



**UNIT STANDARDS REVIEW
SIGNATURE FORM**

Department of: Environmental Studies

Year: 2016

1) Department Chair:

 11-30-16
Signature Date

2) Dean:

 30 Nov. 2016
Signature Date

3) Chair, UM Unit Standards Committee:

 4/7/2017
Signature Date

4) Provost and Vice President for Academic Affairs:

 7/5/17
Signature Date

**THE ENVIRONMENTAL STUDIES PROGRAM AT THE UNIVERSITY OF
MONTANA UNIT STANDARDS AND
PROCEDURES FOR EVALUATION AND ADVANCEMENT**

The Environmental Studies Program (EVST) shall be guided by standards and procedures set forth in the current Collective Bargaining Agreement signed between the University Faculty Association and the Montana University System regarding retention, salary increments, promotion, and tenure. The unit standards and procedures discussed below are intended to be in addition to and consistent with those provided, in the current Collective Bargaining Agreement, and in the event of any omissions or inconsistencies, the terms of the Collective Bargaining Agreement shall prevail. Each faculty member should consult the Collective Bargaining Agreement for procedures relative to the evaluation process beyond the Faculty Evaluation Committee (FEC) and to determine procedural requirements for appeals.

I. FACULTY EVALUATION COMMITTEE

A. Purpose

The purpose of the Faculty Evaluation Committee is to provide peer evaluation and review of performance for each EVST faculty member in the unit.

B. Composition

The Faculty Evaluation Committee shall be elected by the EVST faculty and shall include at least three (3) tenured or tenurable EVST faculty, not including the Director. In the event there are not three eligible potential members within the EVST faculty, FEC members may be drawn from the most appropriate academic disciplines as determined by the Director of the program with one faculty member outside of EVST based on nominations by the faculty members to be evaluated. The members of this Committee shall elect their own chair from among the membership. Only tenured and tenurable Faculty on the FEC may evaluate for tenure. The Committee chair shall appoint one student observer, with all rights save voting. This student observer shall be chosen from the current EVST undergraduate major and graduate student community.

C. Responsibilities

The Committee shall be responsible for using the unit standards to review the performance of EVST faculty members. The Committee shall make a written recommendation with justification signed by the Committee chair which shall, where appropriate, specifically address: (1) retention, (2) salary increment, (3) promotion, and/or (4) tenure. Only tenured and tenurable faculty vote on tenure. Any faculty member may abstain when he or she feels unqualified to vote. Abstentions are not part of the vote tally. The Committee shall use the evidence from the individual performance record submitted by the faculty member (Section III) and evidence from any other source so long as the evidence is relevant to the unit standards. The faculty member to whom the evidence pertains must be afforded full opportunity (up to ten

days (CBA 10.230) to review and respond to the evidence. Evidence from anonymous sources (except student evaluation forms) will not be used. The Committee shall afford the faculty member an opportunity to address the Committee personally regarding the evaluation.

The recommendation of the Committee shall be forwarded to the EVST Director by November 15. The FEC shall inform the faculty member of its recommendation in writing at least ten days prior to forwarding the recommendation to the director. The faculty member shall sign the recommendation to show she or he has read it, although the signature does not imply agreement with or accuracy of statements. The faculty member has ten days after receipt of the evaluation to submit an appeal to the FEC. The FEC shall respond to the appeal within ten days and this response will be included in all materials sent to the EVST Director and the Dean of Humanities and Sciences.

The EVST Director shall prepare his or her recommendation of the faculty member by December 15th based upon the Individual Performance Report, and the SEC and FEC evaluations. The Director shall inform the faculty member of her or his recommendation in writing at least one week prior to forwarding the evaluation record to the Dean. The faculty member shall sign the Director's recommendation to insure it has been read, although the signature does not imply agreement or accuracy of statements. The faculty member may appeal the Director's recommendation within 10 days after it is received. The Director shall send the evaluation record to the Dean in accordance to deadlines established by the Collective Bargaining Agreement.

II. STUDENT EVALUATION COMMITTEE

As required by the Collective Bargaining Agreement, there shall be a three-person Student Evaluation Committee (SEC), consisting of EVST graduate students or undergraduate majors in good standing, appointed by the EVST Director after consultation with the FEC. The FEC shall select one (1) faculty observer who shall enjoy all the rights of full participation and access to information except voting. The SEC shall elect a chair from among its members. It shall be the responsibility of this Committee to prepare a written evaluation of the individual's teaching and advising, and submit this report to the Director by October 15. The faculty member shall sign the evaluation report to show she or he has read it, although the signature does not imply agreement or accuracy of statements. The faculty member may write a response to the SEC Report and this response will be included in materials sent to the EVST Director and the Dean of Humanities and Sciences.

III. DOCUMENTATION

D. Faculty Responsibility for Individual Performance Record

It is the responsibility of each faculty member to prepare his or her own individual performance record with as full and complete documentation and evidence as required by the Collective Bargaining Agreement. This documentation shall address all three

areas of faculty responsibility: (1) teaching and advising; (2) scholarly research and creative activity; and (3) professional and public service using the specific evidence as described below under General Criteria. Performance reviews of faculty shall emphasize flexibility in balancing the contributions of teaching, research and creative activity, and service.

An individual on split assignment shall submit the documentation and evidence to the unit in which the greatest portion of the FTE is assigned; or if the FTE is equally split, to the unit in which first hired; or if not first hired in one unit, to the unit in which best qualified for full-time service. The chairperson of the FEC, department chairperson, and the dean of the unit evaluating the split appointment shall obtain evaluations from their respective counterparts in the other units to which the individual was partially assigned.

The individual shall submit this documentation to the chair of the Faculty Evaluation Committee and to the EVST Director by October 15.

E. Documentation for Performance Period

The performance period to be documented for the respective types of advancement is as follows:

1. Promotions - All service in current rank or since the documentation was prepared for the last promotion or the most recent seven (7) sequential years.
2. Tenure - The entire probationary period, including credited prior service.
3. Merit - The time since the documentation was prepared for the last merit, or for the last promotion, whichever is shorter; or the most recent seven (7) sequential years.
4. Normal and less-than-normal - The previous year(s) for all appointments, as indicated in 2009-13 CBA Section 10.340.

III. GENERAL CRITERIA

F. Teaching and Advising

Quality teaching is a major responsibility of all faculty and is essential to the mission of the EVST program and the University of Montana. Performance, therefore, must be evaluated on a rigorous basis. Evaluation of teaching performance shall include review of all course and advising evaluations collected during the period from courses that are part of the faculty member's regular teaching load. Students shall have the opportunity to evaluate all courses that faculty offer as part of their regular teaching load.

Evaluation may also include, but not be limited to, professor availability for

students; formal or informal observations by faculty colleagues or other peers; teaching load; offering courses approved for General Education; graduate committees; the creation of new courses; evidence of innovative pedagogies, and any other evidence deemed appropriate.

A number of additional responsibilities accompany the expectation for teaching. Each faculty member shall be evaluated on their contribution to the EVST Program's and the University's efforts to recruit and retain students, and ensure that students receive proper advising. In each set of documentation submitted to the FEC, the faculty member shall include evidence of participation in recruitment and advising. Each faculty member shall submit a copy of the syllabus for each course offered, which will be submitted to the Registrar.

Graduate student advising and mentoring evaluations are included in teaching. In most years after the third (3rd) year of teaching, faculty are expected to accept and mentor EVST graduate students to completion.

G. Scholarly Research and Creative Activity

Scholarly productivity in the form of publication, applied or theoretical research and interpreting technical information is also a responsibility of all faculty. Research and creative activity is intended to mean the publication and professional dissemination of information. Scholarly research and creative activity might include, but is not limited to, the following unranked list: 1) publication of books, monographs and the like; 2) publication of peer reviewed or refereed journal articles; 3) presentation of research or analysis at public policy meetings and professional meetings; 4) publication or completion of reports for agency or public use; or, 5) research efforts relating to grants and contracts; 6) civically engaged scholarly research and creative activities that contribute to the welfare of society and the planet.

H. Professional and Public Service

EVST's mission is inspired in large part by the career of Clancy Gordon and his devotion to public service. For this reason, public service is an equally important part of faculty responsibility in this unit. Service outside the university and academic community is expected.

As a unit with diverse faculty, EVST relies on faculty involvement with the program governance and full participation in the affairs of EVST. Such service shall include the following: 1) regular attendance at faculty meetings and faculty retreats; 2) full participation in review and recommendation processes for graduate student admissions, scholarships, awards, honors, and teaching assistantships; and 3) assumption of tasks related to the functioning of EVST within the University of Montana, such as curriculum review and development; drafting and/or revision of reports, standards, or reviews; or participation on University-wide committees or bodies.

In other areas of service, consideration will be given to a variety of activities. Those activities include, but are not limited to, the following: 1) contributions of expertise to governmental agencies and non-profit organizations; 2) continuing education activities such as extension courses, workshops, and/or seminars; 3) presentations to community organizations; 4) service on public advisory committees or boards; 5) participation on college or university-wide committees; 6) contributions to university curriculum development; and 7) involvement in professional and public associations.

IV. PROMOTIONS

The following University and Collective Bargaining Agreement requirements must be met regarding each of the respective types of promotion:

A. To Assistant Professor

Requires the possession of a terminal degree in an appropriate area or its equivalent as defined by these Unit Standards.

B. To Associate Professor

Except in highly unusual circumstances, four (4) or more years of fulltime service in rank as Assistant Professor are required prior to the date of promotion (application may be made during the fourth year in rank). Possession of the terminal degree in the appropriate discipline is required. The quality of service in rank as Assistant Professor shall be such that there is a clear demonstration of professional growth and a valuable contribution to the University. In the judgment of the faculty, the faculty member should demonstrate the ability to be tenured.

Minimum standards for promotion to Associate Professor include achievement of the professional growth and contribution noted above and demonstrated by the following:

1. Evaluation of the FEC in the three prior review periods of at least satisfactory (Normal) teaching.
2. Evaluation of the FEC in the three prior review periods of at least satisfactory (Normal) service as specified in section IV. C that must include service outside of the academic realm and service to the EVST Program. Evidence of leadership or significant contribution to public, scholarly and university service is important for promotion and tenure.
3. Demonstration of professional growth in scholarship/creative works as specified in section IV. B, with evidence of positive independent review and publications that are at the equivalent of first or second author status in the field.

C. To Professor

Except in unusual circumstances, five (5) or more years of full-time service in rank as Associate Professor are required prior to the date of promotion (application may be made during the fifth year in rank). Possession of the terminal degree in the appropriate discipline is required. The candidate must clearly demonstrate professional ability and recognition at a high level by sustained and continued achieving of the criteria required for tenure. The candidate must have publications derived from research done while in rank of Associate Professor. The completion of the required number of years in rank shall not by itself be ground for promotion. The person must demonstrate evidence of continued meritorious service on at least one of the three dimensions (teaching, research or creative activity, and service) and at least normal performance on the other dimensions.

Minimum standards for promotion to Professor include achievement of the professional growth and contribution noted above as demonstrated by the following:

1. Evaluation of the FEC in the five prior review periods of at least satisfactory (Normal) teaching.
2. Evaluation of the FEC in the five prior review periods of at least satisfactory (Normal) service as specified in section IV. C. Must include service outside of the academic realm and service to the EVST Program. Evidence of leadership or significant contribution to public, scholarly and university service is important for promotion and tenure.
3. Demonstration of professional growth in scholarship/creative works as specified in section IV. B, with evidence of positive independent review and publications that are at the equivalent of first or second author status in the field.

D. In all applications for promotion

In all applications for promotion, performance in teaching, community and University service, and scholarship are all important and essential as set forth in CBA section 6.2000. See also CBA 10.110 l.d.

In all categories, documentation shall cover every year of service in rank. The completion of the required number of years in rank shall not itself be grounds for promotion.

V. AWARD OF TENURE

A. Conditions

The conditions for eligibility, application, limitations, and rights of tenure are defined in the Collective Bargaining Agreement (9.310). Faculty will have a maximum of seven (7) years of credited service before they must attain tenure.

Failure to attain tenure by the completion of that period will result in the issuance of a non-renewable contract. Professional growth, activity, and prospects shall be demonstrated by such documentation as is stipulated in Section III of these Unit Standards.

B. Procedures

Procedures for the evaluation of tenure applications shall be conducted according to the Collective Bargaining Agreement, unit standards and faculty evaluation procedures consistent with considerations of due process.

C. Faculty Responsibility and Documentation

It shall be the responsibility of the eligible faculty member to initiate the application for tenure which shall include an IPR that contains at least the following: (1) a complete statement of the teaching, creative work and research or public service activities performed by the applicant during the probationary period; (2) a vita of the applicant's publications and/or creative activities; (3) evidence that the applicant has achieved or is in the process of achieving recognition in his or her field of competence beyond the University of Montana; and (4) any other information the applicant deems relevant to professional development, competence or performance. The candidate should submit to the Director by April 15 of the prior academic year a list of at least five external persons (excluding graduate mentors or current collaborators) to review the candidate's scholarly research and creative activity. In keeping with the provisions of the CBA (15.220.1), no faculty member may apply for tenure while on leave.

VI. SALARY DETERMINATIONS

A. Merit Award

Above normal performance in at least two of the three areas of responsibility (teaching, scholarly activity, and public service) or normal performance in at least two of these areas and outstanding performance in at least one of these areas is required. Documentation shall cover the period since the last merit award or promotion, or the most recent 7 sequential years.

1. Examples of Outstanding performance include, but are not limited to, within the period of review:
 - a. Research: Publication of a book by an academic press or that receives national critical acclaim; publication of a peer-reviewed article in a nationally recognized journal in the field as first author; receipt of a major research funding award in humanities and social sciences;

receipt of a national or international award for scholarship/creative works; major contribution to public scholarship (e.g., a report for a national campaign or industry/government standard setting) as first or second author; receipt of nationally recognized research/creative works fellowships.

- b. Teaching: Graduation of an extraordinary number of graduate students in an academic year (>4 chaired or >6 chaired and member of thesis committee); receipt of a teaching/student mentoring award; very high marks on student teaching/mentoring evaluations coupled with FEC acknowledgement of teaching excellence; development of more than one new course offering that serves EVST student needs and curriculum goals in a 3 year period after the first 2 years of teaching at UM.
- c. Service: Recognition in the media or by peers outside of EVST of prominent service to the community, government, industry, professional associations or non-profit organizations; outstanding service or leadership on academic bodies of significance to UM, EVST or otherwise; outstanding service or leadership on boards; significant fundraising for the EVST program or community organizations.

2. Examples of Above normal performance include but are not limited to, within the period of review:

- a. Research: Publication of two or more publications (2nd author or higher in peer-reviewed or regional presses; three or more publications of supervised student work in peer-reviewed publications or regional presses; receipt of substantial research funding (>\$50,000 in natural sciences; >\$10,000 in humanities and social sciences) in the period of review; more than one invited and delivered talk in academic venues in an academic year; receipt of a campus or regional research/creative works fellowship, award or honor.
- b. Teaching: Higher than average number of graduate student completions in an academic year (>3 chaired or >5 chaired and member); higher than average student teaching/mentoring evaluations paired with FEC acknowledgement of excellence; teaching above the required load of courses.
- c. Service: Significant service to the community, government, industry, professional associations or non-profit organizations; service on more than two academic bodies of significance to UM, EVST, or

otherwise; service to more than two bodies outside UM.

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 regarded with a "normal" increment to their salary. Documentation shall cover the previous year (s), as indicated in the CBA evaluation schedule according to rank (Section 10.340).

C. Less-than-Normal Increment

As defined by the Collective Bargaining Agreement: "Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for a less-than-normal increment. It is understood that the absence of performance in any one or two of the areas of teaching, research or creative activity, or public service does not justify a less-than-normal increment if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, if the quality of performance in the remaining area or areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas." Any less-than-normal recommendation must be justified in writing with the specific program standard or contractually specified criterion that, when applied, resulted in that less-than-normal evaluation or recommendation. Documentation shall cover the previous year (s), as indicated in the CBA evaluation schedule according to rank (Section 10.340).

VII. RETENTION OF FACULTY

A. Probationary Appointments

The Collective Bargaining Agreement specifies the rights and status of probationary faculty, including the right to serve a specified term of the appointment, protection against dismissal without charge, and notification of non-reappointment.

B. Tenured Appointments

The Collective Bargaining Agreement specifies the rights of tenured faculty in addition to provisions for the review of tenured faculty who have received less-than-normal recommendations, and the evaluation schedule for tenured faculty for purposes of retention.

VIII. PROVISIONS RELATING TO THE PROGRAM DIRECTOR

Duties: The director is charged with administering the graduate and undergraduate programs, providing general advising to graduate students, instructing a selected and

limited number of courses, using his or her expertise in organizing public service activities, serving as program liaison with certain university and external relations, and supervising program staff. It is recognized that within any given year the Director's tasks are highly variable and require considerable flexibility for responding to program needs.

The Director shall be reviewed according to normal faculty review, taking into account the particular and variable duties of the office.

IX. PROVISIONS RELATING TO NON-TENURABLE ACADEMIC APPOINTMENTS

Goal: The Program intends to fulfill its mission through reliance upon persons duly appointed as members of the regular faculty who engage in the full range of traditional faculty activities, namely, teaching, research and creative activity, and service. Accordingly, the Program will make use of non-tenurable appointments only for special or specialized purposes and/or limited periods.

A. Categories of Non-tenurable Appointments

1. Lecturers. Persons appointed as members of the faculty with duties devoted primarily to teaching, subject to reappointment annually at the University's discretion. Lecturers can qualify for salary increases on the basis of performance. On occasion, Lecturers may engage in service activities as part of assigned duties. Lecturers may or may not have a terminal degree, depending upon assignment and background, and are subject to annual reappointment at the University's discretion, with one semester's advance notice of intent not to reappoint.

2. Adjunct Faculty. Persons appointed as ranked members of the faculty primarily to provide classroom teaching supported by instructional program funding. Adjunct Faculty appointments at .5 FTE and above are authorized to enable the Program: a) to fulfill course obligations on a temporary basis replacing absent faculty, or b) to meet temporary and unanticipated enrollment growth. Adjunct Faculty members holding appointments of .5 FTE and above can be reappointed at the University's discretion. These Adjuncts typically carry research and service responsibilities proportional to their FTE, subject to negotiation at time of hire.

Adjunct Part-Time Faculty appointments at less than .5 FTE primarily are assigned teaching duties (as opposed to research and service). They enable the program to fulfill course obligations in special or specialized areas on a part-time basis. Whether part-time or not, aggregated Adjunct Faculty appointments shall not exceed 25 percent of total faculty FTE within the Program.

Adjunct Faculty hold ranking at the level of qualifications stipulated in the

Collective Bargaining Agreement.

3. Visiting Faculty. Persons appointed as ranked members of the faculty who hold faculty positions at other institutions of higher education (domestic or foreign) or full-time positions in the private sector. Visiting Faculty appointments may be renewed for two academic years at the University's discretion. No individual may hold such an appointment for more than three (3) academic years in succession.

Visiting Faculty hold ranking at the level of qualifications stipulated in the Collective Bargaining Agreement.

4. Research Faculty. Persons appointed as ranked members of the faculty primarily to conduct research with support from grants, contracts, or outside funding sources susceptible to discontinuance by entities other than the University.

Research Faculty hold ranking at the level of qualifications stipulated in the Collective Bargaining Agreement.

5. Faculty Affiliates. Persons not principally employed by the University, or principally employed by the University in something other than an academic capacity, but who nominally contribute to the instructional, research and creative activity, or service functions of the University, usually with no or minimal compensation, who hold courtesy appointments as Faculty Affiliates. The Program may recommend renewal of these appointments annually to the Provost.

6. International Visiting Scholars. International visitors typically under approved exchange agreements, but who lack the credentials for appointment as Visiting Faculty, who hold appointments as International Visiting Scholars in recognition of their participation in the University's functions. Such appointees typically receive compensation from their home institutions and come to the University by invitation and under an IAP-66 form in compliance with the University's policies.

B. Appointment Procedures, Appointing Authority and Conditions

Policies pertaining to the appointments listed in section B. can be found in The University's Policy on Non-tenurable Academic Appointments (policy 350143.0).

C. Termination, Remedies, and Student Complaints

EVST must comply with applicable Board of Regents policy and University policies and procedures in order to terminate non-tenurable faculty members for cause or to

discontinue non-tenurable faculty members before contracts expire.

Rights of non-tenurable faculty members are detailed in 2009-13 CBA Section 9.110. Non-tenurable faculty members covered by the Collective Bargaining Agreement have recourse to the Grievance Procedure to redress violations of University policies. Faculty not covered by the CBA can seek corrective action from the appropriate Dean, with right of appeal to the Provost and President. Student complaints against non-tenurable faculty follow the procedures in accordance with the CBA.

D. Rank and Appointments

At the time of the appointment or reappointment, the employer shall provide each faculty member with a written agreement that specifies rank, salary, and other terms and conditions of employment.

E. Evaluation Procedures

Evaluation of non-tenurable appointees shall be guided by the same dates and procedures delineated in the Collective Bargaining Agreement for faculty appointments.

X. AMENDMENT AND IMPLEMENTATION OF THESE UNIT STANDARDS

Unit standards may be amended by the EVST faculty consistent with the Collective Bargaining Agreement (see the introductory paragraph of this document).