



UNIT STANDARDS REVIEW  
SIGNATURE FORM



Department of: Geosciences

Year: 2015

1) Department Chair:

  
Signature

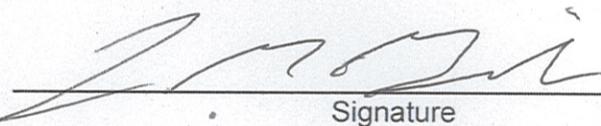
10/28/15  
Date

2) Dean:

  
Signature

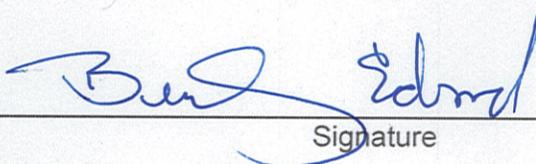
11-20-15  
Date

3) Chair, UM Unit Standards Committee:

  
Signature

8/10/16  
Date

4) Provost and Vice President for Academic Affairs:

  
Signature

8/17/16  
Date

## UNIT STANDARDS AND PROCEDURES

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

*Our mission is to develop new knowledge regarding Earth's history, its environment and resources, engage our students in the process and share that knowledge broadly.*

Looking forward this requires that as geoscientists we:

- 1) Engage the entire UM community in geoscience learning through active collaboration, outreach, and high quality formal instruction.*
- 2) Produce UM graduates who are broadly educated in geoscience issues and who are able to make informed decisions regarding ethical geoscience issues such as environmental sustainability and resource development.*
- 3) Produce geoscience graduates who are educated across the discipline, who are able to perform well in field, laboratory, and computational settings, and who are recognized as high-quality professionals upon leaving UM.*
- 4) Increase our research productivity through expansion of our graduate program, continued acquisition of extramural funds, recruitment of outstanding students and faculty, emphasis on research with direct societal benefits, and publication.*
- 5) Expand our engagement with the global community through outreach and collaboration and by promoting the use of scientific results as the basis for public policy decisions.*

Hence, we the Department of Geosciences faculty must teach geology and related earth sciences in and out of the classroom, advance geologic knowledge through laboratory and field research, apply our knowledge for the public benefit, and work to further the general welfare at all levels. We expect that all departmental faculty members will consistently contribute to the achievement of our goals.

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

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

## **University Requirements for Faculty Advancement**

Evaluation of faculty members for purposes of promotion, tenure, salary determination, or recommendation for retention/non-retention shall involve consideration of appropriate University requirements as well as the Unit Standards of the Department of Geosciences. University requirements are found in the CBA, Section 10.110.

## **Unit Standards for Faculty Evaluation**

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

### **A. Tenure**

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

As part of the tenure application, the FEC Chair will acquire letters from external reviewers. The applicant shall provide the names and addresses of 6 potential reviewers, from which the FEC Chair shall acquire letters from at least 3 individuals. The FEC Chair shall provide the names of 6 additional potential reviewers to the applicant to make sure no personal conflicts exist; from these, the FEC Chair will acquire letters from at least 3 individuals. In cases where fewer than 6 letters are acquired by the FEC Chair, at the discretion of the Chair, the letters may be submitted to fulfill the requirement for solicited outside review. External letters acquired by the FEC Chair will supplement the tenure application.

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

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

1. Five (5) years-service credit toward tenure; that is during the sixth (6) year of credited employment.
2. Appropriate terminal degree.
3. Minimum academic rank of associate professor, although a faculty member may apply for tenure and promotion to associate professor simultaneously.

In addition to attainment of the above status, the candidate for tenure must:

1. Exhibit successful professional performance and indications of continuing professional development in teaching, research, and service activities, as described in Section C.
2. Maintain capabilities, expertise, and interests aligned with the projected needs of the Department.

## **B. Faculty Advancement**

The following specific criteria must be met regarding each respective type of advancement or salary determination as indicated. The appropriate terminal degree is understood to mean the Ph.D. or equivalent level degree.

### **1. Promotions**

- a. To Assistant Professor: Requires possession of the appropriate terminal degree (Ph.D.) and evidence that the applicant will achieve recognition in his/her field of competence beyond the University of Montana.
- b. To Associate Professor: Requires four (4) or more years in rank as Assistant Professor (except in unusual circumstances), possession of the appropriate terminal degree (Ph.D.) and evidence that the applicant has achieved or is in the process of achieving recognition in his/her field of competence beyond the University of Montana, and teaching effectiveness has been demonstrated in the classroom and by successfully mentoring undergraduate and graduate students.
- c. To Professor: Requires five (5) or more years in rank as Associate Professor (except in unusual circumstances), possession of the appropriate terminal degree (Ph.D.), and evidence that the applicant has contributed substantively to research in their field and is recognized by peers nationally and/or internationally, and

teaching effectiveness has been demonstrated by successfully mentoring undergraduate and graduate students.

- d. It shall be the responsibility of the faculty member to initiate the application process for promotion by April 1<sup>st</sup> of the application year by notifying both the Department Chair and FEC Chair. A preliminary promotion application shall be provided to the FEC Chair by July 1 and include a letter of application, a vita, and evidence that the applicant has achieved the required level of achievement as described in paragraphs B.1.b. or B.1.c. above as appropriate. Evidence of teaching, research/scholarly activities, and service will be presented for every year of service in the current rank. The complete promotion application is due October 15.
- e. In all promotion applications the FEC Chair will acquire letters from external reviewers. The applicant shall provide the names and addresses of 6 potential reviewers, from which the FEC Chair shall acquire letters from at least 3 individuals. The FEC Chair shall provide the names of 6 additional potential reviewers to the faculty member to make sure no personal conflicts exist; from these, the FEC Chair will acquire letters from at least 3 individuals. In cases where fewer than 6 letters are acquired by the (FEC Chair, at the discretion of the Chair, the letters may be submitted to fulfill the requirement for solicited outside review. External letters acquired by the FEC Chair will supplement the promotion application.

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

## **2. Salary Recommendations**

- a. Normal Increment: Satisfactory performance in assigned areas of faculty endeavor (teaching, research, or service).
- b. Merit Recognition: Above normal or better performance in at least two (2) of three (3) areas of faculty endeavor (teaching, research, or service) or outstanding performance (or special recognition) in at least one (1) of the areas.

- c. **Less-Than-Normal Increment:** Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for less-than-normal increment. It is understood that the absence of performance in any one (1) or two (2) of the areas of teaching, research, or service does not justify a less-than-normal increment if the quantity or service in the remaining area or areas is proportional to the FTE of the appointment.

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

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

**C. Evaluation Standards for Tenured/Tenure-Track Faculty**

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

**1. Teaching**

Performance and continued development in teaching are central to the overall mission and vision of the Department. Faculty in the Department of Geosciences will have a deep interest in a student's progress and welfare. Teaching activities include classroom and field instruction as well as student evaluation, student advising (both graduate and undergraduate), thesis and dissertation direction, lab supervision, and other activities that lead to students becoming more knowledgeable and informed members of society. Faculty are expected to maintain high standards in teaching and to maintain mutually beneficial relations with the students while furthering the goals and needs of the Departmental curricula.

Performance in teaching will be deemed to be of a normal standard where the faculty member:

- a. Carried a normal teaching load or class load as directed by the Department Chair. A normal load will vary depending on the

number of faculty members, the number of courses offered, etc., but, in general, is approximately the number of courses offered divided by the number of faculty members.

- b. Has been effective in teaching. Judgment of teaching effectiveness is largely subjective and will be based primarily on satisfactory student evaluations, but can also include inspection of course materials, opinions solicited from alumni, and classroom visitations as appropriate by the Department Chair or other faculty members.
- c. The department recognizes that faculty members may be assigned to teach courses that may or may not be part of the general education curriculum of the university. Whether or not a course is assigned a general education designation will have no bearing on a faculty member's teaching evaluation outside the criteria for judgment as listed in C.1.a. and C.1.b.

Performance in teaching will be deemed to be above normal where the faculty member's performance significantly exceeded the requirements for a "normal" performance standard. For instance, if an individual consistently receives excellent teaching evaluations or if one takes on extra tasks such as undertaking a new course prep and/or advising significant numbers of undergraduate students.

Performance in teaching will be deemed to be outstanding where the faculty member's performance is at an exceptional level that warrants consideration for a merit regardless of performance in service or research. For instance, if an individual uniformly receives excellent teaching evaluations, innovates new teaching methods, engages in multiple new course preps, and/or successfully mentors graduate students to degree completion.

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

Performance in teaching will be deemed to be below normal if the faculty member failed to meet the requirements of a normal standard of performance. However, extenuating personal circumstances (illness, bereavement, etc.) will be taken into consideration before assigning a "below normal" performance evaluation.

## **2. Research**

Performance and continued development in research are central to the overall mission and vision of the Department. Faculty will conduct scholarly activities, communicate findings, and encourage creative investigation by members of the graduate and undergraduate student body.

Publication of research and other professional work in refereed journals, books, and similar professional media are an intrinsic part of research and related professional contributions. Evidence of research performance may also include receipt of professional honors, award of grants or contracts, board and commission appointments. Research activity also includes direction of theses and dissertations demonstrating the symbiotic relationship between research and teaching.

Because much geoscience research consists of both laboratory and field activities and the development of research projects from inception to completion may take years, the department considers a more reliable measure of research productivity is an evaluation that reviews accomplishments over multiple years. Hence, faculty evaluation documentation used to support research efforts may include information on research activity during the previous years as appropriate.

Performance in research will be deemed to be normal where the faculty member demonstrates:

- a. The research has made a positive contribution to the body of knowledge regionally, nationally, or internationally.
- b. The faculty member has played a significant leadership role in the conduct of the research.
- c. The research has and will continue to provide significant educational and training opportunities for undergraduate and graduate students.

Performance in research will be deemed to be above normal where the faculty member's performance significantly exceeded the requirements for a "normal" performance standard. For instance, receiving a grant or contract award as a principal or co-principal investigator, publication of research findings in national peer-reviewed journals, and/or presentations at national meetings or symposia.

Performance in research will be deemed to be outstanding where the faculty member's performance is at an exceptional level that warrants consideration for a merit regardless of performance in service or teaching. For instance, receiving a peer-reviewed grant award as a principal investigator, publication of research findings in high impact national and international peer-reviewed journals, and/or invitations to give presentations at national and international meetings or symposia.

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

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

### **3. Service**

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

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

- a. Participation in departmental activities and committees.
- b. Participation in College or University committees
- c. Participation in professional organizations
- d. Participation in community activities or service
- e. Participation in professional service; e.g. proposal and manuscript review.

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

Performance in service will be deemed to be outstanding where the faculty member's performance is at an exceptional level that warrants consideration for a merit regardless of performance in research or teaching. For instance, chairing a university committee, being an executive officer in a professional organization or organizing a major meeting, review of a significant number of manuscripts for high-impact journals, review of a significant number of proposals for major granting agencies, and/or significant public service to benefit the citizens of Montana and beyond.

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

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

Performance in service will be deemed to be below normal if the faculty member failed to meet the requirements of a normal standard of performance. However, extenuating personal circumstances (illness, bereavement, etc.) will be taken into consideration before assigning a "below normal" performance evaluation.

**D. Evaluation of Non-Tenurable Faculty**

Non-tenurable faculty shall be evaluated annually. Their evaluation shall focus on effectiveness in the area of appointment, i.e., teaching or research, as well as other assigned duties as appropriate. In the case of teaching faculty the evaluation criteria shall be the same as that detailed in section C.1. In the case of research faculty the evaluation criteria shall be the same as that detailed in section C.2.

**E. Student Evaluation Committee**

The Department of Geosciences Student Evaluation Committee (SEC) shall follow the guidelines in section 10.220 of the CBA. The SEC will complete its evaluations by October 15<sup>th</sup> of each year. The evaluation process may proceed without participation by the SEC.

**F. Faculty Evaluation Committee**

The Department of Geosciences Faculty Evaluation Committee (FEC) shall follow the guidelines in section 10.230 of the CBA. The FEC shall consist of all tenured and tenure-track members of the Department.

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

Only tenured and tenure-track faculty members shall vote to elect the FEC subcommittee. Upon expiration of their term, a faculty member cannot again

serve on the FEC subcommittee until one year has passed. In the case of resignation or leave of absence, a faculty member shall be elected to complete the term or fill in during the leave of absence. Also, a subcommittee member shall not participate in her/his own evaluation. It is expected that every tenured faculty member will serve on the FEC subcommittee when elected.

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

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

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

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

For passage, all FEC recommendations require a two-thirds majority vote of all the tenured and tenure-track faculty.

The FEC subcommittee will complete written evaluations regarding tenure, promotion, merit, normal, less-than-normal, and retention /non-retention on or before November 15<sup>th</sup> of each year. When FEC action is complete, each faculty member will be informed of the FEC action and provided with their written evaluation. Upon receipt of their written evaluation, each faculty member will have ten days to appeal the FEC recommendation or process pursuant to section 10.230 of the CBA.

#### **G. Evaluation by Department Chair**

Following the guidelines in section 10.240 of the CBA, the Department Chair shall make a recommendation and prepare a written evaluation for each faculty

member, separate from that of the FEC by December 15<sup>th</sup> of each year. Faculty members will have ten days to appeal any Department Chair's action pursuant to section 10.240 of the Collective Bargaining Agreement.

#### **H. Scope of Evidence**

To be submitted by the faculty member: Each faculty member as required by the CBA, section 10.210, shall prepare documentation of performance in teaching, research, and service to be submitted by October 15 for review and evaluation by the FEC. All adjunct faculty, research faculty, and tenure-track assistant professors are reviewed annually. For recommendation for merit, documentation shall cover the shortest of the following periods: (a) since the most recent merit award or promotion granted, or (b) the most recent seven sequential years of service. Each page shall be numbered in sequence and the last page dated and signed by the faculty member. For recommendation for normal increment, documentation shall cover the previous year or years as appropriate. For recommendation for promotion see paragraph B.1.d. above. For recommendation for tenure see the first paragraph, section A. above. See section 10.340 of the CBA for review cycles and exemptions for tenured associate and full professors. A copy of the required documentation shall be delivered to the FEC Chair and Department Chair by the 15th of October.

#### **I. Special Provisions for Research Professors in the Department of Geosciences**

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

Potential new Research Professors in the Department of Geosciences must have a tenured, or tenure track, faculty sponsor. The faculty sponsor will make the formal nomination at a regularly scheduled faculty meeting. The nomination must include a complete professional vita and a statement of the potential value of the appointment to the Geoscience Department including an estimate of resource needs (lab and office space, secretarial assistance, etc.), which must be submitted to the Geoscience faculty at least 2 weeks prior to the meeting at which the nomination is made. At the ensuing faculty meeting, the nominating professor will provide a short explanation of the benefits to the department of designating the nominated individual as a Research Faculty. The final decision will be made by majority vote of the tenured and tenure track faculty in the Department of Geosciences. The department chair will then submit a request, with CV and a recommended research salary, for the appointment to the Dean of the College and the Vice President for Research. That research salary will be the base pay for the

Research professor's grant-funded scholarship. The Geosciences Department will not bear any of the costs of research faculty member unless explicitly agreed to in the appointment letter and expressly approved by the Dean of the College of Humanities and Sciences.

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

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

Approved by the Geosciences Faculty on October 26, 2015.