



**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

**UNIT STANDARDS AND PROCEDURES**  
**DEPARTMENT OF GEOSCIENCES**  
**COLLEGE OF HUMANITIES AND SCIENCES**  
**UNIVERSITY OF MONTANA**

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

Looking forward this requires that as Earth scientists we:

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

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

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

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

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

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

These Unit Standards serve as a guide to aid us in accomplishment of our goals and are in addition to, and consistent with, those provided in the current Collective Bargaining Agreement (CBA). In the event of any omissions or inconsistencies, the terms of the CBA will 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 Standards as well as the Unit Standards of the Department of Geosciences (hereafter, ‘the Department’). University Standards are found in the CBA, Section 10.110.

### **Unit Standards for Faculty Evaluation**

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

#### **A. Tenure**

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

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,

3. Systematic efforts to improve student learning in accord with current pedagogical theory and practice, and/or
4. Engagement in mentorship of graduate student research (e.g., as a committee member).

## **B. Faculty Advancement**

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.

### **1. Promotions**

- 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.
- 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.
- 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.
- 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,

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

- e. In all promotion applications 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. The FEC Chair shall provide the names of 6 additional potential reviewers to the faculty member to make sure no personal conflicts exist; from these, the FEC Chair will acquire letters from at least 3 individuals. In cases where fewer than 6 total letters 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 promotion application.

The 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 promotion application dossier, and a cover letter summarizing the information and asking the external reviewer to evaluate the candidate's research relative to the criteria in B.1.b. or B.1.c. as appropriate. The deadline for the return of review letters is October 15.

## **2. Salary Recommendations**

- a. Merit Award or Outstanding Performance Award: Above normal performance in at least two (2) of the three (3) areas: teaching, scholarship/creative activity, or public service; or outstanding performance or special recognition in at least one (1) of these areas, and normal performance in the remaining area or areas of assigned duties.
- b. 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.
- c. Less-Than-Normal Increment: Poor performance of assigned responsibilities within the scope of employment may constitute grounds for a less-than-normal evaluation. It is understood that the absence of performance in any one or two of the areas of teaching, scholarship/creative activity, and public service does not justify a less-than-normal evaluation. Performance is to be evaluated consistent with workload assignment. Failure to submit an IPR for evaluation by a faculty member, when required (see CBA 10.210, 10.220), is grounds for a less-than-normal

increment.

**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 FEC and the Department Chair to be less-than-normal.
- b. Second or subsequent year of service if performance in two (2) areas of academic endeavor is less-than-normal for two (2) consecutive years or in one (1) area of academic performance for three (3) consecutive years.

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

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

**1. Teaching**

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

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

- a. Carried a normal teaching load or class load as directed by the Department Chair. A normal load will vary depending on the number of faculty members, the number of courses offered, etc., but, in general, is approximately the number of courses offered divided by the number of faculty members carrying a teaching load;
- b. student evaluations that indicate effective teaching in terms of faculty enthusiasm, knowledge, and attention to student needs.
- c. inspection of course materials by faculty on the FEC or Department Chair, opinions solicited from alumni, or results from peer review of teaching;
- d. advising undergraduate student research;

- 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"



level may include the following:

- a. receipt of an award for excellence in teaching;
- b. being invited to chair a symposium on teaching methods/ teaching effectiveness or otherwise being recognized by the geosciences educational community as an exceptional teacher;
- c. teaching multiple courses outside the faculty member's area of expertise;
- d. receipt of 'excellent' teaching evaluations in all courses taught.
- e. chairing the committee of a large number (>3) of graduating M.S. or Ph.D. students.

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

Performance in teaching will be deemed to be less-than-normal if the faculty member failed to demonstrate teaching activities associated with a normal level of performance as described above. However, extenuating personal circumstances (illness, bereavement, etc.) will be taken into consideration before assigning a "less-than-normal" performance evaluation.

## **2. Research**

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

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

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

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

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

Performance in research will be deemed to be less-than-normal 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 “less-than-normal” performance evaluation.

### **3. Service**

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

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

- a. Participation in departmental activities and committees
- b. Participation in College or University committees
- c. Participation in professional organizations
- d. Participation in community outreach activities related to the faculty member’s discipline
- e. Participation in professional service; e.g. proposal and manuscript review.

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

Performance in service 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's performance in teaching and research both are normal or above. Examples of activities deemed to constitute outstanding service include chairing a major university committee, being an executive officer in a professional organization or organizing a major professional meeting, serving as an associate editor for a professional journal, serving on the advisory panel for a major granting agency, and/or undertaking significant outreach related to the faculty member's discipline to benefit the citizens of Montana and beyond.

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

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

Performance in service will be deemed to be less-than-normal 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 "less-than-normal" performance evaluation.

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

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

- a. teaching awards or other commendation;
- b. development of new courses;
- c. mentoring other faculty in teaching effectiveness;
- d. demonstration of active response to improve teaching effectiveness as recommended by student evaluations;
- e. increases in objective measures of student learning such as knowledge gains and retention, or their ability to solve cognitively advanced problems;
- f. attendance at internal or external workshops focused on education.

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

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

Expectations of service for faculty in the teaching tenure track are lower than those for faculty on the integrated track. A normal level of service for faculty is expected for faculty on the teaching tenure track. Criteria that may be considered 'normal' levels of service for faculty on the teaching track include any one of the actions listed in section C3a-e above. An 'above normal' level of service may be considered for teaching track faculty who undertake any two of the actions listed in section C3a-e above, and an 'outstanding' level of service may be considered for teaching track faculty who undertake any three of the actions listed in section C3a-e above

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

#### **E. Evaluation of Non-Tenurable Faculty**

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

#### **F. Student Evaluation Committee**

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

#### **G. Faculty Evaluation Committee**

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

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

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

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

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

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

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

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

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

#### **H. Evaluation by Department Chair**

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

#### **I. Scope of Evidence**

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

#### **J. Special Provisions for Research Professors**

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

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

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

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

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

Approved by the Department faculty on November 29, 2023