

Retention, Promotion, & Tenure Policies & Procedures Notes

1) Faculty Handbook and Deadlines

a) Faculty Handbook

- i) The Faculty Handbook at http://www2.montana.edu/policy/faculty_handbook/ contains the policies and procedures governing retention, promotion, and tenure, in particular, sections 500 (Board of Regents Policy), 600 and 800. Sections 450 – 470 describe the faculty rights and responsibilities relative to appointment, annual review, and formal review. Section 1300 presents policies and procedures on conciliation and grievance.
- ii) The Faculty Handbook also describes the University, College, and Department Role and Scope documents. (Section 620)

b) Deadlines

- i) Dossiers are to be completed and ready according to the schedules set by the Deans and Department Heads.
- ii) Most External Reviews (if appropriate for the level of review) are done by the departments over the summer preceding the review.
- iii) The Provost sends notice of his/her recommendation to the faculty member, with copies to the dean and department head, as follows:

(1) Retention recommendation	January 15 of AY Review Year
(2) Tenure & tenure associated promotion	April 15 of AY Review Year
(3) Promotion Only recommendation	May 15 of AY Review Year

2) Expectations

a) Terms Used:

- i) Criteria: the variables examined in an evaluation
- ii) Standards: the levels or degrees of performance which measure success in meeting criteria
- iii) Effectiveness: meeting or exceeding the standards of the department and college, discipline or profession as appropriate for the individual's assignment.
- iv) Excellence: achieving substantial recognition from students, clients, colleagues, and/or peers in the profession, appropriate to the activity.
- v) Promise of Excellence: having the demonstrated potential to achieve excellence.

b) The criteria on which a faculty member will be evaluated are the three areas of responsibility appropriate to the assignment:

- i) Teaching
- ii) Research/Creative Activity
- iii) Service

c) **Standards** – Department and colleges shall establish standards for retention, tenure, and promotion that are no less rigorous than the University wide standards. The three standards are:

- i) Effectiveness
- ii) Promise of Excellence
- iii) Excellence
- iv) See Sections 630 through 663 for more thorough explanations of standards appropriate to each level of review.

d) **Appropriate Role and Scope(R&S)** (FH 620.00):

- i) Retention – The R&S in effect at the time of hire
- ii) Tenure and Promotion: The R&S in effect at the time of the previous review.

- iii) Reviews are conducted in accordance with the criteria and standards of the appropriate Role and Scope, but current procedures are always in effect.
- e) Faculty with Instructional Expectations (not Professional Practice) select their area of excellence/promise of excellence (teaching or research) for Tenure or Promotion.

3) Reviewers

- a) External Peer Review: “a written evaluation of a faculty member’s performance in teaching, research/creative activity, or service prepared by a colleague, faculty member or other professional from outside the University who has expertise in the candidate’s field.”
 - i) Both the candidate and the department identify potential external reviewers
 - ii) By University guidelines there must be a minimum of three (3) external reviewers.
 - iii) The majority of the reviewers will be recommended by the department and the minority by the candidate.
 - iv) External peer reviews are not required for retention, but a college or department may require them.
- b) Internal Reviews: Each department (or college) establishes the specific procedures for internal reviews or solicitation of letters of support. Candidates cannot solicit letters or support or internal reviews.
- c) Review Committees: Composed of faculty members elected/appointed by other faculty members to serve on department, college, or university level committees.
 - i) No faculty member may serve on any formal review committee, at any level, during the academic year he or she is up for review.
 - ii) Faculty members can only sit on one level of P&T review committee at a time.
 - iii) Members of the University P&T Committee (UPTC) are elected by college faculty with one member per college. Members of the UPTC abstain from voting on candidates from their college.
- d) Reviewing Administrators:
 - i) Department Head
 - ii) College Dean
 - iii) Provost
 - iv) President

4) Preparing the Dossier

- a) The candidate is responsible for preparing his/her dossier.
- b) Dossiers must include the following: (Section 812)
 - i) Completed and signed cover sheet
 - ii) Folders 05 through 11 of the P&T Dossier Contents Sheet (<http://www.montana.edu/provost/PTDocs/index.html>)
 - iii) Supporting documentation can be provided (listed in Appendix folder). This documentation is retained by the College Dean and is provided to the UPTC upon request.

5) The Review Process

- a) The primary review committee or primary reviewing administrator is responsible for providing all materials in Folders 1 through 4.
- b) Each level of review completes a recommendation letter which is then added to the dossier. A copy of the recommendation letter is forwarded to the candidate at this time.

Note: This document has been prepared for general assistance. Refer to the Faculty Handbook for all policies and procedures.