



UNIT STANDARDS REVIEW SIGNATURE FORM

Department of: Sociology

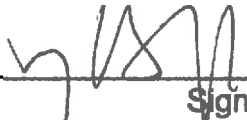
Year: 2020

1) Department Chair:


Signature

November 3, 2020
Date

2) Dean:


Signature

17 November 2020
Date

3) Chair, UM Unit Standards Committee:


Signature

4/26/2021
Date

4) Provost and Vice President for Academic Affairs:


Signature

4/26/2021
Date

UNIT STANDARDS AND PROCEDURES FOR FACULTY EVALUATION
DEPARTMENT OF SOCIOLOGY
UNIVERSITY OF MONTANA

These Department of Sociology Unit Standards and Procedures meet the requirements of Unit Standards for Faculty Evaluation as described in section 10.120 of the Collective Bargaining Agreement (CBA) and were adopted by a unanimous vote of the faculty of the Department of Sociology on November 3, 2020. They are to be used in conjunction with all applicable sections of the CBA in force during any given year to conduct evaluation of faculty performance. In the event of any omissions or inconsistencies, the terms of the CBA shall prevail. It is each faculty member's responsibility to be familiar with the procedures and standards of evaluation specified in the CBA. These procedures apply to all faculty members in the bargaining unit. Faculty members will be evaluated using the schedule in section 10.210 of the CBA.

I. EVALUATION PROCEDURES

- A. Individual Performance Record.** Faculty members to be evaluated will make their Individual Performance Records (IPRs) available to the Faculty Evaluation Committee by October 15. The IPR summarizes and provides evidence of teaching, research, and service activities of a faculty member during the evaluation period as indicated in section 10.210 of the CBA.
- B. Student Evaluation Committee.** The Student Evaluation Committee (SEC) is constituted and governed according to 10.230 of the CBA. The selection of members of the SEC and the Faculty Advisor to the SEC will be made no later than September 15. Under the guidance of the faculty advisor to the SEC, the SEC will produce a qualitative summary of student course evaluations. If a faculty member is going up for tenure or promotion, or is seeking an “above normal” or “outstanding” salary increment, they must submit all evaluations for all courses taught as part of their normal load during the review period. If a faculty member is seeking a “normal” salary increment, they must submit all evaluations for all courses taught as part of their normal load that were not previously evaluated by the SEC. In this second scenario, the faculty member will include all relevant prior SEC reports. While conducting this work, the SEC and the Faculty Advisor will keep in mind the American Sociological Association’s [2019 statement](#) about the prevalence of racial and gender bias in student evaluations of teaching in higher education. The SEC report will be made available to the faculty member under review at least three working days prior to its signature by the chairperson of the SEC, which is due October 15. If desired, the faculty member may append a response to the SEC report.
- C. Faculty Evaluation Committee.** Pursuant to section 10.240, the Faculty Evaluation Committee (FEC) reviews the IPR of each faculty member under evaluation and prepares recommendations for retention, promotion, tenure, and salary increments (less-than-normal, normal, or merit).

 1. Constitution of the Faculty Evaluation Committee

- a) In accordance with section 10.240 of the CBA, the FEC shall be composed of the tenured and tenure-track faculty members in the bargaining unit, with the exception of the departmental chairperson, who serves as ex-officio (non-voting) member of the FEC. The FEC shall include no fewer than three faculty members.
- b) The FEC will elect an FEC chair by majority vote no later than October 1 of the evaluation year.
- c) The FEC chair will appoint one graduate student observer to the FEC. The student observer will then participate in all FEC deliberations but may not vote on the FEC's recommendations.
- d) Only tenured and tenure-track faculty of the FEC may vote on tenure and promotion recommendations.
- e) When voting on promotion or tenure, each FEC member must hold a rank equal to or higher than the rank proposed for the candidate. If needed, following the CBA, the FEC chair will recruit additional FEC members from appropriately-ranked faculty from the College of Humanities and Sciences (outside the Sociology Department).
- f) When voting on promotion or tenure, FEC members who have not yet achieved the rank for which a given faculty member is under evaluation may participate in discussion and deliberation but may not vote on the FEC recommendation.
- g) While not a member of the FEC, the departmental chairperson may participate in all discussions and deliberations of the FEC but may not vote.
- h) When the departmental chairperson is under evaluation, they will be evaluated by the FEC as a faculty member including their service as chair of the department.

2. Duties of the Faculty Evaluation Committee

- a) Each year the FEC will evaluate non-tenurable, tenure track, and tenured faculty members in accordance with procedures specified in the CBA, Section 10.230, by applying the standards for performance and responsibilities specified below. Non-tenurable faculty members whose duties are contractually limited to teaching will be evaluated only on the basis of their teaching. Non-tenurable faculty members whose duties are contractually limited to research will be evaluated only on the basis of their research.
- b) No member of the FEC shall participate in FEC deliberations or recommendations related to the evaluation of their own performance.
- c) The FEC shall inform faculty members of its recommendation as soon as possible and no later than November 15. In case of a negative recommendation, the FEC chair shall provide the faculty

member involved with a confidential report explaining its reasoning.

- d) The recommendations of the FEC shall be made by a majority affirmative vote of the FEC members eligible voting. In accordance with section 10.230 of the CBA, within ten (10) days of receipt of the recommendation from the FEC, the faculty member may submit a written appeal to the FEC regarding any aspect of the FEC's recommendation or process. Within ten (10) days of receipt of the appeal, the FEC shall either grant or deny the requested remedial action and so notify the faculty member and make the decision a part of the record.
- e) Additional FEC Responsibilities: The chair will coordinate one teaching observation per year of each pre-tenure faculty member in the department. Only tenured faculty members are eligible to conduct these observations. After conducting the observation, the faculty observer will provide written feedback, in the form of a brief report, to the faculty member whose class was visited. The faculty member may write a response to the report, if they so desire. The faculty member must include all observation reports from the review period in their IPR.

D. Departmental Chairperson's Recommendation. CBA section 10.240 specifies the procedures for the chairperson's recommendation.

- 1. The faculty member shall sign the chairperson's recommendation attesting to having read the recommendation and any additional documentation appended by the chairperson. Within ten (10) days of receipt of the departmental chairperson's recommendation, the faculty member may submit a written appeal to the departmental chairperson regarding any aspect of the chairperson's recommendation or process. Within ten (10) days of receipt of the appeal, the chairperson shall either grant or deny the requested remedial action and shall notify the faculty member and make the decision a part of the record.
- 2. Upon request of any faculty member being evaluated, the chairperson shall meet personally with that faculty member to discuss the recommendations and rank-order priorities associated with any or all of his/her recommendations. However, the chair's merit rankings are confidential. The basis of such priorities shall be the degree to which the faculty member exceeds departmental standards.

II. STANDARDS FOR TEACHING, SCHOLARSHIP, AND SERVICE

- A. Standards for Performance in Scholarly Activity.** Any creative work that is directly related to the discipline of Sociology can be used to demonstrate scholarly activity. Interdisciplinary work bridging disciplinary boundaries between Sociology and other academic fields shall be considered as directly related to the discipline of Sociology. However, since not all scholarly work is of

the same quality, the FEC shall place the work in one of three levels listed below based upon the work's scholarly contribution. It is the responsibility of the faculty member to provide evidence of the scholarly work, to propose a level, and to provide documentation supporting the proposed level. The FEC shall review the evidence provided by the faculty member and use the guidelines below to assign scholarly work to levels.

1. Levels of Scholarly Activity. The activities below are not ranked within levels. Scholarly activity completed and accepted for publication but not yet published can be evaluated as if publication had taken place as long as the faculty member includes documentation of acceptance. It is possible that some scholarly activities may not be included in the items below. If a faculty member has engaged in other forms of scholarly activity, they may include them in their IPR and present an argument regarding the level of the activities. As with other activities, the FEC will review the evidence and assign the work to levels.

- a) Level One

- (1) Conference presentation (oral session, poster session).
- (2) Solo or co-author of a non-peer reviewed book chapter.
- (3) Co-editor of a book with an academic press (and did not contribute a chapter).
- (4) Author of a book review for a scholarly journal.
- (5) Author of a non-peer reviewed publication (for example, consulting and technical reports for local, state, regional commissions, agencies, and nongovernmental organizations).
- (6) Reprinting of a previously published scholarly piece (and inclusion of previously published piece in edited volume/reader).
- (7) Recipient of a UM research award.
- (8) Recipient of a UM grant.
- (9) Leader or co-leader of a UM research team.
- (10) Applied for an external grant (not awarded).

- b) Level Two

- (1) Solo or co-author of a peer-reviewed article in a scholarly journal.
- (2) Solo or co-author of a peer-reviewed book chapter.
- (3) Solo or co-author of another kind of peer-reviewed publication.
- (4) Editor of a book with an academic press (but did not contribute a chapter).

- (5) Co-editor of a book with an academic press (and authored or co-authored a chapter in the book).
- (6) Solo or co-author of a textbook.
- (7) Recipient of an external research award.
- (8) Recipient of a major non-competitive external grant (e.g., multi-year evaluation contract).
- (9) Recipient of a modest competitive external grant (e.g., Fulbright)
- (10) Leader or co-leader of an external research team.

c) Level Three

- (1) Solo author of a book with an academic press.
 - (2) Recipient of a major competitive external grant (e.g., NSF, NIJ, etc.).
 - (3) Keynote speaker at a national, regional, or international conference.
 - (4) Editor of a book with an academic press (and contributed a chapter in the book).
2. Normal Performance in Scholarly Activity. A “normal” ranking requires evidence of 1 scholarly activity from Level One during the review period.
 3. Above Normal Performance in Scholarly Activity. An “above normal” ranking requires evidence of 3 scholarly activities from Level One during the review period **or** evidence of 1 scholarly activity from Level Two during the review period.
 4. Outstanding Performance in Scholarly Activity. An “outstanding” ranking requires evidence of 1 scholarly activity from Level Three during the review period **or** evidence of 2 scholarly activities from Level Two during the review period.

B. Standards for Performance in Teaching. Teaching is critical to the mission of the Department of Sociology. The department values teaching and considers effective teaching to be the primary obligation of all faculty in the department. The quality and efficacy of department members’ teaching must be evaluated regularly. Faculty members must invite students in each of their courses to evaluate their teaching using the Department-approved evaluation form. When considering students’ evaluation of faculty, the FEC will take into account that evaluations can vary based on class characteristics (core courses, new/experimental courses, general education courses, class size, etc.), and that conscious and unconscious bias can negatively affect student teaching evaluations of women and BIPOC faculty.

1. Levels of Teaching Activity. The activities below are not ranked within levels. If a faculty member has engaged in other forms of teaching activity, they may include them in their IPR and present an argument

regarding the level of these activities. As with other activities, the FEC will review the evidence and assign the work to levels.

a) Level One

- (1) Teaching a normal load (2:2) unless otherwise assigned by the Dean of the College of Humanities and Sciences (course buyouts, medical/family leave reduction, etc.). In the case of course buyouts, faculty are expected to teach at least a 1:1 teaching load.
- (2) Holding regular office hours (at least one hour per course per week).
- (3) Teaching at least one service course each year (General Education courses, Sociology Core courses, or lower division courses). The departmental chairperson may assign a faculty member to other courses as needed on a temporary basis, but the general expectation is for faculty in the department to teach at least one service course.
- (4) Demonstrated willingness to mentor Sociology students (giving career advice, writing letters of recommendation, etc.).
- (5) Demonstrated willingness to serve on student committees (i.e., honors thesis, M.A. thesis, and Ph.D. dissertation committees).
- (6) Periodically updating or revising courses (e.g., incorporating new research into lectures, revising readings, developing new activities or assessments, etc.).
- (7) Quantitative student evaluations that are generally above the midpoint. The FEC will pay close attention to student responses to the following statements:
 - (a) The course as a whole was...
 - (b) The course content was...
 - (c) The instructor's contribution to the course was...

b) Level Two

- (1) Teaching or co-teaching an overload (above 2:2) whether compensated (e.g., MOLLI, GLI Capstone, etc.) or uncompensated.
- (2) Chairing a student's committee (i.e., honors thesis, M.A. thesis, or Ph.D. dissertation committee).
- (3) Providing invited guest lectures (at UM or in other education contexts).
- (4) Continuing to mentor former UM students in a formal capacity or mentoring students from other institutions.

- (5) Substantially updating or revising courses (overhauling readings/book, organizational changes, major changes to assessments, etc.)
- (6) Authoring a publication with a current or former UM student (student as first author).
- (7) Supervising one or more independent studies per year.

c) Level Three

- (1) Chairing more than two active student committees in one academic year (i.e., honors thesis, M.A. thesis, and Ph.D. dissertation committees).
 - (2) Winning a college-wide, UM, MUS, or scholarly association's teaching award.
 - (3) Being a finalist or winner of a national association's teaching or mentoring award.
2. Normal Performance in Teaching. A "normal" ranking requires evidence of **all** teaching activities from Level One (except in exceptional circumstances) during the review period.
 3. Above Normal Performance in Teaching. An "above normal" ranking requires evidence of **all** teaching activities from Level One during the review period **and** evidence of 1 teaching activity from Level 2 during the review period.
 4. Outstanding Performance in Teaching. An "outstanding" ranking requires evidence of **all** teaching activities from Level One **and either** (1) evidence of 4 teaching activities from Level 2 **or** (2) evidence of 1 teaching activity from Level 3 during the review period.

C. Standards for Performance in Service. The Department of Sociology values service to the department, the university, the community, and the discipline. However, since not all service work is the same, the FEC shall place service work in one of the three levels listed below based on its intensity and utility. It is the responsibility of the faculty member to provide evidence of the service work, to propose a level, and to provide documentation supporting the proposed level. The FEC shall review the evidence provided by the faculty member and use the guidelines below to assign service work to levels.

1. Levels of Service. The activities below are not ranked within levels. For the service section, "departmental committees" refers to service-based committees in the Department of Sociology (e.g., Graduate Committee, Curriculum Committee, Scholarship Committee, Search Committees, etc.) rather than student research committees (honor thesis, M.A. thesis, or Ph.D. dissertation committees). If a faculty member has engaged in other forms of service, they may include them in their IPR and present an argument regarding the level of the activities. As with other activities, the FEC will review the evidence and assign the work to levels.

a) Level One

- (1) Chair of departmental committees, as needed.
- (2) Writing letters of recommendation for colleagues, as needed.
- (3) Member of a campus-wide committee that meets monthly or less and/or requires a minimal workload outside of meetings.
- (4) Presenting to local, statewide, or national nongovernmental organizations and governmental agencies.
- (5) Member of a local, statewide, or national nongovernmental organization's voluntary board that meets monthly or less and/or requires minimal workload outside of meetings.
- (6) Organizing a one-time educational event for campus or community audiences.
- (7) Discussant for a conference panel or session.
- (8) Organizing a panel or session at a scholarly conference.
- (9) Faculty advisor for UM student group.
- (10) Reviewing a grant application or scholarship application for students or colleagues.
- (11) Peer-reviewer textbooks, book chapters, or articles for scholarly or popular presses.

b) Level Two

- (1) Chair departmental initiatives or projects (including chairing search committees).
- (2) Member of a campus-wide committee that meets weekly or biweekly and/or requires a moderate workload outside of meetings (ECOS, UFA, Unit Standards, ASCRC, etc.).
- (3) Member of a campus-wide committee that requires a significant one-time workload (Sabbatical, Fulbright, etc.).
- (4) Member of a local, statewide, or national nongovernmental organization's voluntary board that meets weekly or biweekly and/or requires moderate workload outside of meetings.
- (5) Member of a committee for a regional, national, or international scholarly association.
- (6) Peer-reviewer for regional, national, or international scholarly association's grant/scholarship/award competitions.
- (7) Organizing a day-long workshop on campus, at scholarly conferences, etc.
- (8) External program reviewer for programs at other campuses.

- (9) External letter writer for a colleague's tenure and promotion process at another campus.
- (10) Developing curriculum for programs on campus.
- (11) Peer-reviewer of book manuscript for scholarly or popular presses.
- (12) Member of editorial board or Associate Editor of a scholarly journal.
- (13) Winning a college-wide, UM, MUS, or scholarly association's service award.

c) Level Three

- (1) Director of minor or certificate on campus (IDS, PCPP, WGSS, etc.).
 - (2) Member of a campus-wide committee that meets weekly or biweekly and/or requires significant workload outside of meetings (President's cabinet, etc.).
 - (3) Member of local, statewide, or national nongovernmental organization's voluntary board that meets weekly or biweekly and/or requires significant workload outside of meetings (and the workload isn't research).
 - (4) Developing curriculum for programs at other universities.
 - (5) Elected officer for regional, national, or international scholarly association.
 - (6) Editor-in-Chief of scholarly journal.
 - (7) Organizing a multi-day conference.
2. Normal Performance in Service. A "normal" ranking requires serving on departmental committees during the review period **and** evidence of 1 service activity from Level One during the review period.
 3. Above Normal Performance in Service. An "above normal" ranking requires serving on departmental committees during the review period **and either** evidence of 3 service activities from Level One **or** evidence of 1 service activity from Level Two during the review period.
 4. Outstanding Performance in Service. An "outstanding" ranking requires serving on departmental committees during the review period **and either** (1) evidence of 2 service activities from Level Two **or** (2) evidence of 1 service activity from Level Three during the review period.

III. PROMOTION AND TENURE

- A. Promotion to Associate Professor.** Except in unusual circumstances, four or more years of full-time service in rank as Assistant Professor are required prior to the date of promotion to Associate Professor. Application may be made during the fourth year in rank (CBA 10.110.1b). Promotion to Associate Professor shall be

recommended by the FEC and departmental chairperson if the faculty member has met the following criteria:

1. Scholarly Activity. The faculty member has a research record that includes **either** authorship of three Level 2 peer-reviewed publications (see section II.A.1.b) **or** authorship of one Level 3 peer-reviewed publication (see section II.A.1.c).
 - a) Other scholarly activities beyond authorship of peer-reviewed publications detailed within Level 2 and Level 3 are viewed favorably but do not meet this requirement.
2. Teaching. The faculty member has a teaching record ranked by the FEC as “above normal” or “outstanding” at least once during the review period (see sections II.B.3 and II.B.4).
3. Service. The faculty member has a service record ranked by the FEC as “above normal” (see section II.C.3) or “outstanding” at least once during the review period (see section II.C.4).

B. Application for Tenure. Faculty members who have completed five years of credited service toward tenure (no more than three years of which may be credited from another institution per CBA 9.240) and hold the minimum academic rank of associate professor may apply for tenure in the sixth probationary year (CBA 9.310). A faculty member may seek tenure and promotion to Associate Professor simultaneously. Tenure shall be recommended by the FEC and departmental chairperson if the faculty member has met the following criteria:

1. Scholarly Activity. The faculty member has a research record that includes **either** authorship of three Level 2 peer-reviewed publications (see section II.A.1.b) **or** authorship of one Level 3 peer-reviewed publication (see section II.A.1.c).
 - a) Other scholarly activities beyond authorship of peer-reviewed publications detailed within Level 2 and Level 3 are viewed favorably but do not meet this requirement.
2. Teaching. The faculty member has a teaching record ranked as “above normal” or “outstanding” for the review period (see sections II.B.3 and II.B.4).
3. Service. The faculty member has a service record ranked as “above normal” (see section II.C.3) or “outstanding” (see section II.C.4) for the review period.

C. Promotion to Professor. Except in unusual circumstances, five or more years of full-time service in rank as Associate Professor are required prior to the date of promotion to Professor. Application may be made during the fifth year in rank (CBA 10.110.1c). Promotion to Professor shall be recommended by the FEC and departmental chairperson if the faculty member has met the following criteria:

1. Scholarly Activity. The faculty member has a research record that includes **either** authorship of three Level 2 peer-reviewed publications (see section II.A.1.b) **or** authorship of one Level 3 peer-reviewed publication (see section II.A.1.c).
 - a) Other scholarly activities beyond authorship of peer-reviewed publications detailed within Level 2 and Level 3 are viewed favorably but do not meet this requirement.
2. Teaching. The faculty member has a teaching record ranked as “above normal” or “outstanding” for the review period (see sections II.B.3 and II.B.4).
3. Service. The faculty member has a service record ranked as “above normal” (see section II.C.3) or “outstanding” for the review period (see sections II.C.3 and II.C.4).

IV. SALARY DETERMINATION DECISIONS

- A. Normal Salary Increment.** A normal salary increment shall be recommended by the FEC and departmental chairperson when a faculty member has been ranked at least “normal” in teaching, service, and scholarship; or less-than-normal in one category and at least “above normal” in one other category.
- B. The Merit Recognition.** A merit award is based on a faculty member’s performance in the areas of (1) scholarly activity, (2) teaching, and (3) service during the review period. A merit award shall be recommended by the FEC and departmental chairperson when a faculty member has been ranked “above normal” in two of these areas or “outstanding” in one of these areas (CBA 10.110.3.a). The specific standards for “above normal” and “outstanding” are discussed above for scholarly activity (II.A.3 and II.A.4), teaching (II.B.3 and II.B.4), and service (II.C.3 and II.C.4)
- C. Less-Than-Normal Salary Increment.** A less-than-normal salary increment shall be recommended by the FEC and departmental chairperson when a faculty member has been ranked “below normal” in teaching, scholarship, or service for more than two years in a row.

V. RETENTION/TERMINATION

- A. Non-Renewal of Contract.** Non-renewal of contract shall be recommended by the FEC and departmental chairperson when a pre-tenure faculty member is not making satisfactory progress toward promotion and tenure, or when a tenured faculty member has been recommended for three consecutive less-than-normal salary increments (CBA 9.230).