



UNIT STANDARDS REVIEW SIGNATURE FORM

Department of: Economics Department

Year: 2015-2016

1) Department Chair:

[Signature]
Signature

17 February 2016
Date

2) Dean:

[Signature]
Signature

29 Nov. 2016
Date

3) Chair, UM Unit Standards Committee:

[Signature]
Signature

7/20/17
Date

4) Provost and Vice President for Academic Affairs:

[Signature]
Signature

7/10/17
Date

EVALUATION PROCEDURES, CRITERIA AND STANDARDS
FOR PROMOTION, MERIT, TENURE, RETENTION AND SALARY INCREMENTS
TO SUPPLEMENT THE COLLECTIVE BARGAINING AGREEMENT

DEPARTMENT OF ECONOMICS

I. UNIT STANDARDS FOR FACULTY EVALUATION

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

A faculty member should consult the Collective Bargaining Agreement (CBA) for procedures relative to the evaluation process beyond the sections concerning the Faculty Evaluation Committee (FEC) and to determine the procedural requirements for appeals. The CBA provides for a variety of appeals of the recommendations made by various parties during the Faculty Evaluation process.

1. General Criteria

This document establishes guidelines for promotion, retention, tenure, and normal, merit, and less-than normal salary determination for the Department of Economics. This document's intent is to implement the peer review of faculty performance called for in the Collective Bargaining Agreement. Nothing in this document shall be construed as an attempt to modify or supersede the provisions of the **Collective Bargaining Agreement**.

These standards shall apply to all Department of Economics faculty members who shall be defined as all of the department's faculty members who are under contract providing for current duties of not less than one-half FTE including visiting faculty, adjunct faculty, and faculty members on post-retirement contract.

The Faculty Evaluation Committee shall consist of all tenure-track faculty, tenured and untenured, except the department chairperson who will serve as an ex-officio member of the FEC.

2. Preparation and Approval of Unit Standards

Changes of this document shall be recommended to the Dean and Academic Vice President by a vote of Department of Economics tenure-track faculty as follows:

- a) by a $\frac{2}{3}$ affirmative vote (rounded down in case of fractions) of all Department of Economics tenure-track faculty, tenured and untenured, including the chairperson during spring semester of any year; or
- b) by a unanimous affirmative vote of all Department of Economics tenure-track faculty, tenured and untenured, including the chairperson at any time.

3. Specific Standards

The Collective Bargaining Agreement in section 10.120 specifies the general activities that shall be given consideration in evaluation. The following specific criteria indicate how the Economics Department will evaluate faculty performance in these general areas. These specific criteria establish standards, namely levels of achievement, for evaluating requests and nominations for promotion, tenure, merit increases, normal salary increments, less-than-normal salary increments, and contract termination for members of the bargaining unit. Additionally, these criteria establish standards for evaluating the performance of faculty members who are not members of the bargaining unit, although the procedures and requirements of the CBA are not applicable to them.

Note that the specific criteria for the evaluation of Economics Department faculty for promotion and tenure differ from the criteria used for the periodic evaluations required of all faculty by the CBA. Periodic evaluations of a faculty member's performance that qualify him/her for a normal salary increment or even a merit increase do **not** necessarily imply that a tenure or promotion recommendation is likely. The Economics Department chairperson in consultation with the FEC will comment separately on the progress a faculty member is making in satisfying the specific criteria for tenure.

A. Scholarly Activity

(1) Criteria

Any creative work, which is directly related to the field of economics, can be used to demonstrate scholarly activity. Interdisciplinary work bridging disciplinary boundaries between economics and other academic fields shall be considered as directly related to the field of economics. However, since not all scholarly work is of the same quality, the FEC shall place the work in one of three tiers 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 tier and to provide documentation supporting the proposed tier. The FEC will place each work in a tier. Publication of a work (without supporting evidence) is not sufficient to obligate the FEC to evaluate the work above Tier Three. Circulation of all work to the entire department prior to the submission of the Individual Performance Record is strongly recommended to allow careful scholarly review by all members of the FEC. The FEC shall use the guidelines below to assign scholarly work to tiers.

The criteria are not ranked within tiers.

a. Tier One Activities

- i. authorship of an article published in a peer-reviewed journal of the highest caliber roughly corresponding to the top 100 journals in economics.
- ii. authorship of a peer-reviewed published work or equivalent that has been documented to make a *major* contribution to economics. The work must be documented by the author and judged by the FEC to be the equivalent of articles appearing in Tier One journals.
- iii. authorship of an article published in a peer-reviewed journal outside of economics that has been documented by the author and judged by the FEC

to be equivalent to an article published in a peer-reviewed economics journal that falls in Tier One.

b. Tier Two Activities

- i. authorship of an article published in a peer-reviewed economics journal that does not fall in Tier One
- ii. authorship of a peer-reviewed work or equivalent that has been documented to make a contribution to economics. The works must be documented by the author and judged by the FEC to be the equivalent of articles appearing in Tier Two peer-reviewed economics journals.
- iii. authorship of an article published in a peer-reviewed journal outside of economics that has been documented by the author and judged by the FEC to be equivalent to an article published in a peer-reviewed economics journal that does not fall in Tier One.
- iv. successful procurement of a grant that includes funds for a graduate research assistant for one academic year. The funding needs to be at a level equivalent to a *funded in-state teaching assistant*.

c. Tier Three Activities

- i. authorship of non-peer reviewed publications including conference proceedings, book chapters, book reviews and other published works that are not documented or judged to be equivalent to a peer-reviewed journal article.
 - ii. presentation of a paper at a professional meeting
 - iii. presentation of a paper at an invited presentation
 - iii. authorship of research manuscript written under a grant contract that is completed but not published
 - iv. authorship of a substantive external grant proposal. Substantive proposals may include funding for graduate students, or funds for a faculty member to buy-out some portion of their teaching load.
 - v. authorship of a new circulated working paper
 - vi. presentation of a paper at the UM Economics Department Seminars
 - ix. award of a successful substantive external grant proposal.
- d. Scholarly activity completed and accepted for publication but not yet published can be evaluated as if publication had taken place if the faculty member includes documentation of acceptance.

(2) Definition of Normal, Above Normal, and Outstanding Scholarly Activity

- a. Normal Scholarly Activity: The minimum standard for a Normal evaluation of scholarly activity is one research product at Tier 3 or better per year averaged over the evaluation period.
- b. Above Normal Scholarly Activity: The minimum standard for an Above Normal evaluation of scholarly activity is one research product at Tier 3 or better per year averaged over the evaluation period including at least one research activity at Tier 2 or better during the evaluation period.
- c. Outstanding Scholarly Activity: The minimum standard for an Outstanding evaluation of scholarly activity is
 - i. one research product at Tier 3 or better per year averaged over the evaluation period and at least one research activity at Tier 1 during the evaluation period.
 - or
 - ii. one research product at Tier 3 or better per year averaged over the evaluation period and at least two research activities at Tier 2 or better during the evaluation period.

B. Teaching

(1) Criteria

- a. Faculty must regularly meet their assigned classes and keep regular and adequate office hours.
- b. Considerations to be used in evaluating the quality of teaching include but are not limited to:
 - i. teaching effectiveness
 - ii. amount and quality of student advising
 - iii. number of preparations per term
 - iv. number and quality of curricular revisions
 - v. quality of examinations including make-up examinations
 - vi. effective participation in the graduate program by teaching graduate courses, serving on graduate thesis committees or the graduate committee , or by providing assistance for graduate student projects.
 - vii. teaching innovative courses
 - viii. active involvement in peer evaluations as described below
 - ix. teaching those departmental core and general education courses that generally have large enrollments and are difficult to teach.
 - x. receipt of honors and awards for teaching excellence

xi. teaching writing courses.

Documentation of performance in categories i. through xi. in b. above is the responsibility of the faculty member.

c. Student Evaluation of Teaching

All courses will be evaluated by the students enrolled using the departmental form. The SEC will be provided with a table of summary statistics that illustrate the courses taught by the faculty member, the enrollment, the evaluation response rate, and averages of question responses from the evaluation form. Additional questions or forms may be used if the faculty member desires. All the completed student evaluation forms will be collected by a student and submitted by that student to the department administrative assistant. Faculty are not to handle the student evaluations until after they have been tabulated by the department administrative assistant and final grades have been turned in.

The completed student evaluation forms and summary tabulations will be made available to the student evaluation committee, FEC subcommittee, the FEC, and the individual faculty member being evaluated if requested.

d. Faculty Classroom Visitation

In order for all members of the Faculty Evaluation Committee to be better informed about the character and quality of their colleagues' teaching and in order to encourage the exchange of ideas which would improve teaching quality within the Department, all faculty members may engage in the visitation of their colleagues' classrooms. The Chair shall arrange classroom visitation of all untenured faculty members at least once a year.

(2) Definition of Normal, Above Normal and Outstanding Teaching Activity

a. The Economics Department Teaching Evaluation Form includes a question where the student rates "overall teaching effectiveness" (OTE). The mean rating for OTE will be reported for each course taught.

b. Definition of Normal, Above Normal, and Outstanding Teaching: A prerequisite for a normal or higher teaching evaluation is regular meeting of assigned classes and keeping regular and adequate office hours.

i. Normal Teaching

(a) being evaluated by faculty peers as normal on the basis of classroom visitations and other information received,

(b) an OTE rating from fall and spring of at least 3.5 will be viewed as the initial point in normal evaluation for teaching. This numerical value is not a determinant of the evaluation but a beginning point for the evaluation of teaching by the FEC. The FEC will adjust this initial point upward or downward based upon the enrollment level, summer or intersession

offerings, and course level. Graduate level courses are analytically more exacting; large enrollment introductory classes are difficult to teach.

(c) having no more than one course per year with an overall teaching effectiveness student rating of less than 2.5.

ii. Above Normal Teaching

(a) being evaluated by faculty peers as above normal on the basis of classroom visitations and other information. Untenured faculty members have, at minimum, one course per year visited and evaluated by tenured faculty. Tenured faculty may request classroom visitations.

(b) an OTE rating from fall and spring of at least 3.75 will be viewed as the initial point in Above Normal evaluation for teaching. This numerical value is not a determinant of the evaluation but a beginning point for the evaluation of teaching by the FEC. The FEC will adjust this initial point upward or downward based upon the enrollment level, summer or intersession offerings, and course level. Graduate level courses are analytically more exacting; large enrollment introductory classes are difficult to teach.

(c) having no more than one course per year with an overall teaching effectiveness student rating of less than 3.0.

iii. Outstanding Teaching

(a) being evaluated by faculty peers as outstanding on the basis of classroom visitations and other information received,

(b) an OTE rating from fall and spring of at least 4.0 will be viewed as the initial point in Outstanding evaluation for teaching. This numerical value is not a determinant of the evaluation but a beginning point for the evaluation of teaching by the FEC. The FEC will adjust this initial point upward or downward based upon the enrollment level, summer or intersession offerings, and course level. Graduate-level courses are analytically more exacting; large enrollment introductory classes are difficult to teach.

(c) having no more than one course per year with an overall teaching effectiveness student rating of less than 3.5.

C. University and Professional Service

The Economics Department recognizes the value of various service activities (not included above under A. Scholarly Activity or B. Teaching) as furthering the mission of the Department and/or the University. This service includes both activities directly related to the economics profession as well as activities unrelated to the profession but important to the governance of the University and the enhancement of the larger community of which the University is a part.

In evaluating service activities, the contribution of the activity to the University's mission will be central. Productive activities largely unrelated to the University's mission (e.g., operating a private business, coaching a community sports team, etc.) will not be considered service under these standards.

(1) Types of Service

The types of service in which the faculty member's performance shall be evaluated are listed below. The order of their presentation within each subcategory is not indicative of their relative importance. Specific documented evidence of accomplishments under this section must be provided by the faculty member. Included in this documentation shall be an explanation of how this activity enhances the pursuit of the mission of the Department and the University.

a. Departmental and University Service

- i. Departmental service shall consist of participation in departmental committees other than those associated with the Department's faculty evaluation process. Departmental committees and affairs shall include but not necessarily be limited to:
 - (a) active membership in the Department's graduate committee;
 - (b) active involvement in curricular revision;
 - (c) serving as library representative;
 - (d) active involvement in faculty and staff recruiting activities;
 - (e) scheduling of departmental classes;
 - (f) representation of the Department on university committees and in University affairs.
- ii. University service shall consist of, among other things:
 - (a) active participation in university committees and affairs;
 - (b) active membership in the Faculty Senate;
 - (c) significant work with student groups;
 - (d) significant work as representative of the Department or University before the Board of Regents, legislative committees, etc.;
 - (e) leadership in the above university service activities should be noted where appropriate.

b. Professional Activity and Public Service Related to the Economics Profession

- i. organization of a scholarly panel
 - ii. service as convention or conference panel discussant or chairperson
 - iii. professional consulting related to the department's and University's mission (e.g., professional reports, expert testimony, review of book manuscripts, etc.) where there is a significant public or academic interest aspect to the work
 - iv. membership on the editorial board of a professional journal
 - v. service as professional journal referee
 - vi. professional membership in or contribution of expertise to agencies and organizations, advisory committees and boards where there is a significant public or academic interest aspect to the work
 - vii. public lectures and presentations
 - viii. participation in non-credit educational programs as an economist (e.g., presentations in high schools or vocational/technical schools, participation in the Alumni College, etc.)
 - ix. other professional service (e.g., review of grant proposals for funding agencies, presentations at other universities, etc.)
- c. Professional Community Service Not Necessarily Related to the Economics Profession
- i. service to civic organizations, governmental boards and advisory committees, trade associations and labor unions, etc.
 - ii. other professional contributions to society's welfare
 - iii. public presentations

(2) Criteria

- a. Evaluation of university and professional service shall be based on the following standards:
 - i. professional quality;
 - ii. importance to the mission of the University and/or to the profession;
 - iii. success of execution;
 - iv. arduousness.
- b. The faculty member's obligation to provide documentation of the nature and scope of each university and professional service activity shall include evidence of the ways in which this service meets all of the above standards that are applicable to it. It is strongly preferred that significant work products associated with such service activities be circulated among the faculty as soon as they become available.

(3) Definition of Normal, Above Normal, and Outstanding University and Professional Service

a. Normal Service

To be evaluated as normal or better in service, a faculty member must take his or her turn in helping the functioning of the Department by serving on recruiting, evaluation, graduate, curriculum, and other departmental committees and subcommittees.

In addition, each faculty member has a responsibility to aid the University in fulfilling its mission by engaging in university service activities of the type identified in section C.1.a.ii. Each faculty is expected to engage actively in departmental and university service of the types listed in C.1.a. above in at least one out of every two years of the evaluation period.

A faculty member's service shall be deemed normal if that member meets this responsibility at a level deemed normal according to the evaluation criteria defined by section C.2.a.

b. Above Normal Service

A faculty member's service as defined in C.1.a, b, and c above shall be deemed above normal if its quantity and its quality as judged by the standards defined by section C.2.a. substantially exceed those required for a normal rating.

c. Outstanding Service

A faculty member's service as defined in C.1.a, b, and c above shall be deemed outstanding if its quantity substantially exceeds that required for an above normal rating and its quality as judged by the standards defined by section C.2.a. is particularly praiseworthy.

4. Standards for Normal Salary Increment

- A.** These standards are in addition to those requirements of academic responsibility provided by the Collective Bargaining Agreement.
- B.** Receipt of normal salary increments by a faculty member over a series of years does not imply that the faculty member is making progress towards promotion or tenure. The standards for promotion and tenure are stated separately and are more demanding than the standards for a normal salary increment.
- C.** All tenure-track faculty, tenured and untenured, who are members of the bargaining unit shall be recommended for a normal salary increment if the FEC evaluation of that faculty member's performance meets the following standards:
 - (1) at least normal in teaching, service, and scholarship; or
 - (2) **less-than-normal** in service but in the other two categories at least normal in one and above normal in the other; or

- (3) for tenured faculty, meeting all of the following standards:
 - a. at least normal in service
 - b. at least above normal in teaching
 - c. teaching an additional 3-credit course in Fall or Spring semester each academic year over the department's normal teaching load and producing at least one Tier 3 scholarly work every other year.

D. An adjunct faculty member who is a member of the Bargaining Unit will qualify for a normal salary increment if they meet the standard of at least normal in teaching.

E. **Research Appointments**

A faculty member on a research appointment whose time is committed almost exclusively to research will qualify for a recommendation for a normal salary increment if the Faculty Evaluation Committee judges the research to be normal given the proportional adjustment in duties during the evaluation period.

5. Standards for Merit Recognition

- A. The recommendation for an award of merit recognition does not necessarily indicate satisfactory progress towards promotion and tenure. Merit awards recognize unusual productivity in particular fields of activity. The separate standards for promotion and tenure require a demonstration of productivity across research, teaching and service.
- B. The FEC shall recommend a faculty member for merit recognition if they meet the merit standards of the Collective Bargaining Agreement in section 10.110.
- C. The documentation required for a merit application shall follow the Collective Bargaining Agreement in section 10.210. The FEC may give greater weight to the last three-year period if the last merit or promotion was more than three years ago.
- D. A faculty member on a research appointment whose time is committed almost exclusively to research will qualify for merit if the Faculty Evaluation Committee judges the research to be outstanding given the proportional adjustment in duties.

6. Standards for Recommendation of Less-than-normal Increment

A faculty member shall be recommended for a less-than-normal salary increment when the circumstances in A., B., or C., below indicate inadequate (less-than-normal) performance of assigned duties during the time period being evaluated. If the faculty member can provide convincing evidence that the inadequate performance is an aberration that will not continue, the FEC may recommend a normal increment.

A. **Failure to Maintain Satisfactory Academic Performance**

The departmental member has failed to maintain satisfactory academic performance in the immediately preceding year in teaching, scholarship, and/or service when the

evaluation of this performance does not satisfy the standards for a normal salary increment listed in Section 4 above.

B. Failure to Perform Assigned Departmental Duties

During the year immediately preceding, the FEC judges that the faculty member to a significant degree has not performed his or her assigned departmental and/or contractual professional duties. Assigned departmental duties include meeting classes as scheduled, being available for student consultation and advising, service on departmental committees, university committees, and other specific university assignments.

C. Failure to Document Normal or Better Performance

If the departmental member fails to provide the documented evidence necessary to establish normal or better performance, they may be recommended for a less-than-normal increment. If such a less-than-normal recommendation based on inadequate documentation is going to be made by the FEC subcommittee to the FEC, the faculty member will be informed in advance and allowed to correct any inadvertent or inadequate documentation. The FEC subcommittee shall specify a date by which the requested documentation must be submitted.

7. Standards for Retention/Termination

Faculty members not making satisfactory progress toward promotion and tenure or tenured faculty who are recommended for three consecutive less-than-normal salary increments may be recommended for non-renewal of contract.

8. Standards for Promotion

- A. These standards for promotion are to be applied to the time period since attaining the current rank.
- B. No faculty member shall be considered for promotion unless they have established a productive professional record in *research and teaching*.
- C. For promotion from assistant to associate professor, the faculty member must present a research record showing the equivalent of three (3) peer-reviewed publications at Tier 2 or higher with at least one publication at Tier 1. This is the equivalent of peer-reviewed articles in Tier 2, not Tier 2 activities. In addition, sufficient evidence that the minimum standards for tenure will be met as defined below must be demonstrated. The faculty member must also demonstrate and document a record of above normal or outstanding teaching on average over the evaluation period and at least normal in service on average over the evaluation period as defined in these Unit Standards.

- D. For promotion from associate professor to full professor the faculty member must present a research record showing the equivalent of three (3) peer-reviewed articles at Tier 2 or higher with at least one at Tier 1 since the last promotion. This is the equivalent of peer-reviewed articles in Tier 2 or higher, not Tier 2 activities. In addition, the faculty member must have at least eight (8) peer-reviewed articles at Tier 2 or higher in their credited years of service at the University of Montana. The faculty member must also demonstrate and document a record of above normal or outstanding teaching on average over the evaluation period and at least normal in service on average over the evaluation period as defined in these Unit Standards.
- E. In evaluating whether a faculty member has met the standard for promotion, the FEC and chairperson may consider published books, book chapters, and monographs, the quality of the journal in which the article is published, the importance of the contribution made by the article, book, or chapter, and other relevant factors including their teaching and service performance.
- F. Except in unusual circumstances, a faculty member ought not to expect promotion to the rank of associate professor until they have been in rank for at least four years or promotion to the rank of professor until they have been in rank for at least five years. The unusual circumstances that may justify consideration for promotion before those times are an evaluation of at least Above Normal in teaching and a publication record that significantly exceeds the standard in 8.C. or 8.D.
- G. The conditions for advancement in rank listed under 8.A. through 8.D. above will be used to determine whether the faculty member has met the requirement specified in the Collective Bargaining Agreement for promotion in section 10.110.

9. Standards for Tenure

A faculty member will be recommended for award of continuous tenure status if he/she:

- A. complies with the current tenure procedures and meets the eligibility requirements set by the CBA.
- B. has been promoted to the rank of Associate Professor or is concurrently being recommended for promotion by the Department, and
- C. has established a productive professional record in research and teaching. To demonstrate a productive professional record in research the faculty member must normally present a research record showing the equivalent of five or more peer-reviewed publications at Tier 2 or higher with at least one publication at Tier 1 as defined above. This is the equivalent of peer-reviewed articles in Tier 2 and Tier 1, not Tier 2 or Tier 1 activities. Equivalency will consider the quantity and quality of the candidate's research portfolio, including completed work and work in the process of review at the time of the tenure application. The faculty member must also demonstrate and document a record

of Above Normal or Outstanding teaching and at least normal service on average over the evaluation period as defined in these Unit Standards. In addition the faculty member must demonstrate that they have an on-going research agenda. The FEC may solicit external letters of evaluation of the tenure candidate's research.

- D. The accumulation of Normal or Merit salary increases is neither necessary nor sufficient to be recommended for tenure. One could earn a Merit for outstanding research but not meet the tenure standard if the teaching evaluation was not of an above-normal level or higher and/or the research activity before or after the merit award did not meet the cumulative research standard outlined in 9.C.

II. INDIVIDUAL PERFORMANCE RECORD

1. The procedures for faculty evaluation and preparation of the individual's performance record are specified in CBA sections 10.200 through 10.340.
2. The FEC, the department chairperson, or the dean may consider any relevant evidence from sources other than the faculty member being evaluated, provided that the evidence is relevant to the Department's Unit Standards and is incorporated into the record, and the faculty member is afforded an opportunity to respond to the evidence.

III. STUDENT EVALUATION COMMITTEE

CBA section 10.220 specifies the procedures for the student evaluation committee.

IV. THE FACULTY EVALUATION COMMITTEE

CBA section 10.230 specifies the procedures for the faculty evaluation committee.

1. Committee Membership

With the exception of cases 1(a) – 1(c) below, the Faculty Evaluation Committee shall consist of all Department of Economics tenure-track faculty, tenured and untenured, except the department chairperson who will serve as a non-voting ex-officio member.

- a. For decisions regarding tenure or promotion to associate professor, the Faculty Evaluation Committee shall consist of a subcommittee of the tenured faculty only.
- b. For decisions regarding promotion to full professor, the Faculty Evaluation Committee shall consist of a subcommittee of full professors only. In cases where there are fewer than three full professors in the department, the subcommittee shall consist of all tenured faculty.

- c. For cases 1(a) and 1(b) above, if there are fewer than three tenured faculty members to serve on the subcommittee, non-tenured, tenure-track faculty members may be appointed by election to bring the subcommittee to three. No faculty member up for tenure or promotion may vote on the election of non-tenured members to the subcommittee. The Department Chair shall serve on the subcommittee in 1(a) and 1(b) above as a non-voting ex-officio member, except when the Department Chair is being evaluated. If there is not at least one tenured faculty member to serve on the Faculty Evaluation Committee for cases 1(a) and 1(b) above, then the Faculty Evaluation Committee will consist of all tenure-track faculty.

The Committee and subcommittee shall elect their own FEC chairperson from among their members.

2. **Committee Procedures**

Regarding all matters of promotion, retention, tenure, and salary, the FEC may consult with, and actively solicit the written comments of all other faculty members, the Student Evaluation Committee, and other Economics students.

The FEC or a duly elected subcommittee of the FEC may, if it deems it necessary, meet with each faculty member who is being evaluated to clarify and evaluate the documentary evidence of performance that the member has submitted to the FEC and to determine if additional documentary evidence is necessary.

Upon notification of the FEC's evaluation of a faculty member's performance, any faculty member being evaluated may request and shall be granted an opportunity to address the FEC personally regarding the FEC evaluation.

No member of the FEC shall participate in FEC deliberations or recommendations related to the evaluation of that member's own performance. The FEC shall inform faculty members of its recommendation as soon as possible and no later than November 15. In case of an adverse recommendation, the FEC shall provide the faculty member involved with a confidential report explaining its reasoning.

A quorum shall consist of two-thirds of the FEC. If two-thirds of the FEC is not a whole number, it will be rounded down to the closest whole number to determine the quorum.

Recommendations of the FEC shall be made by a majority affirmative vote of those FEC members voting.

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 shall so notify the faculty member and make the decision a part of the record. (CBA 10.230)

3. **Additional FEC Responsibilities**

The FEC shall assist the chair in preparing a separate document for all untenured tenure-track faculty who are not being evaluated for tenure evaluating their progress toward meeting the departmental standards for tenure. The chair shall arrange for classroom visitation to at least one class of each untenured faculty member during the academic year.

4. Nomination of a Faculty Member for Special Consideration

Any resident faculty member of the department, including the faculty member herself/himself, or any duly selected student representative may nominate a faculty member to be considered for promotion, termination, award of tenure, and/or award of merit recognition or less-than-normal salary increment. This nomination must be made in writing to the FEC by October 15 and shall include the reasons for the nomination. Upon receipt of a nomination, the FEC shall inform the faculty member of the nomination and request the evidence specified above as appropriate. The FEC shall consider the special treatment of the faculty member specified by the nomination in its review of the faculty member's performance; however, the FEC may review any faculty member for promotion, termination, award of tenure, and/or award of merit recognition or less-than-normal salary increment in the absence of nomination. No recommendation of the FEC shall conflict with the terms and conditions of the CBA.

V. DEPARTMENT CHAIRPERSON'S RECOMMENDATION

CBA section 10.240 specifies the procedures for the chairperson's recommendation.

1. 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 to 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. 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 so notify the faculty member and make the decision a part of the record. (CBA 10.240).
2. The chairperson in consultation with the FEC shall prepare a separate document for all untenured tenure-track faculty evaluating their progress toward tenure. The Chair or an appointed representative shall visit at least one class of each untenured faculty member during the academic year. This document will be signed by the faculty member being evaluated. This document is separate from the FEC evaluation but will be forwarded to the Dean.