



UNIT STANDARDS REVIEW
SIGNATURE FORM

Department of:

Sociology

Year:

2012

1) Department Chair:

Kathy J. Kuipers
Signature

3/24/14
Date

2) Dean:

Charles C. Coon
Signature

3/25/14
Date

3) Chair, UM Unit Standards Committee:

[Signature]
Signature

3/25/14
Date

4) Provost and Vice President for Academic Affairs:

[Signature]
Signature

2/19/15
Date

UNIT STANDARDS AND PROCEDURES FOR FACULTY EVALUATION DEPARTMENT OF SOCIOLOGY

UNIVERSITY OF MONTANA

These Department of Sociology Unit Standards and Procedures meet the requirements of Unit Standards for Faculty Evaluation as described in section 10.120 of the Collective Bargaining Agreement (CBA) and were adopted by a unanimous vote of the faculty of the Department of Sociology (i.e., "the unit") on April 14, 2014. They are to be used in conjunction with all applicable sections of the CBA in force during any given year to conduct evaluation of faculty performance. In the event of any omissions or inconsistencies, the terms of the CBA shall prevail. It is each faculty member's responsibility to be familiar with the procedures and standards of evaluation specified in the CBA.

These procedures apply to all faculty members in the bargaining unit as defined in section 3.100 of the CBA. Faculty members are evaluated using the schedule in section 10.340 of the CBA.

1.00 INDIVIDUAL PERFORMANCE RECORD

1.10 Faculty members to be evaluated will make their Individual Performance Records available to the Faculty Evaluation Committee by October 15.

1.20 The IPR summarizes and provides evidence of teaching, research, and service activities of a faculty member during the evaluation period as indicated in section 10.210 of the CBA.

2.00 STUDENT EVALUATION COMMITTEE

The Student Evaluation Committee (SEC) is constituted and governed according to 10.220 of the CBA. Selection of members of the SEC and the Faculty Observer will be made no later than September 15. To evaluate the teaching of each faculty member whose performance is under evaluation, the SEC will use student course evaluations and procedures as set forth in the "Faculty Evaluation Procedures" (Appendix A) of the Policies and Procedures Manual of the Department of Sociology. The SEC report will be available to the faculty member under review at least three working days prior to its signature by the chairperson of the SEC, which is due October 15. The faculty member may append a response to the SEC report.

3.00 FACULTY EVALUATION COMMITTEE

Pursuant to section 10.230, the Faculty Evaluation Committee (FEC) reviews the IPR of each faculty member under evaluation and prepares recommendations for retention, promotion, tenure, and salary increments (less-than-normal, normal, or merit).

3.10 CONSTITUTION OF THE FACULTY EVALUATION COMMITTEE

In accordance with section 10.230 of the CBA, the FEC is comprised of tenured and tenure-track faculty members in the bargaining unit, with the exception of the Department Chair(s).

3.11 The FEC will elect an FEC chair by majority vote during a regularly scheduled meeting of the department personnel committee no later than October 1 of the evaluation year.

3.12 One student observer will be appointed to the FEC by the FEC Chair. The student observer will then participate in all FEC deliberations, but the student observer will not vote on the FEC's recommendation.

3.13 In evaluating faculty members, the FEC will be constituted as follows:

3.131 Only tenured and tenure-track faculty of the FEC may vote on tenure and promotion recommendations.

3.132 When voting on promotion or tenure, each FEC member must hold a rank equal to or higher than the rank proposed for the candidate.

3.133 FEC members who have not yet achieved the rank for which a given faculty member is under evaluation may participate in discussion and deliberation but may not vote on the FEC recommendation.

3.134 While not a member of the FEC, the Department Chair(s) may participate in all discussions and deliberations of the FEC but do not vote in the initial and final ballot.

3.135 When the Department Chair(s) are under evaluation, they will be evaluated by the FEC as faculty members including their service as Chair(s) of the Department.

3.20 DUTIES OF THE FEC

3.21 Each year the FEC will evaluate nontenurable faculty members and tenured and tenure-track professors in accordance with procedures specified in the CBA, Section 10.230, and by application of the standards for performance and responsibilities specified below. Nontenurable faculty members whose duties are contractually limited to teaching will be evaluated only on the basis of their teaching. Nontenurable faculty members whose duties are contractually limited to research will be evaluated only on the basis of their research.

3.22 The operating procedures of the FEC are outlined in the "Faculty Evaluation Procedures" (Appendix A) of the Policies and Procedures Manual of the Department of Sociology, and incorporated here by reference.

4.00 GENERAL STANDARDS FOR EVALUATING FACULTY PERFORMANCE

As specified in section 6.200 and 10.110 of the CBA, faculty performance will be evaluated to the extent that it furthers the Mission of the Department of Sociology in the overlapping and complementary areas of teaching and advising, research and scholarship, and service:

The Department of Sociology is committed to offering students, the University, and the State of Montana the insights and techniques of sociological inquiry. Sociology is the systematic study of human societies, groups, and social relationships. Through teaching, scholarship, and service, the Department stimulates discussion on significant social issues and contributes to the development of an informed public and informed public policy. (From the Mission Statement of the Department of Sociology)

4.10 TEACHING

The Sociology Department is committed to excellence in teaching and advising. In accordance with the department mission statement, faculty should teach students to be able to think critically and to understand how people organize, control and change their societies. Students are to gain an appreciation of how sociology as a discipline addresses and explains contemporary and historical issues in society.

In advising their students, faculty members are expected to be knowledgeable about academic requirements and to make a reasonable effort to be available to students needing academic and career advice.

4.11 Responsibilities. In order to satisfy the expectation of normal performance in teaching, each faculty member must, unless otherwise negotiated with the Department Chair and the Dean, teach a regular load, as determined by the Department Chair in consultation with the faculty member and the Dean; advise a regular load; teach classes as scheduled; and adhere to all of the following expectations:

4.111 Teach courses in accordance with catalog descriptions and published schedules (section 6.200 of the CBA) and in so doing contribute to the department and general education curriculum.

4.112 Ensure that instruction reflects depth and breadth of knowledge in one's field, current thinking, and the ability to effectively communicate information, demonstrated through the presentation of evidence described in 4.12.

4.113 Provide availability to students through scheduled, weekly office hours, through advising hours during advising season, and by appointment.

4.114 Maintain responsible and professional relationships with students (CBA 6.200).

4.115 Conduct course evaluations, using the Sociology Department's evaluation form, for all courses except independent courses such as Cooperative Education Experience, Internship, Independent Study, Graduate Research, and Thesis. Expectations of normal performance are satisfied if the course evaluations, when averaged, exceed the midpoint of the rating scale for four items on the Instructional Assessment System (IAS) form: The course as a whole; The course content; The instructor's contribution to the course; and The instructor's effectiveness in teaching the subject matter.

4.116 Participate in department undergraduate and graduate degree programs including developing new courses; teaching existing, required courses; directing graduate and undergraduate research work; supervising internships; and serving on graduate student committees as opportunity and need allows.

4.12 Evidence. Evidence of course coverage, teaching ability and effectiveness, availability to students, responsible and professional relationships with students, and participation in department programs shall be provided in each faculty member's IPR and/or SEC report. At minimum, such evidence shall consist of the summaries of teaching evaluations using the Instructional Assessment System (IAS) form, and FEC review of course syllabi. Additional evidence may include faculty peer reviews of teaching when available and other materials relevant to the faculty member's teaching

and advising performance. The FEC may also review student evaluation forms for courses included in SEC reports for the period under evaluation. Courses not specified in the regular teaching load, such as the occasional omnibus seminar or independent studies, also shall be given consideration.

4.20 RESEARCH AND SCHOLARSHIP

The faculty members of the Sociology Department are committed to contributing to the discipline of sociology by conducting research and communicating the findings of this research as broadly as possible. Scholarship also includes creating, reviewing, assessing, and integrating sociological theory and research.

4.21 Responsibilities. In order to satisfy the expectation of normal performance in research and scholarship, a faculty member must engage in ongoing research that employs sociological theories and methods and that advances the discipline of sociology in that person's chosen sub-fields or specialties, as evidenced by the items listed in 4.22. The FEC will assess the quality of this research by examining its significance, breadth, and likely impact on sociology or its sub-fields.

4.22 Evidence. Evidence of research and scholarship shall be provided and documented in each faculty member's IPR. All of the evidence shall be considered in terms of the level of peer review and/or recognition, authorship or principal investigator contribution, and in general excellence, significance, and potential impact, according to the FEC's collective judgment, as reflected in the final evaluation by the FEC. Peer review provides crucial evidence of the value of the scholarly work, but does not constitute the sole measure of scholarly contribution. The following criteria identify the type of scholarly activity encouraged and required of the faculty of the Department of Sociology.

4.221 Scholarly publications including books, journal articles, and book chapters published or documented as "In Press" or "Accepted for Publication."

4.222 Technical or fellowship reports, including Internet publications, that evidence scholarly or research accomplishment, normally for a governmental agency or nonprofit organization. Such reports may be the required product of grant or contract awards, but they also may include commissioned or independent products.

4.223 Externally and internally funded grant or fellowship awards, and the preparation of substantial grant applications.

4.224 Other evidence of written scholarly work, such as book reviews, reports, articles, and newsletter contributions.

4.225 Nomination for and receipt of honorary awards for research and scholarship (especially those from international or national organizations).

4.226 Participation at professional meetings as presenter (paper, panel, or poster) or discussant/chair. Particular consideration will be given to invited presentations or other similar forms of invited professional participation.

4.227 Other evidence of research and/or scholarship provided, such as publications "In Submission for Review," republication of previous work, and citations of existing work shall be considered as part of a holistic evaluation, but shall only be counted once toward merit,

promotion or tenure. In particular, the overlap between professional service (below 4.30) and research or scholarly evidence (above 4.20) will be considered in the evaluation of a faculty member's Research and Scholarship.

4.30 SERVICE

Faculty members of the Sociology Department are committed to contributing to Department, University, community, academic, and professional service.

4.31 Responsibilities. In order to satisfy the expectation of normal performance in service, faculty members are expected to contribute their time and effort participating in Department, College, and University committees and other activities. Additionally, faculty members are expected to provide service as professional sociologists outside the University to groups and organizations at the community, state, national or international level.

4.311 Service to the department includes regular participation in department meetings and on standing and ad hoc committees as assigned by the Department Chair.

4.312 Service to the University includes regular participation on standing and ad hoc University committees.

4.313 Service to the community includes contributions at the local, regional, national, or international levels in those instances where one's professional skills are used in any one or more of a wide variety of settings to assist individuals, groups, or organizations through pro bono consulting, guest lectures, community presentations, etc. Receipt of awards for service will also be considered.

4.314 Service to the profession includes appointments, nominations, or requests that serve the discipline of Sociology in any of a variety of ways. Examples include (but are not limited to) serving as: chair or a member of the committees of professional associations; editor, associate editor, or member of the editorial board of academic journals; or reviewer of grant applications, journal article submissions, books, or book chapters.

4.315 Other exceptional but more occasional professional service contributions will be considered as both Service (4.30) and Research and Scholarship (4.20) as appropriate. Some examples include (but are not limited to) Congressional testimony, legislative testimony, and invited presentations at professional society meetings, especially as plenary speaker.

4.32 Evidence. Evidence of service shall be provided in each faculty member's IPR. Evidence will be weighted and considered in terms of contribution, recognition, significance, and impact, according to the collective judgment as reflected in the FEC final evaluation. A faculty member's rank will not be considered when evaluating service.

5.00 REQUIREMENTS FOR PROMOTION AND TENURE RECOMMENDATIONS

As noted in the CBA (Section 10.110), a faculty member in the Department of Sociology must possess the Ph.D. degree for promotion or tenure. External peer review is not currently a part of the culture of the department.

5.10 PROMOTION

Promotion in the Department of Sociology is governed by section 10.110 of the CBA in conjunction with the following criteria.

Evidence of teaching, research, and service has been described in section 4.0 of this document. Promotion requires "clear demonstration of professional growth and an increasingly valuable contribution to the University" (CBA 10.110).

5.11 Promotion to Associate Professor

5.111 The faculty member must have four or more years of full-time service in rank as Assistant Professor at the time of evaluation for promotion.

5.112 The faculty member should meet or exceed Sociology Department unit standards for a normal evaluation in teaching, research, and service, as specified in sections 4.10, 4.20, and 4.30.

5.113 In addition, the minimum accomplishment for promotion to Associate Professor in the area of research and scholarship will be five demonstrations of evidence described in 4.221-4.227 above during the period of evaluation. These must include at least two scholarly publications in journals with a national or international reputation or at least one scholarly book. "In Press" and "Accepted for Publication" will serve as the equivalent of "publication" for the purpose of demonstrating evidence of scholarly performance within the period of evaluation.

5.12 Promotion to Full Professor

5.121 The faculty member must have five or more years of full-time service in rank as Associate Professor at the time of evaluation for promotion;

5.122 The faculty member must meet or exceed Sociology Department unit standards for a normal salary increment in teaching, research, and service, as specified in sections 4.10, 4.20, and 4.30.

5.123 The minimum accomplishment for promotion to Professor in the area of research and scholarship will be six demonstrations of evidence described in 4.221-4.227 above during the period of evaluation. These must include at least two scholarly publications in journals with a national or international reputation or at least one scholarly book. "In Press" and "Accepted for Publication" will serve as the equivalent of "publication" for the purpose of publication within the period of evaluation.

5.20 CONTINUOUS TENURE

Eligibility for the award of continuous tenure is governed by Sections 9.310 through 9.340 of the CBA. The CBA allows for either simultaneous promotion to associate professor and tenure in the same year, or promotion to associate professor with the award of tenure the following year. To be tenured, an associate professor must continue to meet or exceed the criteria that were met for promotion to associate professor (section 5.11) over the entire probationary period.

6.00 RECOMMENDATION FOR SALARY INCREMENTS

6.10 Less-Than-Normal.

A recommendation for less-than-normal may be made when a faculty member fails to meet the standards specified in section 4.00 in one of the assigned areas: teaching, research and scholarship, or service. If a faculty member fails to meet the standards in two or three areas, a less-than-normal recommendation must be made. See section 10.110.3c of the CBA for additional qualification regarding the areas of FTE appointment and determination of a less-than-normal recommendation.

6.11 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 in a letter separate from the FEC report.

6.20 Normal

A recommendation for normal salary increment will be made when the faculty member meets the standards stated throughout section 4.0 for normal performance in teaching, research and scholarship, and service.

6.30 Merit

A recommendation for merit may be made when a faculty member's performance in the areas of teaching, research and scholarship and service as specified in sections 4.12, 4.22, and 4.32: (a) indicates significantly above normal achievement in at least two of the three areas and normal performance in the other area; or (b) indicates outstanding performance or special recognition in at least one of the three areas and normal performance in the remaining two areas. The FEC's evaluation for merit will consider the types of evidence previously identified with regard to teaching and advising (4.12), research and scholarship (4.22), and service (4.32).

7.00 APPEALS

As specified in section 10.230, 10.240, and 10.270 of the CBA, faculty members can consult with, address, and/or appeal the decisions of the FEC, the Chair, and the Dean.

APPENDIX A

Department of Sociology
University of Montana

Policy and Procedures Manual

FACULTY EVALUATION PROCEDURES

Approved: April 29, 2013

Procedures and deadlines for evaluating bargaining unit members in the Department of Sociology are specified in the Collective Bargaining Agreement (CBA) in force at the time of each member's review. What follows here is the current practical application of those procedures in the Department of Sociology. Following is a list of CBA deadlines by which each step in the faculty evaluation process must be completed.

September 15: Student Evaluation Committee (SEC) is appointed and begins its evaluation; each member under review must provide the SEC with all course evaluations for the period under review by this date by placing these course evaluations in the FEC filing cabinet in the designated room. The filing cabinet and room selected by the department should provide security for the evaluation materials and insure privacy for review of these materials.

October 15: The SEC has finalized its evaluation of each faculty member under review and has provides its evaluation to those members for signature three working days prior to this date;

October 15: Each faculty member under review or requesting exemption from review has downloaded and completed the appropriate FEC form from the Provost's office website as well as submitted his/her Individual Performance Record (IPR) for FEC review. The resulting individual files will be placed in in the labeled hanging file in the file cabinet of the designated room.

November 15: The FEC has finalized and forwarded its letter included in the completed, appropriate FEC form from the Provost' office website to the Department Chair.

December 15: Department Chair has finalized and completed the Chair Evaluation Form and forwarded it, along with all the SEC evaluation, the FEC evaluation, and the IPR, to the Dean.

September 15-October 15

SEC Procedures

At the first department meeting of the academic year, a volunteer from the faculty will be solicited to serve as faculty advisor to the Student Evaluation Committee (SEC). The SEC faculty advisor will, with the help of other faculty and the Chair, in turn solicit volunteers from both department undergraduate majors and graduate students. The faculty advisor will assist the SEC in selecting its chair and in explaining the evaluation duties to the SEC student chair. The SEC faculty advisor will be available to meet with the SEC chair, and the SEC, when they request his/her assistance.

All members under review will make copies of their course evaluation quantitative summaries for each course under review and place these copies in his/her hanging folder in the FEC filing cabinet for SEC review. The SEC student chair will then convene all the SEC student members to review these summaries in the designated room for review. No review materials are to be taken out of the review

room. The SEC will be organized so that a SEC student member is assigned to summarize the student course evaluations for each faculty member in its SEC report by the required deadline. The SEC student chair is responsible for organizing and completing the Student Evaluation Committee Evaluation form downloaded from the Provost's Office and insuring that the summary of the respective SEC member is accurate, complete, and thorough. Each completed SEC Evaluation Form, signed by the SEC student chair, will then be placed in each faculty member's hanging folder in the FEC filing cabinet in the designated review room three working days prior to October 15. The SEC chair will then notify each faculty member under review that his/her SEC evaluation has been completed and is awaiting her/his signature. Each member should then sign his/her form and return it to the hanging folder for FEC review.

October 15-November 15

FEC Procedures

Each bargaining unit member is responsible for creating, labeling (with his/her name), and maintaining a hanging file folder in the FEC filing cabinet in the designated room. In addition, each bargaining unit member is responsible for collecting all of her/his course evaluation packets for the period under review and placing those in the FEC filing cabinet course evaluation drawer for SEC, FEC, and Chair review.

Prior to, and no later than October 15, each bargaining unit member will place in his/her hanging file a completed form(s) necessary for that member's review (or exemption from review), which can be downloaded from the Provost's office. These forms may vary from year. Each member is responsible for completing the appropriate form(s), signing it, and placing it in his/her hanging folder in the filing cabinet accompanied by his/her completed Individual Performance Record (IPR). Guidelines for the form and content of each member's IPR are outlined in the current department Unit Standards. In addition to the IPR, FEC members will have each member-under-review's course evaluations (including qualitative comments) and SEC evaluation to review. Provision for inclusion of any additional documentation for review is stipulated in the CBA.

At the first department meeting of the academic year, a volunteer from the tenured and/or tenure-track faculty will be solicited to serve as chair of the Faculty Evaluation Committee (FEC). The FEC Chair is responsible for scheduling the meetings of the FEC, sending reminder notifications of the materials needed for review as noted above, convening and leading the FEC meetings, organizing the completion of each member's FEC review, and completing, signing and placing the necessary Faculty Evaluation Forms downloaded from the Provost's office in each member's hanging filing folder.

Following October 15, the FEC chair will convene the first FEC meeting. FEC members will come prepared to discuss and vote on the evaluation request of each member under review (i.e., normal, merit, promotion, and/or tenure) in accordance with the voting procedures outlined in the CBA. Each member under review will leave the room when discussion and voting of his/her evaluation materials commences. Upon conclusion of the final vote, the FEC chair will solicit a volunteer to draft an evaluation letter for the faculty member under review. The faculty member will then be invited back to the room and the outcome of the vote will be announced and/or discussed with him/her.

Following the meeting, the FEC chair will communicate with FEC members drafting letters of evaluation to insure that all the letters are received well before the November 15 deadline so that the FEC chair can download and enter the letters in the appropriate Faculty Evaluation Form. Each drafted letters will be shared with the respective individual under review by a date established by the FEC chair. The FEC chair will then finalize each evaluation letter, sign all the forms/letters, place them in each member's hanging file, and notify all that the FEC review has concluded.

When the Chair of the department undergoes evaluation, the FEC will note their performance as “Service” but otherwise not evaluate the Chairs administratively as the CBA designates that evaluation to the Dean.

November 16-December 15

Chair Procedures

Following November 15 and the completion of the FEC process, the chair will review each member’s evaluation materials (in his/her hanging folder in the FEC filing cabinet in the designated review room). In addition to the IPR, the Chair may review each member-under-review’s course evaluations (including qualitative comments) and SEC evaluation. Provision for inclusion of any additional documentation for review is stipulated in the CBA.

The Chair will by December 15 compose an evaluation letter on the Chair Evaluation Form, downloaded from the Provost office’s Webpage. The Chair will then sign the form/letter and place them in each member’s hanging file. The Chair will then notify all department members that the Chair’s review has concluded.

On or Before December 15

On or before December 15, the completed SEC, FEC, and Chair forms, along with each respective IPR, will be forwarded to the Dean of Arts and Sciences for her/his review. Once the Chair has notified each member under review that the annual review within the department has been completed, each member should then remove his/her course evaluations from the filing cabinet and store them in his/her department office.

Final Note

In all cases, these practical procedures must follow the stipulations, including grievance procedures and deadlines, in the CBA.