

**Montana State University Billings
Negotiated and Ratified Changes to Faculty Collective Bargaining
with respect to Position Descriptions**

Note: new proposed language is in *bold italics

- 1.0 PREAMBLE**
- 2.0 GENERAL CONTRACT PROVISIONS**
- 3.0 MSU BILLINGS FACULTY ASSOCIATION/FACULTY RIGHTS**
- 4.0 MANAGEMENT RIGHTS**
- 5.0 STUDENT RIGHTS**
- 6.0 SHARED GOVERNANCE**
- 7.0 APPOINTMENTS**
 - 7.1 TYPES OF FACULTY APPOINTMENTS**
 - 7.11 PROBATIONARY APPOINTMENTS**
 - 7.111 CREDIT FOR PRIOR SERVICE**
 - 7.12 APPOINTMENTS FOR CONTINUOUS TENURE**
 - 7.121 DEFINITION OF TENURE**
 - 7.122 GENERAL REGULATIONS CONCERNING TENURE**
 - 7.13 SPECIAL APPOINTMENTS**
 - 7.19 FIXED TERM APPOINTMENTS**
 - 7.2 UNIVERSITY LECTURER APPOINTMENTS**

7.210 LECTURER RESPONSIBILITIES

~~The responsibilities of individual lecturers will be stated in a position description as outlined in section 9.620 (Position Descriptions) of this contract.~~ Normal teaching, advisement and service requirements of a lecturer shall conform to the following guidelines:

- A. Each full-time lecturer will teach no less than a 24 credit load for an academic year or a 12 credit load for a semester. The teaching schedule will be assigned by the Department Chair and approved by the dean.
- B. Each lecturer will be assigned undergraduate advisees by the Department Chair.
- C. Lecturers may be assigned to department and college committees. They may be asked to serve on special task forces, but normally will not be expected to serve on University committees.
- D. Lecturers will not be expected to serve as graduate advisors. In limited circumstances a qualified lecturer may teach in a graduate program.

- 7.22 LECTURER OFFICE HOURS**
- 7.23 RANK**
- 7.24 SALARY**
- 7.25 BENEFITS**
- 7.26 EVALUATION**
- 7.28 FUNDING**

7.300 HIRING PROCEDURES

The right of the faculty to participate in the selection of new faculty members is recognized and shall be implemented by the following procedures. When the Administration has determined there is a vacancy in an existing position or a new position is to be created, and the position involves academic rank, a Search Committee shall be formed as follows: At least three faculty members and one student major from the unit shall be appointed by the unit, plus one faculty member from outside the unit shall be appointed by the Dean. If an additional outside person is jointly agreed upon by the Dean and the Search Committee, this person may be appointed by the Dean. The Committee may appoint a community person.

A file containing a detailed position announcement including rank, the appropriate terminal degree, and a

recruiting plan that includes procedural deadlines shall be submitted by the Search Committee Head to the appropriate Dean for review. The Dean shall transmit the file to the Academic Vice Chancellor/Provost for approval. The Academic Vice Chancellor/Provost shall secure the approval of the Equal Opportunity Officer. If the Academic Vice Chancellor/Provost does not agree, the file shall be returned to the appropriate Dean with reasons for reconsideration by the appropriate unit.

When the search is completed, the Committee shall make its recommendations to the members of the administrative unit. The Department Chair/ administrative unit head shall forward not more than three acceptable choices in writing to the appropriate Dean. However, it is understood the Dean and/or the Academic Vice Chancellor/Provost may have access to the entire applicant file. The recommendations shall be accompanied by supporting data including but not limited to:

- A. The candidate's credentials.
- B. Samples of any publications, creative endeavors, or other scholarly work.
- C. Written statements from faculty and administrators from other institutions where the candidate has worked, if such are not included with the credentials.
- D. ~~1st Draft Position Description for the candidate. The Position Description must conform to the guidelines stated in section 9.620 (Position Descriptions).~~

Only the Chancellor or his/her designee may make a binding offer. The salary offered shall be consistent with the salary provisions of this Agreement.

The Administration may decline to make an offer to any candidate or may close the search, provided reasons are given to the administrative unit and the Search Committee. In the event of rejection by the Administration of any candidate, the administrative unit in coordination with the Search Committee shall provide additional names for consideration.

The authorized expenses incurred in the search shall be paid by the Administration.

7.4 PROFESSIONAL LETTER OF FACULTY APPOINTMENT

7.5 ADMINISTRATIVE POSITIONS

7.6 RESIGNATIONS

8.0 DEPARTMENT CHAIRS

8.1 APPOINTMENT AUTHORITY AND TERM OF OFFICE

8.11 TRANSFER OF TITLES

8.200 DUTIES AND RESPONSIBILITIES

The primary role of the Department Chair is to foster a quality educational program for students by creating an administrative climate in which faculty members are able to teach and perform well. A chairperson shall represent the interests of individual faculty members and the unit to other units and the dean, as well as accurately present the positions of the Administration to the faculty within the unit. Subject to the authority of the dean, the chairperson shall have the responsibility to conduct faculty evaluations (including part-time instructors); assign advisees to the unit faculty; evaluate transcripts for transfer students in cooperation with the Office of Admissions and Records; review and approve records for graduation; after consultation with the unit faculty, schedule classes and arrange teaching hours and assignments; meet student needs in the academic programs within University policies and procedures, as well as standards of the unit; serve as the first line of appeal for complaints or disputes concerning the department; submit budget proposals and administer the approved budget; make recommendations regarding curricula, programs, personnel matters, and other departmental concerns; conduct program reviews and assessment; administer operation of the unit office; handle routine business of the department; and perform other responsibilities as assigned by the Dean.

Department Chairs may teach on a reduced load basis as commensurate with administrative load and approved by the Dean. Department Chairs shall be required to be present on campus two days earlier than other faculty during the fall term in order to receive preparation on Department Chair responsibilities and to attend to administrative functions.

The FACC may add to, modify or delete from these enumerated duties and responsibilities of the Department/Unit Chair.

- 8.3 UNIT GOVERNANCE
- 8.4 CHAIR REMUNERATION

9.000 PROFESSIONAL EVALUATION OF FACULTY

For faculty hired prior to the 1995-96 academic year, Section 9.333 (Criteria for Rank Advancement) of the 1989-93 Agreement will govern. The revised Section 9.333 included in the 1993-97 Agreement will be implemented for faculty hired beginning with the 1995-96 academic year and thereafter.

~~Except as stated in the following paragraph, [F]aculty hired prior to the 2000-2001 academic year shall be evaluated according to the procedures stated in Section 9.500 of this Agreement. unless they opt to be evaluated according to the Position Description criteria stated in Section 9.600. Faculty who exercise the option to be evaluated according to the Position Description criteria must convey their decision in writing to the Department Chair, Dean and Academic Vice Chancellor/Provost. Evaluations using the Position Description criteria and process will commence with the next evaluation.~~

~~Faculty hired prior to the 2000-2001 academic year who are tenured and subject to review under the criteria and process stated in Section 9.700 (Tenured Faculty Reviews) must develop a Position Description" and a plan of improvement if their performance is deemed "unsatisfactory" as stated in Section 9.710. All subsequent evaluations for that faculty member shall be conducted using the "Position Description criteria and processes.~~

~~Faculty hired beginning with the 2000-2001 academic year and thereafter will be evaluated using the Position Description criteria and process as stated in Section 9.600.~~

- 9.1 GENERAL PRINCIPLES AND PURPOSES OF EVALUATION
- 9.2 PEER COMMITTEES
- 9.21 PARTICIPATION OF STUDENTS
- 9.22 UNIVERSITY RANK AND TENURE COMMITTEE (URTC)
- 9.222 ORGANIZATION
- 9.23 PROCEDURAL RESPONSIBILITY
- 9.3 EVALUATION CRITERIA
- 9.31 GENERAL CRITERIA
- 9.32 DEPARTMENT OF ADMINISTRATIVE UNIT CRITERIA
- 9.33 SPECIAL CRITERIA FOR RANK ADVANCEMENT AND TENURE
- 9.331 APPROPRIATE TERMINAL DEGREES
- 9.332 RESPONSIBILITY FOR APPLICATION
- 9.333 CRITERIA FOR RANK ADVANCEMENT
- 9.334 CRITERIA FOR TENURE
- 9.335 TIME ON LEAVE OF ABSENCE
- 9.336 BASIS OF EXCEPTION
- 9.4 STUDENT ASSESSMENT OF TEACHING
- 9.41 FREQUENCY
- 9.42 ASSESSMENT INSTRUMENT
- 9.43 CONDUCTING ASSESSMENTS
- 9.44 ASSESSMENT DATE
- 9.45 USE OF ASSESSMENT DATA

9.500 EVALUATION PROCEDURES BASED ON PREVIOUS CONTRACTS

The complete procedures delineated in this section are applicable only if the employee was hired for a tenure track position prior to the 2000-2001 academic year and not subject to the conditions of exception stated in section 9.000 (Professional Evaluation of Faculty). **Faculty hired beginning with the 2000-2001 academic year and who have been employed under the conditions of and evaluated by a position description may choose to continue to be evaluated using the position description criteria and evaluation process as stated in previous contracts until the award of tenure.**

9.51 SCHEDULE OF EVALUATIONS

9.520 EVALUATION OF PROBATIONARY FACULTY

Each probationary faculty member shall be evaluated in each year of probationary appointment other than a year of terminal appointment. The evaluation period shall be the period since the end of the faculty member's last evaluation. If the faculty member is receiving a review for rank advancement or for continuous tenure, the evaluation shall be in accordance with Section 9.530 (Evaluation for Rank Advancement) or 9.540 (Evaluation for Tenure).

Each year the faculty member shall forward to the Department Rank and Tenure Committee documentation addressing their performance **as outlined in Section 9.310, General Criteria**. ~~according to the goals and objectives contained in their Position Description.~~ The materials presented for review shall include the following:

~~A. The Position Description~~

~~B.~~ **A.** A current Curriculum Vita

~~C.~~ **B.** An Executive Summary for each **the three areas outlined in Section 9.310, General Criteria** of ~~the Position Description~~. This summary can be in narrative or chart format but shall address the General Criteria as outlined in 9.310. Fulfillment of Professional Responsibilities as outlined in 10.100 through 10.200 is assumed unless otherwise addressed.

Classroom Teaching. Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Documentation of effective classroom teaching includes but is not limited to peer and student evaluations.

Scholarly Development and Contributions. Scholarly development and contributions shall be evaluated both as indicators of professional growth and as contributions to the world of scholarship and development of particular academic disciplines. Demonstration of scholarly development and contributions may include but is not limited to: presentations; scholarly publications; research; participation in professional societies, conferences and meetings; and production of grants to enhance the professional development of the individual, the instructional unit or the University. Faculty appointed to disciplines involving artistic performance and creativity may have their artistic and performance accomplishments evaluated as scholarly development and contributions.

Service to the University and to the Public. Demonstration of service to the University and to the public may include but is not limited to: contributions to instructional programs; student advising; speaking engagements related to the professional field; service on University committees; cocurricular and extra-curricular programs and other public professional service appropriate to a faculty member's discipline or professional interests such as advising officials, boards, agencies, and committees. It is the responsibility of the individual being evaluated to demonstrate the appropriateness of these contributions in relation to his/her discipline and the mission of the University.

~~D.~~ **C.** The Department Rank and Tenure Guidelines for the benefit of the reviewers.

~~E.~~ **D.** Documented evidences for each performance area—Teaching, Scholarly Development & Contribution, and Professional Service.

~~F.~~ **E.** Additional information as requested by any part of the review process.

Every effort should be made to organize review materials into one four-inch, three-ring binder.

~~A.~~ **F.** The Department Rank and Tenure Committee shall submit a written evaluation and written recommendation for each probationary faculty member in the unit, and shall forward both to the appropriate Dean. The Department Rank and Tenure Committee shall review the documentation **submitted by the faculty member** for authenticity and completeness. If there is incomplete documentation, the **Department** Rank and Tenure Committee shall notify the faculty member of the

specific omission(s). The Department Rank and Tenure Committee must either direct and/or assist the faculty member in procuring the documentation in order to verify the authenticity, appropriateness and completeness of the information submitted by the faculty member in support of their probationary review. The letter will also contain the committee's findings regarding any strengths and weaknesses of the faculty member's performance in fulfilling the evaluative criteria contained in their Position Description as supported by the Departmental Rank and Tenure Guidelines and a recommendation for reappointment or termination.

G. The Dean shall prepare a written recommendation for each probationary faculty member and forward it to the Academic Vice Chancellor/Provost. All evaluations and recommendations shall be based on evaluation criteria as specified in Sections 9.310 and 9.320 (General and Department Criteria). At the time the Dean forwards the recommendations to the Provost, the Dean shall convene a meeting of the faculty member and the faculty Mentor if assigned, with the Provost, Dean, Unit Chair and Chair of the Department Rank and Tenure Committee. The purpose of this meeting will be to review the written performance assessments of the faculty member and to discuss any issues and questions that have arisen from the evaluations prior to the Provost's review of the faculty member. ~~Any additional issues the Provost has concerning the faculty member's performance also should be discussed at this meeting. The Provost will forward a written recommendation to retain or terminate the probationary faculty member to the Chancellor.~~

~~B. H.~~ Copies of all evaluations and recommendations shall be sent immediately to the faculty member, to all preceding committees/individuals in the evaluation process and to the appropriate Department Chair. Should the recommendation of the Department and the recommendation of the Dean differ, the faculty member may request within three working days of receipt of the Dean's recommendation that the University Rank and Tenure Committee conduct the necessary investigation to attempt to reconcile the conflict and report its finding to the faculty member and to the Academic Vice Chancellor/Provost two weeks prior to the notification deadlines referenced in Paragraph ~~E. K.~~ below.

~~G. I.~~ The Academic Vice Chancellor/Provost shall submit a recommendation to the Chancellor with a copy to the faculty member.

~~D. J.~~ Reappointment of probationary faculty members shall be at the discretion of the Chancellor. The Chancellor is under no obligation to adhere to recommendations from any committee, administrative unit/Department Chair or member of the Administration regarding the reappointment of a probationary faculty member.

~~E. K.~~ Pursuant to the provisions of Section 7.112 (Notice), written notice that a probationary appointment will not be renewed will be given to the faculty member by the Chancellor as follows:

1. By not later than March 15 of the first year of service at the University if the appointment terminates at the end of that year; or if the first-year appointment terminates during an academic year, at least three months in advance of its termination;
2. By not later than December 15 of the second year of service at the University if the appointment terminates at the end of that year; or if the second-year appointment terminates during an academic year, at least six months in advance of its termination;
3. By not later than twelve months before termination of the appointment after two or more years of service at the University.

~~F. L.~~ The Chancellor shall have the right to act independently to provide written notice.

~~G. M.~~ The Department Rank and Tenure Committee, Dean, University Rank and Tenure Committee or the Academic Vice Chancellor/Provost may cite documents or information in their evaluation that were not addressed during earlier states of review, but such documents or information must comply with the requirements of the Collective Bargaining Agreement. Such documents or information shall be provided to the faculty member and each preceding reviewing committee or individual. The faculty member and each preceding reviewing committee or individual shall have three working days to respond to the new material, modify their previous recommendation, or

take no action. An additional three working days shall be provided upon request.

Table 1
§9.520 Notice to Probationary Faculty

12 Months Prior	December 15	March 1
Appt 2 yrs/more	Second yr appt	First yr appt
Notification of non-renewal	Notification of non-renewal	Notification of non-renewal

3 Working days to respond, modify, take no action with regard to new material.

3 Working days additional per request by any parties.

Decision of the Chancellor is not appealable.

~~The Department Rank and Tenure Committee will forward a letter to the Dean, Unit Chair and faculty member that states its findings regarding the completeness, authenticity and appropriateness of the evidence and documentation in its possession.~~

~~The Department Rank and Tenure Committee's letter and accompanying documentation will be reviewed sequentially by the Dean, the Provost and the Chancellor according to the dates established in Section 9.510(Schedule of Evaluations). Each of these evaluators will write a performance assessment and recommendation regarding reappointment. Copies will be forwarded to the faculty member and all previous evaluators~~

~~Subsections 9.520 (D), 9.520 (E), 9.520(F), and 9.520 (G) of this contract shall apply to all probationary faculty reviews. The Chancellor will then review all findings and make a determination regarding termination or renewal of the probationary contract.~~

9.53 EVALUATION FOR RANK ADVANCEMENT

9.54 EVALUATION FOR TENURE

9.55 RANK ADVANCEMENT AND TENURE APPEAL PROCESS

9.636 EXTENDED REVIEWS

~~Extended reviews shall be required during the second, fifth, and sixth years of probationary service.~~

9.600 EVALUATION PROCEDURES FOR POSITION DESCRIPTIONS

9.610 EVALUATION PROCESS

~~The following will be the faculty evaluation process for all new faculty including those assigned to tenure track, fixed term, and lecturer positions. All faculty currently under contract may opt to be evaluated under these guidelines or may continue to be evaluated under guidelines and procedures outlined in Section 9.500 (Evaluation Process Based on Previous Contracts).~~

9.620 POSITION DESCRIPTIONS

~~(See Appendices for sample Position Descriptions including the matrix of components required/not required for each.)~~

9.621 CONTENT

~~The Position Description Agreement~~

~~A. Can be unique for each faculty member.~~

~~B. Will contain the following common expectations of faculty:~~

~~1. All faculty are expected to demonstrate excellence in teaching;~~

~~2. All tenure-track faculty are expected to engage in scholarly development and contributions, and service to the University and the public.~~

- 3. The individual manner in which each of these common expectations are to be met will be addressed in the specific goals and objectives for the faculty member.
- C. In addition to common expectations, faculty may be hired to accomplish other University goals. The Position Description will contain the additional expectations.
- D. Will be drawn up jointly among the Dean, the Unit Chair and the individual faculty member.
- E. Will reflect the needs of the University, College and Unit, and the abilities, experience, interests and strengths of the faculty member.
- F. Will state the goals and objectives expected to be attained by the individual faculty member and a timeline for attainment of each goal and/or objective. This will include the expected emphasis on teaching, scholarly endeavors, and service.
- G. Will be consistent with both the University and the Unit evaluation criteria.
- H. Any extraordinary support to be provided by the University to assist the faculty member to accomplish a special project or projects will be specified in the position description.

9.622 NEW FACULTY

As a condition of employment, all new faculty members will sign a Position Description agreement with the University. The 2nd Draft Position Description for the first year of employment shall be provided to the faculty member along with the letter of offer of employment. The 2nd Draft Position Description must be signed and submitted with the letter of acceptance of employment. The Final Draft Position Description for the first year of employment must be drawn up in accordance with the procedures described above within two weeks of the faculty member's arrival on campus.

9.623 CONTINUING FACULTY

Continuing faculty hired prior to the 2000-2001 academic year may be evaluated according to the practice established in previous contracts as outlined in Section 9.500 (Evaluation Procedures Based on Previous Contracts). Those faculty members will have the option to develop a Position Description as outlined in this Section 9.620 and be evaluated according to the goals and objectives of the Position Description. If there is disagreement over any aspect of the Position Description Agreement among the Academic Vice Chancellor/Provost, the Dean, the Unit Chair and the individual faculty member, the faculty member may elect to

- A. Continue to be evaluated through the process outlined in Section 9.500 (Evaluation Procedures Based on Previous Contracts); or
- B. Appeal the rejection of a draft Position Description Agreement as outlined in section 9.625. If the faculty member elects to appeal, upon resolution of the appeal, the affected faculty member will be evaluated under the Position Description process. Once a faculty member is evaluated according to the Position Description process, the faculty member may not then choose to be evaluated under previously used criteria stated in Section 9.500 (Evaluation Procedures Based on Previous Contracts).

9.624 MODIFICATION OF THE POSITION DESCRIPTION

Each year, the Position Description will be reviewed and may be modified by mutual agreement among the Dean, Unit Chair, the individual faculty member and the faculty mentor if assigned.

Since one purpose of the Position Description is to provide faculty members with consistent evaluation processes and criteria, significant year-to-year changes in the Position Descriptions should not occur except with the mutual consent of the Dean, Unit Chair, faculty member and the faculty mentor if assigned. Nonetheless, it must be recognized that changes in faculty interests as well as changing University needs are valid reasons for proposing that a Position Description be modified. If modifications are proposed, every effort should be made to achieve mutual agreement regarding any Position Description modifications. The Dean, Unit Chair, the individual faculty member and the faculty mentor if assigned will draw up the revised Position Description jointly.

9.625 APPEAL PROCESS

In the event that the faculty member, the Dean and the Unit Chair cannot agree on a new or modified Position Description for the faculty member, the following process shall be used to determine the Position Description:

- A. ~~The individual faculty member, the Dean and the Unit Chair shall meet and determine which parts of the draft Position Description are agreeable to all. Those portions shall be adopted and not subject to further appeal.~~
- B. ~~For the remaining issues, each party to the disagreement shall provide the others with a written statement of their best and final proposal with reasons for inclusion in the Position Description. If there is no agreement within five days of this exchange, each party's previously stated final proposal shall be forwarded to the University Rank and Tenure Committee. The University Rank and Tenure Committee shall meet with the parties within five days of receiving the proposals if requested to do so.~~
- C. ~~Within eight days following receipt of the final proposals, the University Rank and Tenure Committee shall recommend, with reasons, to the Faculty Administration Collaboration Committee (FACC) which of the proposals shall be incorporated into the faculty member's Position Description. The University Rank and Tenure Committee shall not have the right to alter any submitted proposals or to suggest compromises; it must choose only between submitted proposals.~~
- D. ~~The FACC will review the URTC's recommendation and make a final determination. The FACC will notify the Provost of the FACC decision. The Provost will then notify all parties in writing. The decision of the FACC shall be final.~~

9.63 PERFORMANCE REVIEWS

9.631 SCHEDULE OF REVIEWS

Performance reviews will be scheduled in a manner similar to that stated in ~~Section 9.500 (Evaluation Process Based on Previous Contracts)~~ **Section 9.510 (Schedule of Evaluations)**

9.632 FIXED TERM

Each year faculty with fixed term **or adjunct** appointments shall forward to the Department Rank and Tenure Committee documentation addressing their performance according **to applicable criteria contained in Section 9.300, Evaluation Criteria.** ~~to the goals and objectives contained in their position description.~~ Materials presented for review should include the following:

- A. ~~The Position Description.~~
- B. **A.** A current Curriculum Vita.
- C. **B.** An executive summary **of professional performance.** ~~for each area of the Position Description.~~ This summary may be in narrative or chart form.
- D. **C.** The Department Rank and Tenure Guidelines for the benefit of the reviewers.

Every effort should be made to organize review materials into one two-inch, three-ring binder.

The Department Rank and Tenure and Committee shall prepare a brief written report appraising the faculty member's performance ~~as specified in the Position Description.~~ The Committee shall provide the Dean, Department Chair, and the individual faculty member with copies of the report.

The Department Chair may concur with the DRTC's performance appraisal or may forward his/her independent appraisal to the Dean with copies to the faculty member and members of the DRTC.

The Dean shall submit an evaluation to the Academic Vice Chancellor/Provost with copies to the faculty member, Department Chair, and DRTC. The Dean may call for a meeting with the faculty member, Department Chair, Chair of the DRTC, and the Faculty Mentor, if assigned, to review the evaluations. The Academic Vice Chancellor/Provost shall submit an evaluation to the Chancellor with a copy to the faculty member, Dean, Department Chair, and the DRTC Chair.

9.633 LECTURER

Each year faculty with lecturer appointments shall forward to the Department Rank and Tenure

Committee documentation addressing their performance according to **applicable criteria contained in Section 9.300, Evaluation Criteria**. ~~the goals and objectives contained in their position description.~~ Materials presented for review should include the following:

~~A. The Position Description.~~

~~B. A. A current Curriculum Vita.~~

~~C. B. An executive summary of **professional performance** for each area of the Position Description. This summary should focus on teaching, advising, and service since the duties of lecturers, as stated in Section 7.210, emphasize these areas of professional performance.~~

~~D. C. Peer reviews as called for in the position description **the Department Rank and Tenure guidelines**.~~

~~E. D. The Department Rank and Tenure Guidelines for the benefit of the reviewers.~~

E. Lecturers shall submit materials for review after the first year of their appointment and if reappointed they shall do the same for the next four years. After the fifth year lecturers shall be reviewed once every three years. All lecturer positions regardless of the review procedures are yearly appointments. This schedule is also applicable to those on adjunct appointments.

Every effort should be made to organize review materials into one two-inch, three-ring binder.

The Department Rank and Tenure and Committee shall prepare a brief written report appraising the faculty member's performance ~~as specified in the Position Description~~ and including a recommendation as to whether or not the lecturer should be offered an appointment for the following academic year. The Committee shall provide the Dean, Department Chair, and the individual faculty member with copies of the report.

The Department Chair may concur with the DRTC's performance appraisal and recommendation or may forward his/her independent appraisal and recommendation to the Dean with copies to the faculty member and members of the DRTC.

The Dean shall submit an evaluation and recommendation to the Academic Vice Chancellor/Provost with copies to the faculty member, Department Chair, and DRTC. Before the Dean submits his/her report and recommendation the Dean will hold a meeting with the faculty member, Department Chair, Chair of the DRTC, and the Faculty Mentor if assigned, to review the evaluations. If the Dean's recommendation is for re-appointment, any modification of **professional performance expectations** ~~the position description~~ shall be initiated at this meeting. The Dean will convene the meeting.

The Academic Vice Chancellor/Provost shall submit a recommendation to the Chancellor with a copy to the faculty member, Dean, Department Chair, and the DRTC Chair.

Appointments of lecturers shall be at the discretion of the Chancellor. The Chancellor is under no obligation to adhere to recommendations of any committee, Department Chair, or member of the administration regarding the appointment of a lecturer. The decision of the Chancellor cannot be grieved or appealed.

9.634 PROBATIONARY TENURE-TRACK FACULTY

~~Abbreviated reviews will occur during the first, third, and fourth years of the appointment; extended reviews shall be required during the second, fifth, and sixth years of probationary service. The sixth year extended evaluation shall be the tenure evaluation.~~

9.635 ABBREVIATED REVIEWS

~~Abbreviated reviews will occur during the first, third, and fourth years of the appointment. The Dean shall convene a meeting of the faculty member, the faculty Mentor if assigned, the Dean, the Unit Chair and the Chair of the Department Rank and Tenure Committee. This group will meet together and concurrently to review the faculty member's performance, toward meeting outcomes as outlined by the Position Description. The materials presented for review shall include the following:~~

~~A. The Position Description~~

~~B. A current Curriculum Vita~~

C. — An Executive Summary for each ~~of the three areas outlined in Section 9.310, General Criteria of the Position Description. This summary can be in narrative or chart format, but shall address the General Criteria as outlined in 9.310. Fulfillment of Professional Responsibilities as outlined in 10.100 through 10.200 is assumed unless otherwise addressed.~~

~~Classroom Teaching. Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Documentation of effective classroom teaching includes but is not limited to peer and student evaluations.~~

~~Scholarly Development and Contributions. Scholarly development and contributions shall be evaluated both as indicators of professional growth and as contributions to the world of scholarship and development of particular academic disciplines. Demonstration of scholarly development and contributions may include but is not limited to: presentations; scholarly publications; research; participation in professional societies, conferences and meetings; and production of grants to enhance the professional development of the individual, the instructional unit or the University. Faculty appointed to disciplines involving artistic performance and creativity may have their artistic and performance accomplishments evaluated as scholarly development and contributions.~~

~~Service to the University and to the Public. Demonstration of service to the University and to the public may include but is not limited to: contributions to instructional programs; student advising; speaking engagements related to the professional field; service on University committees; cocurricular and extra-curricular programs and other public professional service appropriate to a faculty member's discipline or professional interests such as advising officials, boards, agencies, and committees. It is the responsibility of the individual being evaluated to demonstrate the appropriateness of these contributions in relation to his/her discipline and the mission of the University.~~

D. — ~~The Department Rank and Tenure Guidelines for the benefit of the reviewers~~

~~Every effort should be made to organize review materials into one two-inch, three-ring binder.~~

~~If any member at the meeting believes it is in the best interest of either the University or the individual faculty member to conduct an extended evaluation, an extended evaluation can be requested within one working day from the time the review meeting is held. The evaluation will be conducted in accordance with the process outlined above (9.635 Extended Reviews). The Provost will publish deadlines for abbreviated reviews such that if an extended review is called for it can take place according to the extended review calendar.~~

~~The Dean shall write a progress report for the faculty member. Copies shall be distributed to the faculty member, the Department Chair, The Chair of the Unit Rank and Tenure Committee, the Provost and the Chancellor. The Dean's report should be in sufficient detail that the abbreviated review materials need not be forwarded to the Provost. The abbreviated review materials may be forwarded upon the request of the Provost or Chancellor.~~

~~Subsections 9.520 (D), 9.520 (E), 9.520(F), and 9.520 (G) of this contract shall apply to all probationary faculty reviews. The Chancellor will then review all findings and make a determination regarding termination or renewal of the probationary contract.~~

9.636 EXTENDED REVIEWS

~~Extended reviews shall be required during the second, fifth, and sixth years of probationary service.~~

9.637 TENURE AND RANK ADVANCEMENT REVIEWS

~~The Tenure and Rank Advancement reviews will be similar to the extended probationary reviews with the addition that the Department Rank and Tenure Committee, the Dean, the University Rank and Tenure Committee and the Provost shall each make a recommendation regarding the granting of Tenure or Rank Advancement. In formulating the recommendation, any and all previous performance review letters shall be provided to and considered by the reviewers. Unlike the extended probationary reviews there will be no meeting among the Provost, Dean, Unit Chair, Unit Rank and Tenure Chair, individual faculty member and the faculty mentor if assigned prior to the Provost's review unless requested by any of the parties in the review process including the faculty member. If such a meeting is requested, those attending shall be the faculty member, the faculty mentor if assigned the Provost, the Dean, the Unit Chair, the Chair of the~~

~~Department Rank and Tenure Committee and the Chair of the University Rank and Tenure Committee. Copies of all evaluations and recommendations shall be sent immediately to the faculty member, to all preceding committees/individuals in the evaluation process and to the appropriate Department Chair. If the Department Rank and Tenure Committee, the Dean, or the University Rank and Tenure Committee make a negative recommendation, the faculty member may submit a written request for reconsideration of that recommendation to the committee/individual within three working days of receipt of the recommendation. The request shall be granted. Within five working days of receipt of the request, the committee/individual shall provide the faculty member with a written response to the specific issues raised in the faculty member's request for reconsideration and a statement of the result of the reconsideration.~~

~~Provisions contained in Section 9.530 (Evaluation for Rank Advancement) and Section 9.540 (Evaluation for Tenure) that do not conflict with the specific review, evaluation and appeal procedures contained in this section are applicable. For faculty who are evaluated under the provisions of this section of the contract, when there is a conflict between the terms, conditions and procedures contained in this section and those contained in sections 9.530 and 9.540, the provisions contained in this section of the contract shall rule.~~

~~The Rank Advancement and Tenure Appeals Process shall remain as stated in Section 9.550 (Rank Advancement and Tenure Appeals Process)~~

9.7 POST TENURE REVIEW

9.710 PROCESS

~~Faculty hired prior to the 2000-2001 academic year may be evaluated as stated in Subsection 9.710.B.1 below or they may opt to be evaluated according Subsection 9.710.B.2 below using the goals and objectives set forth in a Position Description that has been drawn up according to criteria stated in Section 9.620 (Position Descriptions).~~

- A. Faculty shall be evaluated in the ~~third~~ **fifth** year after the award of tenure or the last rank advancement whichever is later and each third year thereafter.
- B. When the year for evaluation of a tenured faculty member occurs, that faculty member shall prior to the end of the fifth day of classes of the spring term submit a written report of his/her performance to the Department Rank and Tenure Committee.
 1. The report shall include an enumeration of the member's activities and accomplishments in each of the areas included in the evaluation criteria in Section 9.310 (General Criteria) since the last evaluation. In the area of teaching, the report shall include a list of the classes taught, the enrollment in each, and the numerical summaries of student assessments conducted in at least all the Fall semester classes taught during each year for the period covered. In the area of research and creative endeavor, the report shall include an enumeration of publications, performance, exhibits, presentations, etc. for the period covered. In the area of service, the report should include an enumeration of the service activities for the period covered (9.500 Evaluation Procedures Based on Previous Contracts). ~~or~~
 - ~~2. The report shall include a list of the classes taught, the enrollment in each, and the numerical summaries of student assessments conducted in at least all the Fall semester classes taught during each year for the period covered. The report shall also contain an enumeration of the faculty member's activities and accomplishments in fulfillment of the goals and objectives contained in his or her Position Description (9.600 Evaluation Procedures for Position Descriptions).~~
- C. Overall, the report should be a fair description of the faculty member's activities and accomplishments since the last evaluation, but need not be as exhaustive as that ordinarily done for rank advancement or the original award of tenure. Typically, the report will be three to five pages in length excluding attachments. Supporting documentation other than the numerical summaries of student assessments is not required at this point but may be requested by the Department Rank and Tenure Committee, the Dean or the URTC.
- D. Within thirty days of the receipt of the faculty member's report, the Department Rank and Tenure Committee shall prepare and submit to the faculty member and to the Dean a written assessment

of the faculty member's performance in the areas of teaching, research and service. The written assessment submitted to the Dean shall be accompanied by the faculty member's report and supporting documentation. Within fifteen calendar days of the receipt of the DRTC assessment, the Dean will submit his/her written assessment of the faculty member's performance to the DRTC and the faculty member. Both reviews by the DRTC and by the Dean shall indicate whether the faculty member's performance over the review period was (1) meritorious/exceptional, (2) meets expectations, or (3) unsatisfactory.

- E. Should the assessments of the Department Rank and Tenure Committee and the Dean differ over the designation of the faculty member's performance as being meritorious/exceptional, meets expectations, or unsatisfactory, the University Rank and Tenure Committee will conduct the necessary review to reconcile the conflict and report its findings within ten days to the faculty member, the DRTC, the Dean and the Academic Vice Chancellor/Provost. The decision of the URTC shall be final.
- F. By April 1 of each year, Deans shall give the Academic Vice Chancellor/Provost yearly written notification of the final results of all post tenure reviews for college faculty specifying whether each faculty member's performance was (1) meritorious/exceptional, (2) met expectations, or (3) unsatisfactory. This information shall also be included in each faculty member's personnel file.
- G. If the Department Rank and Tenure Committee and Dean agree or if it is the URTC's decision that the faculty member's performance is unsatisfactory, a written plan of improvement ~~and a position description~~ shall be developed for the faculty member. The ~~Position Description and~~ plan of improvement shall **conform to and** include the following features:
- ~~1. The Position Description shall be developed as stated in Section 9.620 (Position Description);~~
 - ~~2.~~ **1.** The plan of improvement shall be developed by the faculty member in collaboration with the Chair of the Department Rank and Tenure Committee, the Department Chair and the Dean.
 - ~~3.~~ **2.** The plan of improvement shall be approved by the Department Rank and Tenure Committee, the Department Chair and the Dean.
 - ~~4.~~ **3.** The plan of improvement shall indicate the area(s) of performance requiring improvement and the nature and extent of the improvement needed;
 - ~~5.~~ **4.** The plan of improvement shall be consistent ~~with the goals and objectives contained in the Position Description and~~ shall state the criteria by which a judgment will subsequently be made as to whether the improvement has occurred;
 - ~~6.~~ **5.** The plan of improvement shall include statement(s) by the Department Rank and Tenure Committee, the Department Chair and the Dean to provide appropriate assistance to the faculty member in making the improvements;
 - ~~7.~~ **6.** The plan of improvement shall specify a reasonable amount of time, within one academic year unless otherwise specified, for the faculty member to accomplish the improvements;
 - ~~8.~~ **7.** The plan of improvement shall be approved and signed by the faculty member, the Chair of the Department Rank and Tenure Committee, the Department Chair and the Dean. If the faculty member does not agree with the plan of improvement, the **faculty member may appeal the matter to the URTC within five working days for a final determination. The URTC shall meet with the parties within five working days of receiving the appeal if requested to do so.** ~~shall be resolved in accordance with Section 9.625 (Appeal Process).~~
- H. Refusal of the faculty member to submit supporting documentation if requested by the DRTC, the Dean or the URTC, or failure to make the needed improvements shall result in a recommendation by the DRTC, the Dean or the URTC through the Provost to the Chancellor of the University for disciplinary sanctions. If a faculty member refuses to participate in developing the ~~Position Description or the plan of improvement or in the process to remediate performance outlined herein,~~ the Chancellor may initiate termination proceedings by referring the matter to the Committee on Service.
- I. Within thirty days after the period of time specified in the plan of improvement, the faculty member shall submit a follow-up report to the Department Rank and Tenure Committee and the Dean in which s/he indicates and substantiates the extent to which the plan has been completed.
- J. If the Department Rank and Tenure Committee and the Dean conclude that the report demonstrates the accomplishment of the required improvements, the Department Rank and Tenure Committee and the Dean shall notify the faculty member and the Provost of their findings. If the Department Rank and Tenure Committee or the Dean judges the report to reflect an inadequate degree of accomplishment of the purposes of the plan of improvement, either shall write a recommendation pointing out the specific shortcomings and may recommend to the

Chancellor of the University:

1. Disciplinary sanctions against the faculty member; or
2. Imposition of a salary freeze for one academic year.

At the end of that academic year the faculty member may submit to the Department Rank and Tenure Committee and the Dean follow-up report and the process is repeated from 9.710 above. ~~and has the right of Appeal as outlined in 9.625 Appeal Process.~~

3. If a faculty member fails to make satisfactory progress in addressing performance deficiencies as determined by the DRTC and the Dean or by the URTC within the timeframe specified in the plan of improvement, the Chancellor may initiate termination proceedings by referring the matter to the Committee on Service. If a faculty member's post tenure review results in an unsatisfactory performance assessment, the entire evaluation proceedings shall become part of the faculty member's official personnel file.

10.0 WORKING CONDITIONS

11.0 SABBATICALS AND PROFESSIONAL TRAVEL

12.0 LEAVES AND ABSENCE

13.0 LIBRARY UNIT

14.0 COMPENSATION

15.0 DISCIPLINARY ACTIONS AND RETRENCHMENT

16.0 GRIEVANCE PROCEDURES AND ARBITRATION

17.0 NEGOTIATIONS

CHANGES TO THE CURRENT COLLECTIVE BARGAINING AGREEMENT

7.310 RESPONSIBILITIES

~~The responsibilities of individual adjunct faculty members will be stated in a position description as outlined in section 9.600 of this contract.~~

7.350 EVALUATION

~~Adjunct faculty members will be evaluated annually using the process stated in section 9.310, *General Criteria*. 9.600 for evaluation of faculty with position descriptions.~~

APPENDIX C

SAMPLE POSITION DESCRIPTIONS WITH COMPONENT MATRICES ADJUNCT, FIXED TERM, LECTURER, TENURE TRACK

ADJUNCT FACULTY POSITION DESCRIPTION

DEFINITION OF ADJUNCT

~~Adjunct appointments are for the performance of specifically assigned duties. These duties may include any, some or all of the following: teaching, research, service, clinical, or other duties as determined by the unit. (CBA Sections 7.130 F and 7.300) This Position Description shall be approved by the Dean and Provost.~~

NAME: RANK: DEPARTMENT: COLLEGE: EFFECTIVE DATES:

PURPOSE OF THIS ADJUNCT POSITION — EXAMPLE

~~The adjunct faculty hired under this position description has responsibility for response to RFPs for projects in the CAHP and for research projects in collaboration with the medical community of Billings. The faculty member will supervise three to six medical interns per academic year.~~

SIGNATURES DATE

FACULTY:

FACULTY MENTOR: (If Assigned)

DRTC CHAIR: DEPARTMENT CHAIR: DEAN:

PROVOST:

MSEF-Final 6/28/05

9.621 CONTENT OF THE POSITION DESCRIPTION

The Position Description Agreement

CBA Indicators	Adjunct	Fixed Term	Lecturer	Tenure Track
Can be unique for each	SHALL	SHALL	SHALL	SHALL
Will contain the following common expectations of faculty. The individual manner in which each of these common expectations are to be met will be addressed in the				
All faculty are expected	MAY	SHALL	SHALL	SHALL
All tenure-track faculty are expected to engage in scholarly	MAY	MAY	SHALL NOT	SHALL
All tenure track faculty are expected to	MAY	MAY	MAY	SHALL
In addition to common expectations, faculty may be hired to accomplish other University goals. The	MAY	MAY	MAY	MAY
Will be drawn up jointly among the Dean, the Unit Chair and the	SHALL	SHALL	SHALL	SHALL
Will reflect the needs of the University, College and Unit, and the abilities	SHALL	SHALL	SHALL	SHALL
Will state the goals and objectives expected to be attained by the individual faculty member	SHALL	SHALL	SHALL	SHALL
This will include an explicit statement citing the expected proportion of faculty time to be devoted to				
Teaching	MAY	SHALL	SHALL	SHALL
Scholarly Endeavors	MAY	MAY	SHALL NOT	SHALL
Service	MAY	MAY	MAY	SHALL
Will be consistent with	SHALL	SHALL	SHALL	SHALL
Any extraordinary support to be provided by the University to assist the faculty member to accomplish a	SHALL	SHALL	SHALL	SHALL

Fulfillment of Professional Responsibilities as outlined in 10.100 through 10.200 is assumed unless otherwise addressed.

TEACHING

9.310 GENERAL CRITERIA

~~Classroom Teaching.~~ Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Documentation of effective classroom teaching includes but is not limited to peer reviews and student assessments.

EVIDENCE OF TEACHING PERFORMANCE

(IF APPLICABLE FOR THIS ADJUNCT FACULTY)

SCHOLARLY DEVELOPMENT AND CONTRIBUTION

9.310 GENERAL CRITERIA

~~Scholarly Development and Contributions.~~ Scholarly development and contributions shall be evaluated both as indicators of professional growth and as contributions to the world of scholarship and development of particular academic disciplines. Demonstration of scholarly development and contributions may include but is not limited to: presentations; scholarly publications; research; participation in professional societies, conferences and meetings; and production of grants to enhance the professional development of the individual, the instructional unit or the University. Faculty appointed to disciplines involving artistic performance and creativity may have their artistic and performance accomplishments evaluated as scholarly development and contributions.

EVIDENCE OF SCHOLARLY DEVELOPMENT AND CONTRIBUTION

(IF APPLICABLE FOR THIS ADJUNCT FACULTY)

SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

9.310 GENERAL CRITERIA

~~Service to the University and to the Public.~~ Demonstration of service to the University and to the public may include but is not limited to: contributions to instructional programs; student advising; speaking engagements related to the professional field; service on University committees; co-curricular and extra-

curricular programs and other public professional service appropriate to a faculty member's discipline or professional interests such as advising officials, boards, agencies, and committees. It is the responsibility of the individual being evaluated to demonstrate the appropriateness of these contributions in relation to his/her discipline and the mission of the University.

EVIDENCE OF SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

(IF APPLICABLE FOR THIS ADJUNCT FACULTY)

SPECIAL ASSIGNMENT(S)

In some cases, faculty will assume special assignments related to campus that fall outside the normal expectations for faculty.. Special Assignments may require a significant shift in the proportion of time that the faculty member devotes to Teaching, Scholarly Development & Contribution, and Professional Service. Such Special Assignments should be viewed as enhancements to the faculty's performance, should be reviewed as such. In no instance should a special assignment become an obstacle in the performance review process, to achieving rank advancement or to achieving tenure.

EVIDENCE OF SPECIAL ASSIGNMENT(S)

(IF APPLICABLE FOR THIS ADJUNCT FACULTY)

FIXED TERM FACULTY POSITION DESCRIPTION

DEFINITION OF FIXED TERM

Fixed term appointments are clearly limited to a specific purpose and period of time as specified in the letter of appointment. (CBA Section 7.130 D). This Position Description shall be approved by the Dean and Provost.

NAME: RANK: DEPARTMENT: COLLEGE: EFFECTIVE DATES:

PURPOSE OF THIS FIXED TERM POSITION — EXAMPLE

The faculty hired for this fixed term position has responsibility to teach any courses that are the responsibility of the vacant special education tenure track line. The fixed term faculty will not have responsibilities in the areas of Scholarly Development & Contribution or Service to the University and to the Public. This is an annual contract with not expectation of renewal or of tenure.

~~SIGNATURES DATE FACULTY:~~
~~FACULTY MENTOR: (If Assigned)~~

~~DRTC CHAIR: DEPARTMENT CHAIR: DEAN:~~
~~PROVOST:~~

9.621 CONTENT OF THE POSITION DESCRIPTION

The Position Description Agreement

CBA Indicators	Adjunct	Fixed Term	Lecturer	Tenure Track
Can be unique for each	SHALL	SHALL	SHALL	SHALL
Will contain the following common expectations of faculty. The individual manner in which each of these common expectations are to be met will be addressed in the				
All faculty are expected	MAY	SHALL	SHALL	SHALL
All tenure track faculty are expected to engage in scholarly	MAY	MAY	SHALL NOT	SHALL
All tenure track faculty are expected to	MAY	MAY	MAY	SHALL
In addition to common expectations, faculty may be hired to accomplish other University goals. The	MAY	MAY	MAY	MAY
Will be drawn up jointly among the Dean, the Unit Chair and the	SHALL	SHALL	SHALL	SHALL
Will reflect the needs of the University, College and Unit, and the abilities	SHALL	SHALL	SHALL	SHALL
Will state the goals and objectives expected to be attained by the individual faculty member and	SHALL	SHALL	SHALL	SHALL
This will include an explicit statement citing the expected proportion of faculty time to be devoted to				
Teaching	MAY	SHALL	SHALL	SHALL
Scholarly Endeavors	MAY	MAY	SHALL NOT	SHALL
Service	MAY	MAY	MAY	SHALL
Will be consistent with	SHALL	SHALL	SHALL	SHALL
Any extraordinary support to be provided by the University to assist the faculty member to accomplish a	SHALL	SHALL	SHALL	SHALL

Fulfillment of Professional Responsibilities as outlined in 10.100 through 10.200 is assumed unless otherwise addressed.

TEACHING

9.310 GENERAL CRITERIA

~~Classroom Teaching.~~ Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Documentation of effective classroom teaching includes but is not limited to peer reviews and student assessments.

EVIDENCE OF TEACHING PERFORMANCE

SCHOLARLY DEVELOPMENT AND CONTRIBUTION

9.310 GENERAL CRITERIA

~~Scholarly Development and Contributions.~~ Scholarly development and contributions shall be evaluated both as indicators of professional growth and as contributions to the world of scholarship and development of particular academic disciplines. Demonstration of scholarly development and contributions may include but is not limited to: presentations; scholarly publications; research; participation in professional societies, conferences and meetings; and production of grants to enhance the professional development of the individual, the instructional unit or the University. Faculty appointed to disciplines involving artistic performance and creativity may have their artistic and performance accomplishments evaluated as scholarly development and contributions.

EVIDENCE OF SCHOLARLY DEVELOPMENT AND CONTRIBUTION

(IF APPLICABLE FOR THIS FIXED TERM POSITION)

SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

9.310 GENERAL CRITERIA

~~Service to the University and to the Public.~~ Demonstration of service to the University and to the public may include but is not limited to: contributions to instructional programs; student advising; speaking engagements related to the professional field; service on University committees; co-curricular and extra-

curricular programs and other public professional service appropriate to a faculty member's discipline or professional interests such as advising officials, boards, agencies, and committees. It is the responsibility of the individual being evaluated to demonstrate the appropriateness of these contributions in relation to his/her discipline and the mission of the University.

EVIDENCE OF SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

(IF APPLICABLE FOR THIS FIXED TERM POSITION)

SPECIAL ASSIGNMENT(S)

In some cases, faculty will assume special assignments related to campus that fall outside the normal expectations for faculty.. Special Assignments may require a significant shift in the proportion of time that the faculty member devotes to Teaching, Scholarly Development & Contribution, and Professional Service. Such Special Assignments should be viewed as enhancements to the faculty's performance, should be reviewed as such. In no instance should a special assignment become an obstacle in the performance review process, to achieving rank advancement or to achieving tenure.

EVIDENCE OF SPECIAL ASSIGNMENT(S)

(IF APPLICABLE FOR THIS FIXED TERM POSITION)

UNIVERSITY LECTURER POSITION DESCRIPTION

DEFINITION OF LECTURER

Lectureship appointments, are for the performance of specifically assigned academic duties, without general faculty responsibilities. (CBA Sections 7.130 E and 7.200) Specific provisions governing University lectureship appointments and responsibilities are included in section 7.200.

NAME:

RANK: NOT APPLICABLE FOR LECTURERS

DEPARTMENT: COLLEGE: EFFECTIVE DATES:

PURPOSE OF THIS LECTURER POSITION — EXAMPLE

The faculty member hired for this lectureship will carry a X-credit teaching load per semester on-line in the Department of Communication & Theatre and will serve as faculty advisor for a maximum of X on-line communication majors.

SIGNATURES DATE FACULTY:
FACULTY MENTOR: (If Assigned)

DRTC CHAIR: DEPARTMENT CHAIR: DEAN:
PROVOST:

9.621 – CONTENT OF THE POSITION DESCRIPTION

The Position Description Agreement

CBA Indicators	Adjunct	Fixed Term	Lecturer	Tenure Track
Can be unique for each	SHALL	SHALL	SHALL	SHALL
Will contain the following common expectations of faculty. The individual manner in which each of these common expectations are to be met will be addressed in the				
All faculty are expected	MAY	SHALL	SHALL	SHALL
All tenure track faculty are expected to engage in scholarly	MAY	MAY	SHALL NOT	SHALL
All tenure track faculty are expected to	MAY	MAY	MAY	SHALL
In addition to common expectations, faculty may be hired to accomplish other University goals. The	MAY	MAY	MAY	MAY
Will be drawn up jointly among the Dean, the Unit Chair and the	SHALL	SHALL	SHALL	SHALL
Will reflect the needs of the University, College and Unit, and the abilities	SHALL	SHALL	SHALL	SHALL
Will state the goals and objectives expected to be attained by the individual faculty member and	SHALL	SHALL	SHALL	SHALL
This will include an explicit statement citing the expected proportion of faculty time to be devoted to				
Teaching	MAY	SHALL	SHALL	SHALL
Scholarly Endeavors	MAY	MAY	SHALL NOT	SHALL
Service	MAY	MAY	MAY	SHALL
Will be consistent with	SHALL	SHALL	SHALL	SHALL
Any extraordinary support to be provided by the University to assist the faculty member to accomplish a	SHALL	SHALL	SHALL	SHALL

Fulfillment of Professional Responsibilities as outlined in 10.100 through 10.200 is assumed unless otherwise addressed.

TEACHING

9.310 GENERAL CRITERIA

~~Classroom Teaching.~~ Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Documentation of effective classroom teaching includes but is not limited to peer reviews and student assessments.

EVIDENCE OF TEACHING PERFORMANCE

SCHOLARLY DEVELOPMENT AND CONTRIBUTION

9.310 GENERAL CRITERIA

~~Scholarly Development and Contributions.~~ Scholarly development and contributions shall be evaluated both as indicators of professional growth and as contributions to the world of scholarship and development of particular academic disciplines. Demonstration of scholarly development and contributions may include but is not limited to: presentations; scholarly publications; research; participation in professional societies, conferences and meetings; and production of grants to enhance the professional development of the individual, the instructional unit or the University. Faculty appointed to disciplines involving artistic performance and creativity may have their artistic and performance accomplishments evaluated as scholarly development and contributions.

EVIDENCE OF SCHOLARLY DEVELOPMENT AND CONTRIBUTION

NOT APPLICABLE FOR A LECTURER

SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

9.310 GENERAL CRITERIA

~~Service to the University and to the Public.~~ Demonstration of service to the University and to the public may include but is not limited to: contributions to instructional programs; student advising; speaking engagements related to the professional field; service on University committees; co-curricular and extra-curricular programs and other public professional service appropriate to a faculty member's discipline or

professional interests such as advising officials, boards, agencies, and committees. It is the responsibility of the individual being evaluated to demonstrate the appropriateness of these contributions in relation to his/her discipline and the mission of the University.

EVIDENCE OF SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

SPECIAL ASSIGNMENT(S)

In some cases, faculty will assume special assignments related to campus that fall outside the normal expectations for faculty. Special Assignments may require a significant shift in the proportion of time that the faculty member devotes to Teaching, Scholarly Development & Contribution, and Professional Service. Such Special Assignments should be viewed as enhancements to the faculty's performance, should be reviewed as such. In no instance should a special assignment become an obstacle in the performance review process, to achieving rank advancement or to achieving tenure.

EVIDENCE OF SPECIAL ASSIGNMENT(S)

NOT APPLICABLE FOR A LECTURER

TENURE TRACK FACULTY POSITION DESCRIPTION

DEFINITION OF TENURE TRACK

Appointments to the faculty at Montana State University-Billings shall be at the rank of Instructor, Assistant Professor, Associate Professor, and Professor. (CBA Section 7.100)

NAME: RANK: DEPARTMENT: COLLEGE: EFFECTIVE DATES:

PURPOSE OF THIS TENURE TRACK POSITION — EXAMPLE

The faculty member being hired for this position will have the following responsibilities: ~~Teaching~~—on-line and on-campus courses in the Marketing Program in the COB. Course load may include courses and/or internship supervision

~~Scholarly Development & Contribution~~—collaborative research with the business community of Billings related to marketing and mentoring student market research projects

~~Service to the University and to the Public—service will be to the program, to the COB, and to the University. Service within the business community of Billings and its surrounding area is encouraged.~~

SIGNATURES DATE

FACULTY:

FACULTY MENTOR: (If Assigned)

**~~DRTC CHAIR: DEPARTMENT CHAIR: DEAN:
PROVOST:~~**

9.621 CONTENT OF THE POSITION DESCRIPTION

The Position Description Agreement

CBA Indicators	Adjunct	Fixed Term	Lecturer	Tenure Track
Can be unique for each	SHALL	SHALL	SHALL	SHALL
Will contain the following common expectations of faculty. The individual manner in which each of these common expectations are to be met will be addressed in the				
All faculty are expected	MAY	SHALL	SHALL	SHALL
All tenure track faculty are expected to engage in scholarly	MAY	MAY	SHALL NOT	SHALL
All tenure track faculty are expected to	MAY	MAY	MAY	SHALL
In addition to common expectations, faculty may be hired to accomplish other University goals. The	MAY	MAY	MAY	MAY
Will be drawn up jointly among the Dean, the Unit Chair and the	SHALL	SHALL	SHALL	SHALL
Will reflect the needs of the University, College and Unit, and the abilities	SHALL	SHALL	SHALL	SHALL
Will state the goals and objectives expected to be attained by the individual faculty member and	SHALL	SHALL	SHALL	SHALL
This will include an explicit statement citing the expected proportion of faculty time to be devoted to				
Teaching	MAY	SHALL	SHALL	SHALL
Scholarly Endeavors	MAY	MAY	SHALL NOT	SHALL
Service	MAY	MAY	MAY	SHALL
Will be consistent with	SHALL	SHALL	SHALL	SHALL
Any extraordinary support to be provided by the University to assist the faculty member to accomplish a	SHALL	SHALL	SHALL	SHALL

Fulfillment of Professional Responsibilities as outlined in 10.100 through 10.200 is assumed unless otherwise addressed.

TEACHING

9.310 GENERAL CRITERIA

~~Classroom Teaching. Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Documentation of effective classroom teaching includes but is not limited to peer reviews and student assessments.~~

EVIDENCE OF TEACHING PERFORMANCE

SCHOLARLY DEVELOPMENT AND CONTRIBUTION

9.310 GENERAL CRITERIA

~~Scholarly Development and Contributions. Scholarly development and contributions shall be evaluated both as indicators of professional growth and as contributions to the world of scholarship and development of particular academic disciplines. Demonstration of scholarly development and contributions may include but is not limited to: presentations; scholarly publications; research; participation in professional societies, conferences and meetings; and production of grants to enhance the professional development of the individual, the instructional unit or the University. Faculty appointed to disciplines involving artistic performance and creativity may have their artistic and performance accomplishments evaluated as scholarly development and contributions.~~

EVIDENCE OF SCHOLARLY DEVELOPMENT AND CONTRIBUTION

SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

9.310 GENERAL CRITERIA

~~Service to the University and to the Public. Demonstration of service to the University and to the public may include but is not limited to: contributions to instructional programs; student advising; speaking engagements related to the professional field; service on University committees; co-curricular and extra-curricular programs and other public professional service appropriate to a faculty member's discipline or professional interests such as advising officials, boards, agencies, and committees. It is the responsibility~~

of the individual being evaluated to demonstrate the appropriateness of these contributions in relation to his/her discipline and the mission of the University.

EVIDENCE OF SERVICE TO THE UNIVERSITY AND TO THE PUBLIC

SPECIAL ASSIGNMENT(S)

In some cases, faculty will assume special assignments related to campus that fall outside the normal expectations for faculty.. Special Assignments may require a significant shift in the proportion of time that the faculty member devotes to Teaching, Scholarly Development & Contribution, and Professional Service. Such Special Assignments should be viewed as enhancements to the faculty's performance, should be reviewed as such. In no instance should a special assignment become an obstacle in the performance review process, to achieving rank advancement or to achieving tenure.

EVIDENCE OF SPECIAL ASSIGNMENT(S)