, and service, and the approximate percentage of
44 effort for these three areas will be negotiated with the Department Chair. In special
45 circumstances that are agreed upon in writing at the time of initial hiring, a faculty member
46 may pursue a teaching track, in which their professional work will be focused primarily on
47 teaching with lower expectations for research, but similar expectations for service compared to

48 faculty hired under the integrated track. The approximate percentage of effort among teaching,
49 research, and service for a faculty hired under the teaching track shall be negotiated with the
50 chair. For promotion and tenure, faculty hired under the teaching track are required to generate
51 “normal” performance in teaching, as described below, and must consistently teach well above
52 the department average of credits each semester. Tenurable faculty hired on the teaching track
53 are not required to engage in a program of grant-funded research. However, they are expected
54 to provide evidence of scholarly activities as described in section D below. Additional research
55 activity would be considered favorably in the decision regarding promotion or tenure.
56 Expectations of service for tenurable faculty hired under the teaching track are lower than
57 faculty hired under the integrated track and are defined in section C.3 below.

58
59 A faculty member hired outside the teaching track designation may not switch to the teaching
60 track designation prior to being tenured. However, a faculty member on the integrated tenure
61 track may apply for an advertised open position in the teaching track, subject to the approval of
62 the Dean of the College of Humanities and Sciences who retains authority based on CBA
63 6.210.

64
65 These Unit Standards serve as a guide to aid us in accomplishment of our goals and are in
66 addition to, and consistent with, those provided in the current Collective Bargaining Agreement
67 (CBA). In the event of any omissions or inconsistencies, the terms of the CBA will be
68 applicable and shall prevail.

69 70 **University Requirements for Faculty Advancement**

71
72 Evaluation of faculty members for purposes of promotion, tenure, salary determination, or
73 recommendation for retention shall involve consideration of appropriate University Standards
74 as well as the Unit Standards of the Department of Geosciences (hereafter, ‘the Department’).
75 University Standards are found in the CBA, Section 10.110.

76 77 **Unit Standards for Faculty Evaluation**

78
79 The faculty evaluation standards adopted by the Department follow. Any faculty member with
80 questions on these evaluation procedures should consult the Department Chair.

81 82 **A. Tenure**

83
84 Tenure application will be conducted in accordance with the CBA, Section 9.320. It
85 shall be the responsibility of the faculty member to initiate the application process for
86 tenure. In order to facilitate the acquisition of reference letters and other materials that
87 are part of the tenure evaluation process, it is appropriate to notify the Department
88 Chair and FEC Chair by April 1 of the academic year prior to the year in which the
89 application will be filed. A preliminary tenure application shall be provided to the FEC
90 Chair by May 25 and include a letter of application, a vita, and evidence that the
91 applicant has achieved recognition in his/her area of expertise beyond the University
92 of Montana. Evidence of teaching, research, and service will be presented for all years
93 in the probationary period, including time at other institutions recognized for service
94 toward tenure. The complete application is due on October 15.

95

96

97

98

99

100

101

102

103

104

105

106

107107

108

109

110

111

112

113

114

115115

116

117117

118

119

120120

121

122122

123

124

125

126

127

128128

129

130

131

132

133133

134

135

136136

137

138

139139

140

141

As part of the tenure application, the FEC Chair will acquire letters from external reviewers. The applicant shall provide the names and addresses of 6 potential reviewers, from which the FEC Chair shall acquire letters from at least 3 individuals. Also, the FEC Chair shall provide the names of 6 additional potential reviewers to the applicant, verify that no personal conflict exists between each and the applicant, and request letters from all 6. From these 6 letter requests, at least 3 must be received by the FEC Chair. In cases where fewer than 6 letters in aggregate are acquired by the FEC Chair, at the discretion of the Department Chair in consultation with the FEC Chair, fewer letters may be submitted to fulfill the requirement for solicited outside review. External letters acquired by the FEC Chair will supplement the tenure application and be available to the FEC.

All external reviewers must not be collaborators, former students, or former mentors. Collaborators are defined as having coauthored a paper or proposal in the last five years. The FEC Chair shall send the CBA, the departmental Unit Standards, the candidate's tenure application dossier, and a cover letter summarizing the information and asking the external reviewer to evaluate the candidate's research and its impact beyond the University of Montana. The deadline for the return of review letters is October 15.

A faculty member meeting the following criteria will be eligible for evaluation:

1. Five (5) years-service credit toward tenure; that is during the sixth (6) year of credited employment.
2. Ph.D. in Geosciences or closely-related discipline
3. Minimum academic rank of associate professor, although a faculty member may apply for tenure and promotion to associate professor simultaneously. If a faculty member seeking promotion to associate professor and tenure simultaneously is not promoted, tenure will be denied as well.

In addition to attainment of the above status, the candidate on the integrated tenure track must exhibit successful professional performance and indications of continuing professional development in teaching, research, and service activities, as described in Section C.

2. Candidates on the teaching tenure track must provide evidence of other scholarly activities related to teaching. These include but are not limited to:

1. Demonstrable literature review and synthesis in support of classroom course content,
2. Participation in and contribution to meetings of relevant professional associations or societies,

142142

143

3. Systematic efforts to improve student learning in accord with current pedagogical theory and practice, and/or

144

145145

146

4. Engagement in mentorship of graduate student research (e.g., as a committee member).

147

148148

149 B. Faculty Advancement

150150

151

As specified in the CBA, Section 10.110, 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 a Ph.D. in Geosciences or closely-related degree.

152

153

154

155

156

1. Promotions

157

158

- a. To Assistant Professor: Requires possession of the appropriate terminal degree (Ph.D.) and evidence that the applicant will achieve recognition in his/her field of competence beyond the University of Montana.

159

160

161

162

163

- b. To Associate Professor: Requires four (4) or more years in rank as Assistant Professor (except in unusual circumstances), possession of the appropriate terminal degree (Ph.D.) and evidence that research, teaching, and service in rank as assistant professor demonstrates professional growth and an increasingly valuable contribution to the University.

164

165

166

167

168

169

- c. To Professor: Except in unusual circumstances, five (5) or more years of full-time service in rank as an associate professor are required prior to the date of promotion (application may be made during the fifth year) and possession of the terminal degree in the appropriate discipline is required consistent with applicable unit standards. The character of the service in rank as associate professor shall be such that there is a clear demonstration of professional growth and an increasingly valuable contribution to the University.

170

171

172

173

174

175

176

177

178

- d. Although a faculty member is not required to announce their intent to seek promotion until they submit their IPR on October 15, it shall be the responsibility of the faculty member to initiate the application process for promotion and tenure by April 1 of the application year by notifying both the Department Chair and FEC Chair. It shall be the responsibility of the faculty member to provide a preliminary promotion application to the FEC Chair by May 25 so that the Chair can acquire external letters of recommendation over the summer. The preliminary promotion application shall include a letter of application, the applicant's CV to date, and evidence of teaching,

179

180

181

182

183

184

185

186

187

188

189 research/scholarly activities, and service for every year since joining
190 the UM faculty. The complete, final promotion application is due
191 October 15.

192 192

193 e. In all promotion applications the FEC Chair will acquire letters from
194 external reviewers. The applicant shall provide the names and
195 addresses of 6 potential reviewers, from which the FEC Chair shall
196 acquire letters from at least 3 individuals. The FEC Chair shall provide
197 the names of 6 additional potential reviewers to the faculty member to
198 make sure no personal conflicts exist; from these, the FEC Chair will
199 acquire letters from at least 3 individuals. In cases where fewer than 6
200 total letters are acquired by the FEC Chair, at the discretion of the
201 Department Chair in consultation with the FEC Chair, fewer letters may
202 be submitted to fulfill the requirement for solicited outside review.
203 External letters acquired by the FEC Chair will supplement the
204 promotion application.

205 205

206 The external reviewers must not be collaborators, former students, or
207 former mentors. Collaborators are defined as having coauthored a paper
208 or proposal in the last five years. The FEC Chair shall send the CBA,
209 the departmental Unit Standards, the candidate's promotion application
210 dossier, and a cover letter summarizing the information and asking the
211 external reviewer to evaluate the candidate's research relative to the
212 criteria in B.1.b. or B.1.c. as appropriate. The deadline for the return of
213 review letters is October 15.

214 214

215 2. Salary Recommendations

216 216

217 a. Merit Award or Outstanding Performance Award: Above normal performance in
218 at least two (2) of the three (3) areas: teaching, scholarship/creative
219 activity, or public service; or outstanding performance or special
220 recognition in at least one (1) of these areas, and normal performance in
221 the remaining area or areas of assigned duties.

222 222

223 b. Normal Increment: The performance of a majority of faculty members will
224 generally be evaluated as "normal." They will be expected to grow in
225 value to the institution and will be rewarded with a "normal" increment to
226 their salary.

227 227

228 c. Less-Than-Normal Increment: Poor performance of assigned responsibilities
229 within the scope of employment may constitute grounds for a less-than-
230 normal evaluation. It is understood that the absence of performance in
231 any one or two of the areas of teaching, scholarship/creative activity, and
232 public service does not justify a less-than-normal evaluation.
233 Performance is to be evaluated consistent with workload assignment.
234 Failure to submit an IPR for evaluation by a faculty member, when
235 required (see CBA 10.210, 10.220), is grounds for a less-than normal

236 increment.

237 237

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

240 240

241 a. First year of service if performance in all three (3) areas of
242 academic performance is determined by the FEC and the
243 Department Chair to be less-than-normal.

244 244

245 b. Second or subsequent year of service if performance in two (2) areas
246 of academic endeavor is less-than-normal for two (2) consecutive
247 years or in one (1) area of academic performance for three (3)
248 consecutive years.

249 249

250 C. Evaluation Standards for Faculty hired under the Integrated Tenure Track

251 251

252 For normal salary increments or promotion of faculty hired under the integrated
253 tenure-track, satisfactory performance is expected in the areas of teaching, research,
254 and service. The overarching criterion for above normal and outstanding
255 performance is quality. Evaluation criteria shall include:

256 256

257 1. Teaching

258 258

259 Performance and continued development in teaching are central to the overall
260 mission and vision of the Department. Faculty in the Department will have a
261 deep interest in a student's progress and welfare. Teaching activities include
262 classroom and field instruction as well as student evaluation, student advising
263 (both graduate and undergraduate), thesis and dissertation direction, lab
264 supervision, and other activities that lead to students becoming more
265 knowledgeable and informed members of society.

266 266

267 Performance in teaching will be made on a case-by-case basis by the FEC, but
268 evidence of having achieved such a normal level may include the following:

269 269

270 a. Carried a normal teaching load or class load as directed by the
271 Department Chair. A normal load will vary depending on the number of
272 faculty members, the number of courses offered, etc., but, in general, is
273 approximately the number of courses offered divided by the number of
274 faculty members carrying a teaching load;

275 275

276 b. student evaluations that indicate effective teaching in terms of faculty
277 enthusiasm, knowledge, and attention to student needs.

278 278

279 c. inspection of course materials by faculty on the FEC or Department Chair,
280 opinions solicited from alumni, or results from peer review of teaching;

281 281

282 d. advising undergraduate student research;

283 283
284
285 285
286
287 287
288
289 289
290
291
292
293
294
295 295
296
297
298
299 299
300
301
302
303 303
304
305 305
306
307 307
308
309
310 310
311
312
313 313
314
315
316 316
317
318
319 319
320
321 321
322
323 323
324
325
326
327
328

- e. chairing M.S. and/or doctoral committees;
- f. actively participating in graduate committees;
- g. actively participating in general education activities.

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

- a. 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;
- b. teaching in classes that require exceptionally lengthy preparation time (e.g. classes with a significant lab and/or field component or large classes);
- c. participating in general education activities;
- d. obtaining "very good" or "excellent" student evaluations in most classes;
- e. teaching a required class outside of the faculty member's area of expertise;
- f. developing and teaching a new class that enhances the university curriculum;
- g. improving an existing class through incorporation of additional relevant material, new projects, assignments and field-trips;
- h. incorporating new, innovative and effective instructional techniques beyond the traditional lecture-based format;
- i. advising an exceptionally large number of undergraduate students;
- j. chairing the committee of graduating M.S. or Ph.D. students.

Performance in teaching will be deemed to be outstanding where the faculty member's performance is at an exceptional level that warrants consideration for a merit and the faculty member has achieved normal performance in the areas of research and service. Performance in teaching will be made on a case-by-case basis by the FEC, but evidence of having achieved an "outstanding"

329 level may include the following:
 330
 331 a. receipt of an award for excellence in teaching;
 332
 333 b. being invited to chair a symposium on teaching methods/ teaching
 334 effectiveness or otherwise being recognized by the geosciences
 335 educational community as an exceptional teacher;
 336
 337 c. teaching multiple courses outside the faculty member’s area of
 338 expertise;
 339
 340 d. receipt of ‘excellent’ teaching evaluations in all courses taught.
 341
 342 e. chairing the committee of a large number (>3) of graduating M.S. or
 343 Ph.D. students.
 344
 345 Determination of an above normal or outstanding standard of performance is
 346 made on a case-by-case basis by the FEC.
 347
 348 Performance in teaching will be deemed to be less-than-normal if the faculty
 349 member failed to demonstrate teaching activities associated with a normal level
 350 of performance as described above. However, extenuating personal
 351 circumstances (illness, bereavement, etc.) will be taken into consideration
 352 before assigning a “less-than-normal” performance evaluation.
 353

354 2. Research

355
 356 Performance and continued development in research are central to the overall
 357 mission and vision of the Department. Faculty will conduct scholarly
 358 activities, communicate findings, and encourage creative investigation by
 359 members of the graduate and undergraduate student body. Publication of
 360 research and other professional work in refereed journals, books, and similar
 361 professional media are an intrinsic part of research and related professional
 362 contributions. Evidence of research performance may also include receipt of
 363 professional honors, award of grants or contracts, or board and commission
 364 appointments. Research activity also includes serving as primary advisor for
 365 undergraduate theses, M.S. theses, and/or Ph.D. dissertations.
 366

367 Because much scientific research consists of both laboratory and field
 368 activities and the development of research projects from inception to
 369 completion may take years, the Department considers a more reliable
 370 measure of research productivity is an evaluation that reviews
 371 accomplishments over multiple years. Hence, faculty evaluation
 372 documentation used to support research efforts may include information on
 373 research activity during the previous years in order to provide context for the
 374 timing and pace of research publications, grant acquisition, and/or graduation
 375 of student advisees.

376376
377
378
379379
380
381
382382
383
384
385385
386
387
388388
389
390
391391
392
393393
394
395
396
397397
398
399399
400
401
402402
403
404
405405
406
407407
408
409
410
411411
412
413
414414
415
416
417417
418
419
420
421421
422

Performance in research will be made on a case-by-case basis by the FEC, but evidence of having achieved a normal level may include the following:

- a. making a positive contribution to the body of scientific knowledge regionally, nationally, or internationally;
- b. serving as primary advisor to student researcher(s) at the undergraduate or graduate levels;
- c. authoring or co-authoring a talk or poster presented at a regional, national, or international conference or symposium;
- d. authoring or co-authoring a peer-reviewed research paper, book chapter, technical report, or other form of publication;
- e. actively pursuing external support of research activities.

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:

- a. serving as primary advisor to graduating M.S. or Ph.D. Students;
- b. authoring or co-authoring multiple talks or posters presented at a regional, national, or international conferences or symposia;
- c. authoring or co-authoring multiple peer-reviewed research papers, book chapters, technical reports, or other forms of technical publication;
- d. acquisition of extramural support for research activities

While determination of an “outstanding” performance in research is made on a case-by-case basis by the FEC, evidence of having achieved such a level of performance may include:

- a. Co-authoring peer-reviewed technical publications with undergraduate, M.S., or Ph.D. Advisees;
- b. serving as primary advisor to an exceptionally large number (well above department average) graduating M.S. or Ph.D. students;
- c. authoring or co-authoring exceptionally high-profile or otherwise seminal peer-reviewed research papers, book chapters, technical reports, or other forms of technical publication;
- d. acquisition of extramural support for research activities sufficient to

423 provide full support for support M.S. (~2 years) or Ph.D. (~4 years)
424 students and their research;

425 425

426 e. acquisition of an award, fellowship, or other significant form of
427 recognition for research activities.

428 428

429 Performance in research will be deemed to be less-than-normal if the faculty
430 member failed to meet the requirements of a normal standard of performance.
431 However, extenuating personal circumstances (illness, bereavement, etc.) will
432 be taken into consideration before assigning a “less-than-normal” performance
433 evaluation.

434 434

435 3.

Service

436 436

437 Performance and continued development in service are central to the overall
438 mission and vision of the Department. Faculty members will engage
439 constructively in department activities and outreach activities that promote the
440 well-being of students, colleagues, the university, the profession, and the public
441 at large. The Department recognizes a wide range of such contributions. The
442 Department supports faculty governance of the University at all levels and
443 encourages its members to participate in faculty committees and/or union
444 activities. The Department encourages its members to apply their knowledge
445 for the public benefit. Service to professional organizations is also important.

446 446

447 Performance in service will be deemed to be normal where the faculty
448 member demonstrates contributions in two of the following categories:

449 449

450 a. Participation in departmental activities and committees

451 451

452 b. Participation in College or University committees

453 453

454 c. Participation in professional organizations

455 455

456 d. Participation in community outreach activities related to the faculty
457 member’s discipline

458 458

459 e. Participation in professional service; e.g. proposal and manuscript
460 review.

461 461

462 Performance in service will be deemed to be above normal where the faculty
463 member’s performance demonstrated significant contributions in three or
464 more of the categories listed above. For instance, service on a college or
465 university committee, service to a professional organization such as a panel
466 or symposia chair, review of grant proposals, review of journal manuscripts,
467 and/or substantial community service.

468 468

469 Performance in service will be deemed to be outstanding where the faculty

470 member's performance is at an exceptional level that warrants consideration for
471 a merit and the faculty member's performance in teaching and research both are
472 normal or above. Examples of activities deemed to constitute outstanding
473 service include chairing a major university committee, being an executive
474 officer in a professional organization or organizing a major professional
475 meeting, serving as an associate editor for a professional journal, serving on the
476 advisory panel for a major granting agency, and/or undertaking significant
477 outreach related to the faculty member's discipline to benefit the citizens of
478 Montana and beyond.

479
480 Determination of an above normal or outstanding standard of performance is
481 made on a case-by-case basis by the FEC.

482
483 For the Department Chair, exceptionally able service that to the department
484 can be classified as above normal or outstanding service.

485
486 Performance in service will be deemed to be less-than-normal if the faculty
487 member failed to meet the requirements of a normal standard of
488 performance. However, extenuating personal circumstances (illness,
489 bereavement, etc.) will be taken into consideration before assigning a "less-
490 than-normal" performance evaluation.

491

492 D. Evaluation Standards for Faculty hired under the Teaching Tenure Track

493

494 Faculty in the teaching tenure track must demonstrate sustained efforts to improve
495 teaching effectiveness and to engage in scholarly research, which does not need to
496 be externally funded but should have impact outside The University of Montana.
497 Examples of evidence of improved teaching include:

498

499 a. teaching awards or other commendation;

500

501 b. development of new courses;

502

503 c. mentoring other faculty in teaching effectiveness;

504

505 d. demonstration of active response to improve teaching effectiveness as
506 recommended by student evaluations;

507

508 e. increases in objective measures of student learning such as knowledge gains and
509 retention, or their ability to solve cognitively advanced problems;

510

511 f. attendance at internal or external workshops focused on education.

512

513 Faculty hired under the teaching tenure track are not expected to conduct scholarly
514 research but doing so will be considered favorably. An 'above normal' level of scholarly
515 research for faculty on the teaching tenure track may include any of the criteria listed in
516 section C2 above, along with the following additional criteria:

- 517 517
 518 a. literature review and synthesis in support of course materials delivered to
 519 students;
 520 520
 521 b. systematic evaluation of pedagogical methods or innovations;
 522 522
 523 c. basic or applied research in some area of Geoscience or Geoscience Education.
 524 524
 525 d. Dissemination of scholarly activities through publication, presentation at
 526 meetings, some established online venue that is recognized and accessed by
 527 teaching faculty outside of the University.

528 528
 529 Expectations of service for faculty in the teaching tenure track are lower than those for
 530 faculty on the integrated track. A normal level of service for faculty is expected for
 531 faculty on the teaching tenure track. Criteria that may be considered ‘normal’ levels of
 532 service for faculty on the teaching track include any one of the actions listed in section
 533 C3a-e above. An ‘above normal’ level of service may be considered for teaching track
 534 faculty who undertake any two of the actions listed in section C3a-e above, and an
 535 ‘oustanding’ level of service may be considered for teaching track faculty who undertake
 536 any three of the actions listed in section C3a-e above

537 537
 538 The completion of the required number of years in rank shall not by itself be grounds
 539 for promotion.

540 540

541 E. Evaluation of Non-Tenurable Faculty

542 542

543 Non-tenurable faculty shall be evaluated annually. Their evaluation shall focus on
 544 effectiveness in the area of appointment, i.e., teaching or research, as well as other
 545 assigned duties as appropriate. In the case of teaching faculty the evaluation criteria
 546 shall be the same as that detailed in section D. In the case of research faculty the
 547 evaluation criteria shall be the same as that detailed in section C.2.

548 548

549 F. Student Evaluation Committee

550 550

551 The Department Student Evaluation Committee (SEC) shall follow the guidelines in
 552 section 10.220 of the CBA, except that each year the SEC will evaluate all courses
 553 taught during the previous year in Geosciences. The SEC will complete its
 554 evaluations by October 15 of each year. As specified in the CBA 10.235, the
 555 evaluation process may proceed without the SEC report in the event that it is not
 556 received by October 15.

557 557

558 G. Faculty Evaluation Committee

559 559

560 The Department Faculty Evaluation Committee (FEC) shall follow the guidelines in
 561 section 10.240 of the CBA. The FEC shall consist of all tenured and tenure-track
 562 members of the Department.

563 563

564 Three (3) tenured or tenure-track members of the Department shall compose a standing
565 FEC subcommittee. The FEC subcommittee will include a student member appointed
566 by the FEC Chair. The student member will have all rights except for voting. In order
567 to maintain continuity of process, each member of the subcommittee will serve a three
568 year term. Terms are arranged so that one expires each year. An FEC subcommittee
569 election will be held annually, before the end of March to elect the new FEC
570 subcommittee member for the following academic year. In addition, before the end of
571 spring semester, the FEC subcommittee will meet and elect the FEC Chair for the
572 following academic year.

573 573

574 Only tenured and tenure-track faculty members shall vote to elect the FEC
575 subcommittee. Upon expiration of their term, a faculty member cannot again serve on
576 the FEC subcommittee until one year has passed. In the case of resignation or leave of
577 absence, an alternate faculty member shall be elected to complete the term or fill in
578 during the leave of absence. Also, a subcommittee member shall not participate in
579 her/his own evaluation. It is expected that every tenured faculty member will serve on
580 the FEC subcommittee when elected.

581 581

582 All evaluation documentation will be available to any tenured or tenure-track
583 faculty member during the FEC subcommittee evaluation process, but it is not
584 available to non-tenure track faculty. The FEC subcommittee will review and
585 evaluate all documentation for each faculty member required to be evaluated and
586 propose recommendations on action.

587 587

588 The FEC Chair will convene a meeting of the FEC (i.e. the tenured and tenure- track
589 faculty) on or before November 5 of each year to review the list of faculty requested
590 actions and the subcommittee recommendations for action. Draft copies of proposed
591 FEC written evaluations will be provided by the subcommittee to the FEC. The FEC
592 will discuss the proposed action. Eligible faculty will then vote on each
593 recommended action by secret ballot. The FEC subcommittee will then make
594 modifications to the draft written evaluations as needed. The faculty member being
595 evaluated shall not be present during the discussion of their IPR (Individual
596 Performance Record) or the vote on it.

597 597

598 All tenured and tenure-track faculty shall be eligible to vote on all the FEC
599 recommendations except their own. Non-tenure track faculty are not eligible to vote
600 on tenured or tenure-track faculty evaluations nor can they be present during the
601 discussion of tenured or tenure-track faculty evaluations.

602

603 While a simple majority of eligible tenured and tenure-track faculty must be present
604 for a vote to be taken, absence by individual faculty members will not invalidate the
605 process.

606

607 For passage, all FEC recommendations require a two-thirds majority vote of all the
608 tenured and tenure-track faculty in Geosciences, including those not present during the
609 meeting at which the vote was taken..

610

611 The FEC subcommittee will complete written evaluations regarding tenure,
612 promotion, merit, normal, less-than-normal, and retention on or before November 15
613 of each year. When FEC action is complete, each faculty member will be informed
614 of the FEC action and provided with their written evaluation. Upon receipt of their
615 written evaluation, each faculty member will have ten days to appeal the FEC
616 recommendation or process pursuant to section 10.240 of the CBA.
617

618 **H. Evaluation by Department Chair**
619

620 Following the guidelines in section 10.250 of the CBA, the Department Chair shall
621 make a recommendation and prepare a written evaluation for each faculty member,
622 separate from that of the FEC, by December 15 of each year. Faculty members will
623 have ten days to appeal any Department Chair's action pursuant to section 10.250
624 of the Collective Bargaining Agreement.
625

626 **I. Scope of Evidence**
627

628 To be submitted by the faculty member: Each faculty member as required by the
629 CBA, section 10.210, shall prepare documentation of performance in teaching,
630 research, and service to be submitted by October 15 for review and evaluation by the
631 FEC. All adjunct faculty, research faculty, and tenure-track assistant professors are
632 reviewed annually. For recommendation for merit and for recommendation for the
633 outstanding performance award for non-tenure track faculty, documentation shall
634 cover the shortest of the following periods: (a) since the most recent merit award or
635 promotion granted, or (b) the most recent seven sequential years of service. Each
636 page shall be numbered in sequence and the last page dated and signed by the faculty
637 member. For recommendation for normal increment, documentation shall cover the
638 previous year or years as appropriate. For recommendation for promotion see
639 paragraph B.1.d. above. For recommendation for tenure see the first paragraph,
640 section A. above. See section 10.210 of the CBA for review cycles and exemptions
641 for tenured associate and full professors. A copy of the required documentation shall
642 be delivered to the FEC Chair and Department Chair by October 15 as specified in the
643 CBA, Section 10.220.
644

645 **J. Special Provisions for Research Professors**
646

647 The Department may recommend to the Dean of the College of Humanities and
648 Sciences a 1-year appointment of research scientists to the position of Research
649 Faculty. We do this to facilitate scholarship within our department, to foster
650 interactions in our research, and to support the broad research needs and interests of
651 our students. Our expectation is that Research Professors will be proven, productive
652 scholars who contribute to our departmental mission, and who increase the scholarly
653 productivity of the department.
654

655 Potential new Research Professors in the Department must have a tenured, or tenure
656 track, faculty sponsor. The faculty sponsor will make the formal nomination at a

657 regularly scheduled faculty meeting. The nomination must include a complete
658 professional vita and a statement of the potential value of the appointment to the
659 Department including an estimate of resource needs (lab and office space, secretarial
660 assistance, etc.), which must be submitted to the Department faculty at least 2 weeks
661 prior to the meeting at which the nomination is made. At the ensuing faculty meeting,
662 the nominating professor will provide a short explanation of the benefits to the
663 department of designating the nominated individual as a Research Faculty. The final
664 decision will be made by simple majority vote of the tenured and tenure track faculty
665 in the Department. The department chair will then submit a request, with CV and a
666 recommended research salary, for the appointment to the Dean of the College and the
667 Vice President for Research. That research salary will be the base pay for the Research
668 professor's grant-funded scholarship. The Department will not bear any of the costs of
669 research faculty member unless explicitly agreed to in the appointment letter and
670 expressly approved by the Dean of the College of Humanities and Sciences.

671
672 Research Faculty in the Department may co-chair graduate committees but they may
673 not serve as sole chair of graduate or undergraduate theses. The second co-chair must
674 be a tenured or tenure-track professor at the University of Montana. In all cases, the
675 second co-chair will be a member of the Department of Geosciences. Research
676 Faculty will be evaluated annually in our normal FEC procedures. Research Faculty
677 have no teaching or service obligations; thus, they will be evaluated on their
678 continuing contributions to research, successful mentoring of students working with
679 them, and continuing research collaborations valuable to the Department of
680 Geosciences.

681
682 The Department cannot assign permanent space, lab, grant management, or financial
683 resources to Research Faculty. Office and lab space will be determined on a case-by-
684 case basis as available and needed. We also expect that Research Faculty in the
685 department will be successful at garnering funding from outside sources for their
686 research and that a portion of the indirect cost return will defray departmental expenses
687 associated with the Research Professor's needs as agreed upon at appointment.

688
689 Approved by the Department faculty on November 29, 2023