

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
POLICY # A-5**

TITLE: FORMATIVE PEER TENURE/PROMOTION REVIEW

POLICY:

Pre-tenure (Assistant or Associate rank) candidates: At the beginning of each academic year (September 1) all pre-tenure faculty members shall submit a dossier to the Nursing Formal Review Committee (NFRC). The dossier, which will grow each year, shall be reviewed by NFRC. A letter written by the NFRC chair shall be provided to the pre-tenure faculty member by October 1. The letter shall include a statement about satisfactory or unsatisfactory progress toward tenure and shall be appended to the faculty member's annual evaluation.

During the year that the pre-tenure faculty member goes forward for retention, NFRC will review the dossier and make a decision about retention per procedures outlined in Policy E-1.

Tenure candidates: During the year that the pre-tenure faculty member goes forward for tenure, all tenured faculty at rank or above in the College of Nursing shall review the dossier and provide a recommendation to NFRC (standard tool with a place for a recommendation to be developed by NFRC). The recommendations from all faculty at rank or above shall be compiled and reviewed by NFRC. As described in Policy E-1, NFRC shall make their decision as the first step in the tenure-review.

When the NFRC decision is complete (for both retention and tenure review), the process shall move through established university processes as outlined below:

- 1) College of Nursing Campus Director who is associated with the candidate
- 2) College of Nursing Dean
- 3) MSU Promotion and Tenure Committee
- 4) MSU Provost
- 5) MSU President

Full Professor Promotion candidates: Dossiers of candidates seeking the rank of Full Professor shall be reviewed by all faculty at rank (Full Professor) in the College of Nursing. Each faculty at rank shall provide a recommendation to NFRC (standard tool with a place for a recommendation to be developed by NFRC). The recommendations from all faculty at rank shall be compiled and reviewed by NFRC. When the NFRC decision is complete for full promotion, the process shall move through established university processes as outlined below:

- 1) College of Nursing Campus Director who is associated with the candidate
- 2) College of Nursing Dean
- 3) MSU Promotion and Tenure Committee
- 4) MSU Provost
- 5) MSU President

RATIONALE: Peer review provides additional input and insight for faculty as to their potential for success as they advance.

Reviewed & Approved by:

Level I: Executive Council (May, 2015)

Level II: Dean (June, 2015)