MEMORANDUM OF AGREEMENT ON USE OF MOODLE FOR FACULTY EVALUATION (AY 2015-2016)

between the Office of the Provost & Vice President for Academic Affairs (Office of the Provost)

and the

Missoula College Faculty Association (MCFA)

INTRODUCTION

In an effort to create efficiencies related to faculty evaluation (UFA CBA 10.000), the Office of the Provost conducted a pilot project in 2013-2014 whereby the School of Art faculty submitted their IPRs for review on Moodle and the different evaluators reviewed these IPRs using Moodle. All involved in this pilot project (the School of Art Director, FEC Chair, Administrative Associate, Dean and Provost) reported to the University Faculty Association (UFA) in the spring 2014 that using Moodle had facilitated the IPR submission and review processes for all involved and had a very positive effect on how faculty evaluations were conducted within that unit. The Office of the Provost and UFA agreed that the pilot project should be extended to a few more departments to verify whether electronic IPR submissions via Moodle would create the same type of efficiencies for other academic units.

The extended pilot project took place in 2014-2015 with participation from the following academic units: the Division of Biological Sciences and Department of Communication Studies in the College of Humanities & Sciences; the Department of Curriculum & Instruction in the PJW College of Education & Human Sciences; the Department of Management Information Systems in the School of Business Administration; and the Department of Applied Computing & Engineering Technology in Missoula College. The School of Art undertook a second year of electronic IPR submissions in 2014-15 as well. A majority of the units that participated in the extended pilot project reported to the Office of the Provost that they found electronic IPR submissions to increase efficiencies in their faculty evaluation processes.

The Office of the Provost shared the results of a survey conducted with those involved in the extended pilot in late August 2015, and asked that the UFA and MCFA consider making electronic IPR submission via Moodle an option to all academic units on campus. The UFA and MCFA accepted this proposal and requested that this Memorandum of Agreement be created in order to clearly set out the conditions by which UM academic units can choose to use Moodle for electronic submission and review of faculty IPRs as part of their faculty evaluation processes, starting in 2015-2016.
REQUIREMENTS
The Office of the Provost and the MCFA agree that UM academic units can choose to offer electronic IPR submission via Moodle to their faculty in the 2015-2016 academic year under the following conditions:

1. Participation is voluntary. Academic units are free to use other IPR submission methods if they prefer (i.e., full hardcopy, email, Box, etc.); and individual faculty members in units where the majority opts to use Moodle for IPR submission may elect to submit their IPRs using alternate methods.
2. Academic units that choose to use Moodle for electronic IPR submission and review are not required to do so in subsequent years.
3. The MCFA has approved the pilot, the extended pilot, and now approves of the Office of the Provost making Moodle sites available to all academic units for IPR submission and review in 2015-2016.
4. The Faculty Association-Administration Committee, with appropriate input from MCFA Executive Board and other administrators, will be debriefed on this iteration of the use of Moodle for electronic IPR submissions and review before further implementation is considered (following CBA 10.210);
5. The Office of the Provost will work with UMOnline to provide necessary documentation and assistance for academic unit users to successfully implement the use of Moodle for electronic IPR submission and review.
6. Because the deadline pertaining to the submission of evaluations by the Faculty Evaluation Committees, November 15, falls on a Sunday, which is not a work day, the time and date for the close of Moodle access to the Faculty Evaluation Committee is 11:59 pm, November 16, 2015.

IMPLEMENTATION
This memorandum will be implemented upon final signatures of authorized representatives of the University of Montana and the Missoula College Faculty Association of the University of Montana.

SIGNATURES

___________________________________________  9/25/2015
Perry Brown, Provost  
University of Montana, Missoula  

___________________________________________  9/30/2015
Tom Gallagher, President  
Missoula College Faculty Association  
University of Montana, Missoula  

9/25/2015  Date

9/30/2015  Date