



UNIT STANDARDS REVIEW SIGNATURE FORM



Department of: MCLL

Year: 2015 - 2016

1) Department Chair:

<u>E. G. Muehleisen</u>	Signature	<u>10-8-15</u>	Date
<u>Janine Muehleisen</u>	Signature	<u>10-08-15</u>	Date

2) Dean:

<u>Cliff Coen</u>	Signature	<u>11-16-15</u>	Date
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3) Chair, UM Unit Standards Committee:

<u>[Signature]</u>	Signature	<u>8/23/16</u>	Date
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4) Provost and Vice President for Academic Affairs:

<u>[Signature]</u>	Signature	<u>1/6/17</u>	Date
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# THE UNIVERSITY OF MONTANA

## DEPARTMENT OF MODERN AND CLASSICAL LANGUAGES AND LITERATURES

### UNIT STANDARDS

#### **I. INTRODUCTION**

We intend these standards and procedures of the Unit Standards to supplement and be consistent with those provided in the current Collective Bargaining Agreement (CBA), and in the event of any omissions and inconsistencies, the terms of the CBA shall apply and prevail. Faculty members should consult the CBA for procedures relative to the evaluation process beyond the FEC and for appeals (CBA 10.200-10.300).

#### **II. DEPARTMENT EVALUATION PROCEDURES**

In accordance with the CBA, the following procedures apply to the department.

##### **A. STUDENT EVALUATION COMMITTEE (CBA 10.220)**

The Student Evaluation Committee (SEC) shall consist of three to seven undergraduate and graduate students, with as much sectional diversity as possible, and one faculty observer. The sections will nominate students for membership, and members will then be appointed by the department chair. Whenever possible, the SEC faculty observer should be a tenured faculty member not currently under evaluation. At the first meeting of the SEC, the faculty observer should explain the purpose, procedures, and timeline for the committee's work and should emphasize the confidential nature of all discussions and materials. The SEC should elect its own student chair who will convene other meetings of the SEC, check on the progress of individual members' work, inform the SEC faculty observer of any problems or questions, and sign the completed SEC report on behalf of the full committee.

##### **B. FACULTY EVALUATION COMMITTEE AND DEPARTMENT CHAIR**

###### **1. Faculty Evaluation Committee (CBA 10.230)**

Members of the Faculty Evaluation Committee (FEC) shall be drawn from among tenured members of the Department who have completed a minimum of one year of service at the University of Montana and non-tenured tenure-track members of the Department who have reached their fourth year of service but have completed a minimum of one year of service at the University of Montana. The FEC shall consist of 5 members who each serve a one-year term, except the committee chair who will serve a second year as a regular member in order to assure continuity. A slate for election of the 4 new members will be presented to the faculty in each spring term and will be composed of eligible faculty as determined by alphabetic rotation. Should the alphabetic rotation return 2 members from the same

language section, service by the second member of the section in the alphabetic rotation will be postponed to the following year and the next person in the alphabetic rotation will serve. Persons excused for the one year are those on leave, directing international programs, ill, or documenting other special circumstances; if excused, the person will be placed on the slate for FEC for the following year before application of the regular alphabetic rotation. A faculty member who earns tenure will be placed appropriately in the alphabetic rotation and will serve in his/her turn. The FEC will elect its own Chair from among the members of the committee. In the following year, that Chair will serve as a regular member of FEC. The FEC will also elect one of its members to be the faculty observer to the SEC; whenever possible this will be a member of FEC not under evaluation. In addition, a student shall be appointed as an observer. The Department Chair shall not serve as a member of the FEC. A faculty member shall not serve as a member of the FEC for the consideration of his or her own evaluation.

## **2. Evaluation Procedures (CBA 10.230)**

The FEC will conduct the evaluation process in an open manner, allowing time to meet with faculty members under review, if requested, in order to discuss the evaluation. At an early meeting, the FEC will determine its schedule for consideration of the various kinds of applications (normal, tenure, promotion, merit), announce the schedule to faculty members currently under review, and invite visits to the FEC by any faculty member(s) who may wish to visit with the FEC.

- a. In the case of application for promotion, tenure, or merit, the FEC will solicit input from the language section of the faculty member under consideration. This solicited material may be submitted in the form of a letter by the section head in which the opinion of the sectional colleagues is forwarded to the FEC. (The section may choose to utilize a questionnaire in assembling material for this statement. A suggested questionnaire is appended.) This solicited material will follow all requirements of the CBA in the matter of content and confidentiality.
- b. Voting in the FEC will be by secret ballot.
- c. Discussions held in and decisions made by the FEC will be kept confidential.
- d. The FEC will vote after considering the record of the individual under review. The total number of votes in any decision is the sum of votes "for" or "against": abstentions and absents are noted from the record, but are not considered in determining what constitutes a majority. The FEC will resolve tie votes in the following manner:
  - i. When the individual is requesting a merit increase, the FEC will forward a recommendation of normal;
  - ii. When the matter under discussion is less-than-normal, the FEC will recommend a normal;
  - iii. When an individual is requesting promotion or tenure, the FEC will not approve the request.

e. The FEC Chair shall communicate the recommendation of the committee in writing to the faculty member under review. The faculty member will then have ten days to appeal the FEC's initial recommendation and propose remedial action. The FEC will reconsider its recommendation and, following reconsideration, take a second vote on the issue, using the same procedure as for the first vote. FEC will have ten days from its receipt of an appeal within which either to grant or deny any remedial action proposed.

f. After the FEC has finalized its recommendation for each faculty member, a copy of that recommendation as well as any additional documents that may have been added to the record will be made available to the faculty member.

### **3. Chair's Recommendation (CBA 10. 240)**

a. The faculty member under review may choose to discuss the FEC report with the department chair before the chair completes a recommendation.

b. The chair shall prepare a written recommendation, which the faculty member under review may appeal within ten days of its receipt. Additional documentation may be submitted in support of an appeal. The chair will have ten days in which to grant or deny any remedial action requested.

## **III. CRITERIA FOR RETENTION, PROMOTION, AND TENURE**

The department generally requires a doctoral degree of anyone being hired for a tenure-track position. If a faculty member should, nonetheless, be hired for such a position without the degree, she or he will be expected to complete it by the end of the first academic year in the tenure-track position. Failure to complete the degree by then will be cause for nonrenewal of contract for the following year, and the faculty member will be so notified.

Faculty responsibilities in the areas of teaching, service, and research are outlined in the CBA section 6.200. The level of such research/scholarship and/or relevant creative activity, on the one hand, and service contributions, on the other, may vary among faculty members due to variations in teaching workloads among the different language sections. The following elaborations serve as a general guide.

### **A. TEACHING**

#### **1. General**

Evidence demonstrating effectiveness of teaching (e.g., engaging students in active learning and pedagogically sound instruction) includes, but is not limited to course syllabi, development of new or substantially revised courses, student evaluations, orientation for study-abroad programs and teaching while abroad, leading workshops for high school teachers, peer reviews, teaching across the curriculum, conducting T.A. orientations, participating in pedagogical workshops, working with and developing teaching technologies, and receipt of teaching awards.

## 2. Specific

Documented evidence of teaching effectiveness, including a portfolio, is required for promotion to **Associate Professor**, for the awarding of **Tenure**, and for promotion to **Full Professor**. The teaching portfolio should consist of a combination of the evidence listed above.

## B. RESEARCH

### 1. General

The department maintains that an active research agenda enhances our roles within the university. The contributions that we make to our fields of study are not only productive to other scholars but also to our students. Therefore the products resulting from such scholarly activity should be considered evidence of professional engagement that contributes to our development as well-rounded professionals.

**a. Evidence:** Essential evidence of scholarly activity includes publication of articles, conference proceedings, chapters in edited volumes, textbooks, books, or monographs, all of which must have gone through the peer-review process. Additional evidence may include, but is not limited to translations, critical editions, original creative work relevant to the faculty member's scholarly field, book reviews, encyclopedia entries, being awarded grant/research funding, conference refereeing, and other evidence of scholarly activity deemed appropriate by the FEC.

**b. Evaluation:**

- i. Evidence of the faculty member's scholarly activity should demonstrate that: (1) the faculty member is contributing to the body of knowledge in his or her field through his or her research and (2) there is the indication of sustained professional growth in his or her scholarly activity.
- ii. Scholarly activity completed and accepted for publication shall be credited by the FEC.
- iii. The department recognizes that some kinds of scholarly activity are more important and valuable than others, and the quality of the faculty member's scholarly activity will be evaluated as well as the quantity.
- iv. The department acknowledges that scholarly activity includes a wider range of activities than publications. Growth and vitality in scholarly endeavors are also reflected in the presentation of papers, participation in scholarly panels, contributions to professional meetings beyond presentations (e.g. discussants and organizers of panels), receipt of research grants and awards, etc.
- v. The department recognizes that each of its sections has unique circumstances. The FEC will seek to determine whether an individual faculty member's evidence of scholarly

activity is commensurate with that faculty member's assignment, taking into consideration teaching (graduate and undergraduate), advising loads, study abroad programs, as well as university service and committee work.

## 2. Specific

a. For promotion to **Associate Professor**, the faculty member should have accumulated, except in unusual circumstances, four or more years of full-time service in rank as Assistant Professor prior to the date of promotion. The candidate should also provide evidence that clearly demonstrates "professional growth and an increasingly valuable contribution to the University" (CBA 10.110). If a faculty member applies for promotion to Associate together with Tenure, she or he must meet the minimum quantitative requirement outlined below, under section b. If the faculty member is not applying concurrently, he or she should demonstrate continuous progress toward the minimum quantitative requirement toward tenure.

b. For **Tenure**, the faculty member should have accumulated five years of credit, at least three of which are at the University of Montana. The minimum quantitative publication requirement for Tenure is: a scholarly book OR three (3) peer-reviewed articles or chapters (one article or chapter may be replaced by a combination of additional evidence, as listed above (in 1. General)). The candidate should also provide evidence that indicates "the applicant has achieved or is in the process of achieving recognition in his/her field of competence beyond The University of Montana" (CBA 9.320). An external review is required to provide evidence of the applicant's continued active scholarship and recognition beyond the university. Therefore, letters evaluating the quality, scope, and impact of the candidate's research will be solicited from experts in the field who are tenured faculty and not currently affiliated with the University of Montana according to the following procedure:

i. Candidates seeking **Tenure** are encouraged to notify the Chair's Advisory Committee (CAC, consisting of the Section Heads of Arabic, Chinese, Classics, French, German, Japanese, Spanish and Russian) by April 15 prior to the academic year during which the candidate will be reviewed so as to begin collaborating on a list of potential reviewers.

ii. The candidate shall provide the names and contact information of three potential reviewers.

iii. The Department Chair, in consultation with the CAC, shall provide the names of three additional potential reviewers from peer institutions.

iv. The candidate shall have the opportunity to veto one of the names suggested by the Chair.

v. The Department Chair will make the final decision in consultation with the CAC and shall then solicit three letters by the beginning of the contract year during which the candidate will be reviewed for **Tenure**. At least one letter should be from among the

names the candidate submitted. Solicited letters should not be from the PhD advisor or from collaborators with whom the candidate is working (or has worked with for the past three years). See the attached form letter outlining the nature of the reviewer's report (Appendix A).

vi. Should the external review documents fail to arrive in a timely fashion, faculty evaluation may proceed nonetheless.

c. For promotion to **Full Professor**, the faculty member should have accumulated, except in unusual circumstances, five or more years of full-time service in the rank of Associate Professor. The minimum quantitative publication requirement since promotion to Associate is: a scholarly book not presented previously for promotion or tenure OR three (3) peer-reviewed articles or chapters not presented previously for promotion or tenure (one article or chapter may be replaced by a combination of additional evidence, as listed above in 1. General). The candidate should also provide evidence that indicates a "clear demonstration of professional growth and an increasingly valuable contribution to the University" (CBA 10.110).

## **C. SERVICE**

### **1. General**

Faculty members are expected to engage in professional service (CBA 6.200). Evidence of service contributions to the language section, the department, and the University may include but is not limited to the following: membership on department and/or university committees; leadership and participation in activities which enhance the programs of the section, the department, the university; election to significant leadership positions in faculty organizations.

### **2. Specific**

a. For promotion to **Associate Professor**, faculty members must show evidence that they are contributing to the overall welfare and vitality of their language section, the department, and the university.

b. For **Tenure** and promotion to **Full Professor**, in addition to university-level service and leadership, service beyond the UM campus is also required. Evidence of such activities includes but is not limited to service to professional organizations (regional, national, or international), service to schools and teacher education, and participation in relevant community or state events (CBA 10.110).

## **IV. SALARY DETERMINATION**

### **A. CRITERIA FOR A NORMAL RECOMMENDATION**

Faculty members being recommended for **normal** shall submit an Individual Performance Record (IPR, see bylaws) covering the period since the last evaluation (i.e., in accordance with the CBA, one year for assistant professor, or typically two years for associate and three years for full professors, unless

circumstances prescribe a different schedule). A faculty member will be recommended for a **normal** salary increase when she or he meets the expectations set forth in Section III of this document. A faculty member who is not being recommended for any of the other salary-related designations (promotion, merit, less-than-normal, or non-retention) will be recommended for **normal**.

## **B. CRITERIA FOR A LESS-THAN-NORMAL RECOMMENDATION**

A recommendation for **less-than-normal** may be given to a faculty member who consistently fails to meet the minimum expectations set forth in Section III of this document or who consistently refuses to work in accord with department and/or university policies. Three **less-than-normal** recommendations will lead to a tenure review in accordance with the CBA (17.000).

Performance considered to be below the minimum standard in any one or two of the areas of teaching, research, and service does not necessarily justify a **less-than-normal** recommendation, if the performance in the remaining areas is sufficient. If this is the case, then the faculty member may still be recommended for **normal**.

## **C. CRITERIA FOR NON-RETENTION**

Probationary faculty members will be evaluated annually, according to the procedures outlined in this document. It is expected that probationary faculty members will be making reasonable progress toward fulfilling the criteria for promotion and/or tenure. If, however, the annual evaluation indicates that this is not the case, the probationary faculty member may be recommended by the FEC and/or Chair for non-retention.

## **D. CRITERIA FOR MERIT CONSIDERATION**

The FEC and/or Chair may recommend a faculty member for a **merit** award when that individual has demonstrated **above normal** performance in at least two of the three areas with **normal** performance in the third, or **outstanding** performance in one area and **normal** in the other two (CBA 10.110 [#3]).

Although a **merit** recommendation can be based on the performance of a faculty member over varying numbers of years, ranging from one year to any number of years dating back to the last merit or promotion received, positive merit recommendation based on one year's achievement will be rare and must be based on a clearly exceptional achievement, i.e. receipt of a major teaching award, publication of a significant book or an extraordinary service contribution.

## **V. NON-TENURABLE ACADEMIC APPOINTMENTS**

### **A. GOALS**

The Department of Modern and Classical Languages and Literatures will make use of non-tenurable appointments in accordance with Personnel Policy 143.0 (CBA 9.000 ff.). The following items are drawn and amplified from that Personnel Policy, but do not supersede it. The assignment and expectations will be defined in writing for each appointee, and evaluation will be based on that assignment and

expectations. Appointees who are members of the Collective Bargaining Unit (.5 FTE or greater for the academic year---CBA 3.100) will have the right to participate in unit governance, but will not participate in the election of the Chair. Non-tenurable faculty will not be eligible for election to the Faculty Evaluation Committee, nor will they participate in the evaluation of other non-tenurable faculty.

## **B. TITLES**

These persons will hold appointments as Lecturers, Adjunct Faculty, Visiting Faculty, Research Faculty, Faculty Affiliates or International Visiting Scholars. Adjunct, Visiting or Research faculty may further be defined as Instructor, Assistant Professor, Associate Professor, Professor, for example Adjunct Assistant Professor. A person who has attained distinction in the field may receive the title of Distinguished Lecturer at an appropriate salary.

## **C. RECRUITMENT**

The department must first establish the need for such appointments and secure approval of them from the Chair, Dean, and Provost. The assignment and position description must be established. The description must specify the teaching assignment, any other expectations such as office hours, the FTE ratio, and salary. There will be a regular search process; credentials must be submitted; faculty involved approve the recommended appointee by majority vote, and the appointment follows regular channels of approval.

## **D. DEFINITION AVAILABLE**

The department must provide the appointee with a copy of the position description, the Unit Standards, and the Policy regarding non-tenurable appointments. Adjunct Faculty are appointed as ranked members of the faculty primarily to provide classroom teaching supported by instructional program funding. They may replace absent faculty or meet temporary or unanticipated enrollment growth.

## **E. ASSIGNMENT AND REAPPOINTMENT**

The assignment may change, depending upon enrollment, funding, and needs under extraordinary circumstances. There is no right of reappointment of any Adjunct, Visiting, or Research non-tenurable appointment, but such an employee may be reappointed at the discretion of the Department Chair with the approval of the Dean and Provost.

## **F. FTE RATIO**

The FTE ratio will equate to no less than the established university salary floors for equivalent rank on a pro-rated, full-time basis. A reasonable relationship will apply between the FTE ratio and workload.

## **G. EVALUATION**

The department will evaluate non-tenurable faculty members annually, according to standard departmental processes, assuring that evaluations reflect assignments and expectations and acknowledge additional contributions.

#### **H. SALARY INCREMENTS AND CHANGES IN RANK**

Faculty members on non-tenurable appointments (except Lecturers) can receive salary increases, merit increases, and promotions on the basis of teaching and other contributions. These increases are contingent upon available funding and cannot come from the pools established by the CBA for regular faculty. These must be approved and funding identified by the Dean and the Provost.

#### **I. RECOURSE TO GRIEVANCE**

Non-tenurable faculty members covered by the CBA have recourse to the Grievance Procedure outlined in CBA, Section 19.000 to redress violation of this policy. Faculty not covered by the CBA can seek corrective action from the appropriate Dean, with right of appeal to the Provost and ultimately the President.

#### **J. POLICIES SPECIFIC TO THE DEPARTMENT OF MODERN AND CLASSICAL LANGUAGES AND LITERATURES**

Teaching will be the primary responsibility of non-tenurable faculty, but they also will be expected to hold office hours. There will ordinarily be no expectations of advising, but non-tenurable appointees may volunteer as General Advisors. There are no expectations of research. Although the appointment is based on teaching, additional work in service and research will be given consideration in evaluation. Non-tenurable faculty will be evaluated according to their assignment, and the process will be parallel to that used for the evaluation of tenurable faculty.

**Note:** Old sections moved to Bylaws are: Graduate instruction (former III) and Documentation for Support of Evaluation (former VIII). Appendixes A-D have also been moved to Bylaws.