UM UNIT STANDARDS COMMITTEE
SIGNATURE FORM

Unit Standards for: Native American Studies

Year: 2011-2012

1) Department Chair:
   
   Signature
   2/15/12 Date

2) Dean:

   Signature
   3/16/12 Date

3) Chair, UM Unit Standards Committee:

   Signature
   5/7/12 Date

4) Provost and Vice President for Academic Affairs:

   Signature
   10/18/12 Date
INTRODUCTION:

The Native American Studies Department shall be guided by the standards and procedures set forth in the current Collective Bargaining Agreement (CBA) signed between the University Faculty Association, Local 19, University of Montana and the Montana University System regarding retention, salary increments, promotion, and tenure. The unit standards and procedures are intended to be in addition to and consistent with those provided in the current CBA, and in the event of any omissions or inconsistencies, the terms of the CBA shall prevail. The Unit Standards apply to faculty members within the Native American Studies Department.

A faculty member should consult the CBA for procedures relative to the evaluation process beyond the Faculty Evaluation Committee to determine the procedural requirements for appeals.

Each faculty member of Native American Studies is responsible individually to read and be familiar with the complete Collective Bargaining Agreement.

Department Philosophy and Principles:

The Native American Studies Department has a unique mission. As an academic department, our primary goal is to provide and maintain the highest possible academic standards for our students and ourselves. Owing to the nature and history of the department, we also maintain a strong, ongoing commitment to student and community service in appropriate areas. Both elements are reflected in our departmental philosophy and principles.

We (the Native American Studies faculty) begin with the understanding that a faculty member's performance is a complex collage of skills and knowledge. Within this context our standards are designed to improve the department by encouraging faculty development and by objectively and consistently evaluating and rewarding performance. We conform to the CBA in rewarding individual performance in service, teaching and research, but we also seek
to reward performance on the basis of the Native American Studies department's success at meeting its role, scope and mission within the College and University. Information on our success in meeting departmental goals can be found in our periodic self-studies and other reports for accreditation, external review, and the like, and those documents are available upon request from the departmental administrative associate.

In addition, as a department, we seek to encourage faculty, staff and students—individually and collectively—to fulfill the Native American Studies Department's role, scope and mission in relation to the College of Arts and Sciences, the University, and communities, tribal and non-tribal. NAS staff are expected to work in support of the department's role, scope and mission in ways relevant to their position descriptions.

The Native American Studies Department at the University of Montana builds its curriculum on the foundation of three interrelated principles: sovereignty, indigeneity and community well-being. In so doing we pay close attention to the continuing role of traditional value systems, the impacts of colonization and the efforts toward decolonization within tribal communities. We define sovereignty broadly as one of the rights of all indigenous peoples, including both the political-legal foundations as provided in U.S. law and policy and self-determination more generally. Indigeneity underlies the unique holistic relationship that Native American communities have to the land and to the environment. In addition, our degree program not only intends to advance the well-being of our individual students, both native and non-native, but also to enhance the well-being of Indigenous communities across Montana, the United States and globally. We work to do this by providing necessary and relevant education about those communities as well as the skills and knowledge for those working within those communities to do so effectively. Our curriculum and the foundations of faculty research are broadly cross-disciplinary with these principles at their base.

Our departmental principles of faculty performance provide the foundation for our unit standards. They are located in the department's Policies and Procedures document.

**RANK AND APPOINTMENTS See CBA**

At the time of appointment or reappointment, each faculty member shall be provided by the employer with a written agreement which specifies rank, salary, and other terms and conditions of employment. All initial appointments at the rank of professor, associate professor, and assistant professor shall be probationary. An initial tenure-track appointment at the rank of instructor shall be probationary only with prior written approval by the Provost.

No probationary appointment may be made to a line which is not supported by at least 50% state appropriated funds or fully supported by a permanent endowment fund (as defined by UM procedure 11002, 8/4/04) where "state appropriated funds" is defined as funds derived from the General Funds/Salaries/Faculty University of Montana budget category and includes at least 50% of all costs...
of the contractual salary and benefits (see "written agreement" above). Should the endowment fail to cover the 50% of contractual costs then the University or the Board shall be responsible for and pay those costs from the same General Funds/Salaries/Faculty budget category. Exceptions may be considered by the UFA-Administration committee and approved by mutual agreement. Probationary faculty shall not be restricted from seeking outside funding to support their research scholarship/creative activities.

All full-time service at The University of Montana in the rank of assistant professor, associate professor, or professor shall count as probationary service toward tenure. Full-time service at The University of Montana at the rank of instructor shall count as probationary service toward tenure only with prior written approval by the Provost. Pro rata credit will be given for all full-time service for any academic term except summer session.

Specific exceptions regarding creditable probationary service toward tenure may be granted by the President in a written agreement separate from the employment contract.

UNIVERSITY REQUIREMENTS FOR FACULTY ADVANCEMENT See CBA

Native American Studies core courses and General Education will be taught as priority teaching assignments. Elective courses will be considered on the basis of their potential for enriching the NAS major. Curricular planning in NAS occurs through a committee of the whole, with all teaching faculty involved unless matters of policy need to be determined. In that case, curricular issues will be resolved by the tenured and tenure-track faculty. As in keeping with the CBA, the chairperson shall have the responsibility to schedule classes, arrange teaching hours and assignments, in consultation with the tenured and tenure-track faculty.

The Native American Studies Department's goal is to use non-tenurable faculty only when faculty lines are open or coverage of the core curriculum and General Education requirement courses demand it.

1. Promotions

a. To Assistant Professor: Requires possession of an appropriate terminal degree in an academic discipline suitable to Native American Studies, and excellence in teaching skill is expected to be evident in employment application materials; letters of recommendation, teaching evaluations (if available), other teaching materials, such as course syllabi and statement of teaching philosophy.
Candidate must also demonstrate adequate teaching abilities (and verbal communication skills) in his or her interview and job talk.

b. To Associate Professor: Except in unusual circumstances, promotion from the rank of Assistant Professor to Associate Professor will be considered when the faculty member has been in four or more years of full-time service in rank as assistant professor prior to the date of promotion (application may be made during the fourth year in rank), and has shown professional commitment, competency, and made an increasingly valuable contribution to the University with research, teaching, and professional involvement. For promotion from Assistant to Associate Professor, a faculty member must have published at least five articles or chapters in refereed journals or in books, or one refereed book. An edited volume will be evaluated on the basis of its originality and scholarship. Faculty seeking promotion to Associate Professor must demonstrate evidence of scholarship specifically by refereed publication or appropriate public recognition for creative works (in the disciplines of Art, Filmmaking, Drama/Dance, and Music).

Quality teaching is a major responsibility of all faculty and is essential to the mission of the NAS Department and at the University of Montana. Performance, therefore, must be evaluated on a rigorous basis. Evaluation of teaching performance may include, but not be limited to, the following: formal or informal observations by faculty colleagues or other peers, teaching load, thesis, professional paper and dissertation committees, the creation or innovation of courses, and any other evidence deemed appropriate by the faculty member being reviewed. Evidence of competence in teaching must be measured by the following:

1. Student course evaluations: Faculty are required to utilize the student course evaluations for every course taught every semester. (See the NAS Policy and Procedure Manual for specifics on the required evaluation forms.)
2. It is expected that student evaluation of courses taught will be positive.
3. Assessment of student learning and teaching effectiveness as outlined in the policy and procedure manual.

Service plays a critical role in the faculty member's contribution to departmental goals. Documentation or other evidence of service to the Department and the University as well as to the NAS field and to tribal communities may include:

1. Service on Department and University committees.
2. Administrative service to the Department or University.
3. Building harmonious, supportive relationships with American Indian agencies and organizations whose cooperation is important to the realization of the Department's mission.
4. Membership and participation in agency and organizational committees and boards.
5. Invited consultation and voluntary service to American Indian agencies and organizations.
6. Presentations to agencies, organizations, and the general public, including lectures, talks, and artistic and creative performances.
7. Invited speeches to professional or citizen groups on NAS topics.
8. Active membership and participation in NAS professional organizations.
9. Service on editorial board of a Native American Studies-related professional journal or professional newsletter, or on such publications relevant to NAS and grounded in the specialty field(s) of the faculty member.

c. To Professor: Except in unusual circumstances, five (5) or more years of full-time services in rank as an Associate Professor are required prior to the date of promotion (application maybe made during the fifth year). The candidate for promotion must be in possession of the terminal degree in a discipline appropriate to Native American Studies, have clearly demonstrated professional growth, gained recognition outside of the University, and made increasingly valuable contributions to the University. A faculty member must meet the minimum requirements for teaching and service required for promotion to Associate Professor and must have additionally published at least five articles or chapters in refereed journals or in books, or one refereed book, since the documentation prepared for promotion to Associate Professor. An edited volume will be evaluated on the basis of its originality and scholarship. Faculty seeking promotion to Professor must demonstrate evidence of scholarship specifically by refereed publication or appropriate public recognition for creative works (in the disciplines of Art, Drama/Dance, and Music). No faculty may be promoted to full professor on the basis of teaching and service alone.

2. Award of Tenure:

A recommendation for tenure represents a judgment by the NAS Department tenured faculty and the University of Montana that a faculty member has made significant contributions to the strength of the University of Montana's NAS Department and will continue to do so.

An applicant for tenure must demonstrate a capacity for independent and effective teaching by accepting teaching assignments in which he/she is the designated teacher of record and by successfully engaging in the following activities:

Develop course syllabi that clearly identify the objectives of the instructional unit and outline learning opportunities that assist the student in reaching those objectives and activities;

Provide evidence of ability to implement and monitor a learning environment designed to assist students in attaining the objectives of the curriculum; and

Evaluate and grade the performance of each student enrolled in the course relative to instructional objectives.
Tenure Process:

a. Eligibility for application for tenure is defined in the Collective Bargaining Agreement. All tenured Native American Studies Department faculty shall participate in the recommendation.
b. Professional growth, activity, and prospects shall be demonstrated by scholarly publication or appropriate recognition for creative works; involvement in continuing education programs; participation in professional societies; receipt of grants, contracts, fellowships, and other awards; direction of student research; and maintenance of currency in the discipline of Native American Studies. The committee, in consultation with the candidate, will seek appropriate peer evaluations, external to The University of Montana (not to exceed three letters), to assist the FEC in judging the candidate’s scholarship and standing in his/her field.
c. Terminal degree in an appropriate discipline.
d. 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 or contract will result in the issuance of a non-renewable contract.
e. For tenured full professors, expectations of normal achievement regarding service, teaching, and scholarship (as outlined below) shall be continued.

3. Salary Determination

a. Merit Award: Above normal performance in at least two (2) of the three (3) areas: teaching, research/creative work, or public service, or normal performance in at least two (2) areas, and outstanding performance or special recognition in at least one (1) of these areas. Examples of the types of accomplishments that may justify a merit award are: publication of a significant book, election to a major office in a regional or national organization relating to the faculty members' professional expertise, or a combination of outstanding accomplishments that may include superior teaching with outstanding student evaluations.
b. Normal Increment: The performance of work at a consistently high level will generally be evaluated as "normal." Faculty members will be expected to grow in value to the Department and the University and will thereby be rewarded with a "normal" increment to their salary. Professional "growth in value" to the Department and the University will be indicated by positive teaching evaluations (numerical scores as well as qualitative remarks minimally should reflect "good" or "very good" responses overall), service indicated by membership on at least one committee within the Department or the University, and a minimum of one publication per year or one professional involvement or performance.
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 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 or quality of service in the remaining area or areas is proportional to the FTE of the appointment, and the quality of that service reflects the focus of concentration of effort in the area or areas in which the individual has been assigned to perform. In any instance of less-than-normal faculty evaluation (in one or more areas), the FEC will also inform the Department Chair regarding a desired course of remediation.
UNIT STANDARDS FOR FACULTY EVALUATION See CBA

General Criteria: The following general criteria shall be given consideration in any evaluation for purposes of promotion, award of tenure, determination of salary increment, or recommendation for retention:

1. Classroom performance;
2. Student advising;
3. Scholarly publication or creative works; collaborative and edited projects will be evaluated on an individual basis and must be accepted for publication by the editorial board of the journal;
4. Participation in professional organizations or societies, receipt of awards in recognition of professional accomplishments, or speaking engagements related to one's professional field;
5. Professional service demonstrated by consulting or other outside work for agencies, communities, schools, etc; serving on advisory boards; and service on campus committees;
6. Research efforts related to grants, contracts, direction of student research, or professional research efforts incident to publication; and
7. Interdisciplinary efforts in (1) through (6) above.

The committee in applying the above criteria shall judge the quality of performance of the faculty member in conforming to the criteria and the merit of any activity.

PROCEDURES FOR FACULTY EVALUATION See CBA

Individual Performance Record See CBA

The documentation or evidence of performance required by the unit standards and applicable sections of this agreement shall be prepared by every member of the bargaining unit in sequentially numbered pages which incorporate exhibits by reference and are signed on the last page by the person to be evaluated. Exceptions to this requirement are limited to those members of the bargaining unit who are in their first year of service at The University of Montana or who are on a terminal year contract. These individuals are not required to prepare nor submit an IPR. The individual shall submit the documentation to the chairperson of the Faculty Evaluation Committee (FEC) and the department chairperson or in those instances where there is no chairperson, to the dean by October 15. The performance period shall consist of one or more academic year(s) of record each running from the first day of the academic year and including Fall Semester, Spring Semester and applicable winter and summer term(s). The IPR for that period should document performance for the respective types of advancement as follows:
1. Promotion: All service in the 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 granted merit or promotion, or the most recent seven (7) sequential years.
4. Normal and Less-than-Normal: The record of the previous year(s) as appropriate (see CBA for the evaluation schedule of tenured and tenure-track faculty)

EVALUATING SPLIT ASSIGNMENT OR JOINT APPOINTMENTS

If a Native American Studies faculty member is on a joint appointment or has a split assignment, that faculty shall prepare and submit a documented packet, as outlined above, to the unit in which the greatest portion of the FTE is assigned; or if the FTE is equally split, to the unit where the locus of tenure resides or, for non-tenurable faculty, to the unit in which first hired. The chairperson of the FEC, Departmental Chairs, and Dean of the unit evaluating the split or joint appointment shall obtain evidence from their respective counterparts in the other units to which the faculty was partially assigned.

STUDENT EVALUATION COMMITTEE: See CBA

Student Evaluation Committee (SEC) for Native American Studies shall be appointed by the Department Chair or Dean September 15. The Unit shall make available course evaluation forms as agreed upon to the SEC by September 20. The SEC shall make a written evaluation based on the course evaluations, advising and teaching. The chair of the SEC shall sign this written evaluation by October 15. The SEC for Native American Studies shall not review the evidence packet prepared by the faculty member nor have any responsibility for application of unit standards. Neither error nor omission by the SEC may constitute grounds for a grievance. The evaluation process may proceed without participation by a department SEC.

FACULTY EVALUATION COMMITTEE See CBA

ESTABLISHMENT & PROCEDURES OF THE FEC
The FEC, comprised of three members of the faculty as a whole, will be established every September by a majority vote of all tenure-track faculty. Committee members may serve no more than three consecutive years, when departmental faculty numbers allow. When promotion or tenure is under consideration, each evaluator must hold a rank equal to or higher than the rank proposed for the candidate. Any of the elected members who have not achieved the rank for which a faculty member is being considered will be temporarily replaced for those evaluations by someone (selected by majority vote of the tenure-track faculty) who has achieved the rank. When faculty from other departments are asked to serve, because of an inadequate number of Native American Studies faculty qualified to serve, a majority of Native American Studies faculty must be maintained. Whenever possible, the replaced original members may participate without vote in such cases. One student observer with all rights, save voting, will be appointed to the FEC from among the majors and/or graduate students in the unit, in accordance with the CBA.

The Committee shall apply the unit standards to review the performance of each faculty member in the unit and make written recommendation with justification signed by the committee chairperson which shall, where appropriate, specifically address: 1) retention, 2) salary increment, 3) promotion, and 4) tenure, and which shall be forwarded to the Department Chair by November 15. Upon request, any person shall be permitted personally to address the committee regarding his/her evaluation. Any material solicited at this, or subsequent steps, must be made available to the individual being evaluated within five (5) days of its inclusion. Per the CBA, only materials solicited from non-tenure track, probationary faculty and students are granted confidentiality. The individual is given then (10) days to prepare a written response, which becomes part of the evaluation record. All subsequent deadlines will be postponed concomitantly.

At all times during the evaluation process, from the Faculty Evaluation Committee through the deliberation of the Provost, unsolicited materials may not be used as part of the evaluation unless they are signed. Signed materials thus submitted will be made available to the faculty member being evaluated in accord with the preceding paragraph. Unlike materials solicited by the FEC, unsolicited materials have no expectation of confidentiality of the identity of their author.

In addition to the individual recommendations, the Faculty Evaluation Committee shall prepare and append a summary of those who have been recommended by the Committee for promotion, merit increase, or tenure.

**CONSIDERATION OF ADDITIONAL EVIDENCE, RIGHT OF REVIEW**

The Faculty Evaluation Committee, the chair or the Dean may request and consider any, evidence from any source, including the faculty member to be evaluated. Any evidence submitted and relied upon for evaluation shall be incorporated into the record. The faculty member to be evaluated shall have the right to review and respond to the record. No Native American Studies faculty member may
be sanctioned, suspended, disciplined or discharged for failure to comply with a request to provide additional information.

**DEPARTMENT CHAIRPERSON'S RECOMMENDATION: See CBA**

The Department Chairperson shall prepare and forward to the Dean an individual recommendation for the faculty member regarding salary, promotion, retention, and tenure where appropriate. The evaluation will follow the standards established by the unit standards but may also include information considered relevant to the performance of the individual faculty member.