



UNIT STANDARDS REVIEW
SIGNATURE FORM



Department of: Industrial Technology
Year: 2016 - 2017

1) Department Chair:

[Signature] Signature 29 Sept 16 Date

2) Dean:

[Signature] Signature Sept. 30, 2016 Date

3) Chair, UM Unit Standards Committee:

_____ Signature _____ Date

4) Provost and Vice President for Academic Affairs:

[Signature] Signature 11/23/18 Date

MISSOULA COLLEGE – UNIVERSITY OF MONTANA

DEPARTMENT OF INDUSTRIAL TECHNOLOGY

UNIT STANDARDS

The Department of Industrial Technology is guided by standards and procedures set forth in the collective bargaining agreement (CBA) as a general statement of policy on promotion, tenure, and salary decisions. Unit standards and procedures for the department are intended to be in addition to, and consistent with, those set forth in the CBA. In the event of any omission or inconsistency with the department's unit standards, the CBA shall apply. These unit standards, however, shall prevail when its provisions are more rigorous than those set forth in the CBA. Faculty should consult the CBA for procedures regarding the evaluation process beyond those set forth in the unit standards, especially requirements for appeal.

I. PROCEDURES FOR RETENTION, SALARY INCREMENT, PROMOTION, AND TENURE

1. The department will provide preparation instructions for submitting individual performance records (IPR).
2. Each faculty member with a workload of .5 or above has the responsibility to prepare his/her IPR and supporting portfolio with full and complete evidence of activities showing teaching, scholarship/professional development, and professional/public service. Reviews will emphasize flexibility in balancing the contributions in each area.
3. Each faculty member must establish relevancy and importance of activities within the criteria guidelines. IPR's and supporting portfolios (if required) shall be submitted according to dates set out in the CBA.
4. The IPR shall include any material deemed pertinent to the annual review procedure with respect to retention, salary increment, promotion, and tenure.
5. The department chair shall review annually with each probationary faculty member that person's progress toward attaining tenure. Faculty whose performance is below the unit standards will discuss with the department chair the nature of the deficiencies, and develop a program of improvement.
6. The Student Evaluation Committee (SEC) shall consist of at least three (3) but not more

than seven (7) students who are majors in the respective unit and shall include one (1) faculty observer who shall enjoy all rights of full participation and access to information except voting. The faculty observer shall be chosen from among the tenured or tenable (i.e. tenure-track) members of the bargaining unit in the department or unit. The members shall be appointed by the Department Chairperson, or if there is no Chairperson, by the Dean, by September 15. The committee shall elect a chair from among the voting members. As per section 10.320, the absence of SEC participation shall not be regarded as a defect in the evaluation process.

7. The faculty evaluation committee (FEC) shall be comprised of no less than three tenured, or tenure-track faculty members who shall elect their own chairperson from among the FEC's membership. The FEC shall annually apply the unit standards to review the performance of each faculty member in the unit and make a written recommendation with justification signed by the committee chairperson that shall, where appropriate, specifically address: retention, salary increment, promotion, and tenure.
8. One student observer, from among the majors in the unit, shall be selected by the FEC Chairperson. The student observer may attend and participate in the FEC meeting discussions, but does not possess the right to vote.
9. The FEC chairperson, in preparing recommendations for the evaluation meeting, may solicit written opinions of colleagues inside and outside the department, including persons recommended by the faculty members themselves. These opinions shall become part of the FEC record, to which the concerned faculty member has a right to respond.

II. TEACHING, SCHOLARSHIP, AND SERVICE STANDARDS FOR PROMOTION, TENURE, AND SALARY INCREMENT DECISIONS

A. Teaching: Standard for Normal Performance

1. Good teaching is the primary obligation for all faculty members. The quality of teaching must be evaluated rigorously by the faculty evaluation committee, the department chair, and the dean.
2. Normal performance in teaching includes, but is not limited to:
 - a. Preparing courses, delivering classroom instruction, and providing student supervision.

- b. Designing, preparing for, and supervising laboratory experiences.
 - c. Arranging field trips and guest speakers associated with the industry.
 - d. Updating courses.
 - e. Documenting the teaching practices used to support student learning.
 - f. Advising students competently.
 - g. Being available to students during office hours and by appointment.
 - h. Participating in retention efforts at the department and college level.
 - i. Evaluating library holdings and books and journals for classroom or laboratory use.
 - j. Coordinating, supervising, and evaluating student research beyond regular course assignments such as work completed in an independent study.
 - k. Fostering and modeling for students an active and collegial learning environment in the classroom and beyond.
 - l. Self-evaluating teaching performance, classroom preparation, interaction with students, and interaction with colleagues.
3. Faculty members shall ask their students to evaluate their teaching using the department approved evaluation form in every course taught during an evaluation period. The overall results of those evaluations shall be submitted as part of the individual's IPR. Whether done electronically in or hard copy, only the final report need be submitted and not the individual evaluation sheets.

B. Scholarship: Standard for Normal Performance

1. The Department expects each faculty member to be engaged in activities that promote excellence in their individual professions and programs.
2. Normal performance in scholarship is defined as documented participation in at least two of the categories listed below:

- a. Attending conferences, workshops, and seminars relevant to program area.
- b. Participating significantly in curricular development and/or review.
- c. Writing self-studies for program accreditation or approval.
- d. Earning industry certification and/or achievement awards.
- e. Participating in professional societies.
- f. Providing professional consultations.
- g. Participating in continuing education, university coursework, or other professional development activities related to current developments in areas of instruction.
- h. Preparing professional presentations to be given at the University of Montana, Missoula college, or department approved functions, public meetings, or professional meetings.
- i. Publishing or completing reports for university, professional, community, or government groups.

C. Service: Standard for Normal Performance

1. The department expects that each faculty member will be engaged in meaningful professional service to the department, college, and university, and governmental, non-profit, and other community organizations.
2. Normal performance in service is defined as meaningful and documented service in at least two of the categories listed below:
 - a. Participating in departmental, college and university committees.
 - b. Making contributions that enhance the reputation of the university, college, or department.
 - c. Participating in faculty governance.
 - d. Contributing to governmental, non-profit or community organizations
 - e. Engaging in activities related to increasing enrollment, promoting programs and student registration.
 - f. Participating in accreditation/approval reviews and associated activities.
 - g. Serving on public or departmental advisory boards.

- h. Participating in professional and public associations.

D. Academic Appointments and Promotion

An appropriate terminal degree for the industrial technology department shall be defined as the completion of an apprenticeship, resulting in a journey-level worker certificate, for the applicable discipline in accordance with the standards established by the Secretary of Labor, U.S.

Department of Labor or the highest certification attainable should no apprenticeship be available for that specific discipline.

Instructor: Master's degree in an appropriate discipline or bachelor's degree in an appropriate discipline and two years outstanding documented professional experience. With approval of the dean and provost, an associate's degree combined with appropriate professional experience may be substituted.

Assistant Professor: Master's degree in an appropriate discipline or bachelor's degree with five years of professional experience.

Associate Professor: Earned doctorate or other appropriate terminal degree, or master's degree plus graduate-level credentials/certificates amounting to 15 semester credit hours of graduate work in a discipline appropriate to the area of responsibility. Candidates for this rank must have completed at least four years in the rank of assistant professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity as required in the unit's approved unit standards.

Professor: Earned doctorate or appropriate terminal degree, or a second master's degree. Candidates for this rank must have completed at least four years at the rank of associate professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity with significant impact beyond the university as defined by unit standards.

E. Adjunct Faculty:

Faculty members who are employed on a temporary basis will be given a rank consistent with the above criteria, with the modifier "Adjunct" preceding the title. In cases where an adjunct instructor has been employed for two or more years with the anticipation of continued employment in a non-tenure status, the designation of "Lecturer" can replace the title adjunct instructor. Such designations must be reviewed and recommended by the FEC through the normal annual process.

F. Tenure:

1. A probationary faculty member shall be eligible to make an application for tenure:
 - a. After the applicant has accumulated five (5) years of credit toward tenure, at least three (3) of which have been accumulated at the University of Montana that is, during the sixth (6th) year of credited employment.
 - b. The applicant must have the appropriate terminal degree for the unit and discipline in which tenure is to be awarded, except in unusual circumstances.
 - c. The applicant should be at the rank of an associate professor, although faculty may apply for tenure and promotion to associate professor simultaneously. If a faculty member is not promoted to associate professor, tenure will be denied as well, except in unusual circumstances.
2. Tenure shall not be awarded in absence of application by the eligible faculty and approval of tenure by the employer. Application for tenure must be in accordance with the CBA.

G. Merit Decision:

1. A merit recommendation shall be based on above normal performance in at least two (2) of the three (3) areas: teaching, research/creative activity, or public service; or outstanding performance or special recognition in at least one (1) of these areas, and normal performance in the remaining area or areas of assigned duties. Normal and outstanding shall be defined as follows:

Teaching – Normal: A majority of a median score of average student evaluations in more than 50% of all classes taught. Outstanding is defined as more than the majority of student evaluations show above average marks in 50% of all classes taught.

Research/Creative activity – Normal: Submitting minor changes to a program to reflect technology and relevant curriculum. Programs should be reviewed by the program director and instructors on a biennial basis and the results should be documented. Although not all inclusive, outstanding is defined as major program alterations and development of new courses to reflect industry change. Other examples could be textbook review, reviewing similar programs in other departments or assisting with the development of curriculum in other institutions.

Public service – Normal involves participation in one or two public activities that represent the University and the Department in a positive manner to include relevant boards and committees, tangible projects and volunteer work. These are not all inclusive.

Outstanding shall be defined as more than three.

2. Documentation shall be as prescribed in the CBA.

H. Normal Salary Increment Decision:

1. The performance of a majority of faculty members will generally be evaluated as "normal." They will be expected to grow in value to the institution and will be rewarded with a "normal" increment to their salary.

2. Documentation shall be as prescribed in the CBA.

I. Less-Than-Normal Increment Decision:

1. 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 or two of the areas of teaching, research/creative activity, and public service does not justify a less-than-normal increment if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, if the quality of performance in the remaining area or areas is at least normal and if the individual has assigned duties solely in the remaining area or areas.

2. Documentation shall be as prescribed in the CBA.

III. NON-REAPPOINTMENT RECOMMENDATION

1. Non-Reappointment recommendation for probationary faculty shall be made pursuant to the procedures prescribed above and pursuant to the CBA.

IV. AMENDMENT

1. Any tenure or tenure-track faculty of the department of industrial technology may request a meeting of the department to consider changing these unit standards and procedures.

2. The use of amendments to the unit standards in the evaluation process first requires majority approval of the full-time, tenured and tenure-track faculty of the department of industrial technology and the approval of the university unit standards committee, the dean of the Missoula college, and the provost.