

Role, Scope, Criteria, Standards, and Procedures for the Formal Review of Tenurable Faculty

College of Arts and Architecture

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* *Red lettering indicates University Role, Scope, Standards, and Procedures..*

SECTION 100

ROLE AND SCOPE STATEMENTS

100 APPROVALS REQUIRED

Role, scope, criteria, standards and procedures documents shall be approved by the department faculty, department head, the college review committee, the college dean, the UPT Committee, and the Provost and Vice President for Academic Affairs. [FH 622.00]

110 UNIVERSITY ROLE AND SCOPE

Montana State University-Bozeman is committed to "undergraduate and graduate education, research of both a basic and applied nature, and professional and public service to the state, region and nation." (MSU Role and Scope Statement, 1990.) [See FH 100.00.] Faculty dedicated to this mission produce substantial benefits for society, including advances in fundamental and applied knowledge, technological innovation, new aesthetic experiences, improved health and well-being, and a broadly educated citizenry. Outreach is a fundamental component of this mission and is affirmed as an appropriate and laudable faculty activity. [FH 603.00]

Each department and college shall develop and annually update a document describing its role and scope, defining its responsibilities and obligations in furtherance of the mission of the University, and setting forth the criteria, standards and procedures for review of faculty members. If the document is not updated annually, the last updated and approved document shall be effective. [FH 620.00]

111 COLLEGE AND DEPARTMENT ROLE AND SCOPE STATEMENTS

The role and scope statement of the department and college defines the responsibilities of the unit and guides the department in developing the criteria, standards and procedures for the review of faculty members. The role and scope statement of each college identifies how each department contributes to meeting the responsibilities of the college and forms the basis for the approval of departmental role and scope statements and for the review and approval of department criteria, standards and procedures. [FH 621.00]

112 ROLE AND SCOPE

112.1 Role and Scope of the College

A. The College of Arts and Architecture provides an intellectual and creative environment for the study and production of the visual arts (such as graphic design, painting, sculpture, printmaking, metalsmithing, ceramics, photography, art history, and motion picture/video), performing arts (such as music/music education and theatre), and environmental arts (such as architecture). It offers students the opportunity to develop creative expression and a means by which to apply their knowledge and abilities.

B. The College emphasizes quality instruction as well as creative and cultural activities related to the visual, performing, and environmental arts. The College seeks to insure that the academic needs of students and the community at large are met.

C. The College contributes to the creative and cultural environment of the University, the local community, and the State through each of the academic programs; outreach programs; arts education projects; and the operation of KUSM, Montana's public television station; and Shakespeare in the Parks.

D. The College currently offers undergraduate degree programs in Architecture, Art, Media and Theatre Arts, and Music, and a graduate program in Architecture, Art, and Media and Theatre Arts.

113 ACADEMIC PROGRAMS

113.1 Academic Programs of the College

The College of Arts and Architecture includes the School of Architecture (offering a Bachelor of Arts in Environmental Design and a Master of Architecture), the School of Art (offering a Bachelor of Arts in Art, a Bachelor of Fine Arts in Art, and a Master of Fine Arts in Art), the Department of Media and Theatre Arts (offering a Bachelor of Arts in Media and Theatre Arts, and a Master of Fine Arts in Natural History and Science Filmmaking), and the Department of Music (offering a Bachelor of Arts in Music and a Bachelor of Music Education), as well as KUSM/TV, Montana's Public Television Station.

114 RESEARCH AND CREATIVE ACTIVITY

114.1 Special Areas of College Research and Creative Activity

The faculty in the College emphasize research and creativity by:

- A. performing, exhibiting, and/or researching personal creative work such as theatre, music, architectural design, art history, painting, sculpture, and photography;
- B. coordinating exhibits and events of significant cultural merit;
- C. authoring discipline specific professional and/or pedagogical publications;
- D. participating in competitions or juried exhibitions;
- E. exploring and integrating computing technology within the College disciplines;
- F. promoting professional practice activities;
- G. encouraging interdisciplinary artistic projects;
- H. critiquing contemporary and historical literature within the College disciplines;
- I. presenting juried or invited papers; and

J. serving as invited lecturers or moderators.

115 OUTREACH/PUBLIC SERVICE

115.1 Special Areas of College Outreach/Public Service

The College emphasizes outreach and public service by:

- A. developing the visual, performing, and environmental arts on campus, Statewide, Nationally, and Internationally;
- B. providing opportunities for Montanans of all ages to participate in the arts;
- C. providing and coordinating appropriate volunteer outreach services to the State, as identified by the departments;
- D. providing the opportunity for all University students to gain a basic appreciation of the importance of the arts;
- E. maintaining a strong liaison with professional groups and other organizations; and
- F. working with teachers throughout the State to better educate students in the arts.

SECTION 200

CRITERIA AND STANDARDS

"Criteria" are the variables examined in an evaluation. "Standards" are the levels or degrees of performance which measure success in meeting criteria. [FH 602.00]

200 CRITERIA FOR THE FORMAL REVIEW OF FACULTY PERFORMANCE

Montana State University-Bozeman is served by a faculty with a wide range of skills, interests, and responsibilities. Thus, different faculty members may have very different expectations in terms of teaching, research/creative activity and service. The Criteria and Standards portion of this document (FH 630.00 to 636.00) carries forth this principle by distinguishing two general categories of academic faculty, designated as those with "instructional" expectations and those with "professional practice" expectations. Each faculty member's letter of hire will specify which category of expectations apply.

Differences in expectations [must] be recognized, valued and respected at all levels during the review of faculty performance. Faculty review must take into account the resources available to accomplish the faculty member's assignment including release time for scholarly activities, library support, and the availability of computing facilities and technical support staff. As an integral part of their assignments, faculty may be expected to seek available extramural funds, appropriate to their field of study. [FH 603.03]

210 UNIVERSITY CRITERIA

The University criteria on which faculty performance will be reviewed are teaching, research/creative activity, and service.

211 TEACHING CRITERIA

211.1 University Teaching Criteria

Teaching, the imparting of knowledge, skills, and abilities to learners, is the heart of the University's mission. Faculty performance in teaching must be evaluated in terms of a wide range of criteria including course content and objectives, classroom effectiveness, student learning and achievement and student advising. This document challenges faculty and administrators to adopt rigorous strategies for the assessment of teaching performance, including peer, student and self-evaluations. [FH 602.03]

211.2 College Teaching Criteria

Each department shall identify criteria that will allow the evaluation of:

- A. the relevance, breadth, and quality of course content;
- B. the currency of the course;
- C. curricular development and innovation;
- D. integration of communications technologies;
- E. student assessment of teaching performance;
- F. peer assessment of teaching performance; and
- G. advising quality including communication of accurate information, assistance with student goal setting, appropriate and timely referral of students, and availability to students.

212 RESEARCH/CREATIVE CRITERIA

212.1 University Research Criteria

Research and creative activity, the means through which society increases its understanding of the natural world and the human condition, is a fundamental responsibility of the University community. In submitting documentation for tenure and promotion, faculty are expected to submit for review their scholarly works which have advanced their discipline or profession. [FH 602.03]

212.2 College Research/Creative Criteria

Each department shall identify criteria that will allow the evaluation of the following, in relationship to 114.1:

- A. the relevance, quality, and breadth of research/creative activity,
- B. the currency of research/creative activity, and
- C. peer assessment of the quality of research/creative activity.

213 OUTREACH/PUBLIC SERVICE CRITERIA

213.1 University Criteria

Outreach and public service, the strategies through which the practical impacts of scholarship are made available to the state and nation, are essential to the University's Land Grant mission. This document calls

upon faculty and their departments to revitalize their commitments to outreach and public service and challenges them to reward effectiveness and excellence in these activities. Departments and colleges shall establish procedures, criteria and standards for the evaluation of service, outreach, and consulting activities submitted for faculty review. [602.03]

213.2 College Criteria

Each department shall identify criteria that will allow the evaluation of the following, in relationship to 115.1:

- A. the role played by the faculty member in her or his major professional, public, and/or university level service activity,
- B. the relationship of professional expertise to service performed, and
- C. the potential and/or actual impact of service performed.

220 GENERAL UNIVERSITY STANDARDS

The University standards on which faculty performance will be reviewed are effectiveness and excellence.

Sustained effectiveness in all areas of a faculty member's assignment is a University-wide requirement for retention, tenure and promotion. [FH 603.04]

In addition, the promise of excellence is required for tenure and promotion to Associate Professor rank; a record of excellence is required for promotion to Professor rank. [FH 603.04]

The University criteria and standards defined herein are the minimum acceptable standards for the university; departments and colleges are expected to develop criteria and standards based on, and no less rigorous than, those described herein. [FH 622.00]

Each faculty member must meet the following University-wide standards for appointment, retention, tenure, and promotion as well as the standards of her or his department and college. [FH 633.00]

220.1 Standards for Faculty with Instructional Expectations

Faculty with instructional expectations will advance the teaching, research/creative activity, and service missions of the University. [FH 632.00]

220.2 Standards for Faculty with Professional Practice Expectations

Faculty with professional practice expectations will advance the mission of their departments through activities appropriate to their specific assignments. [FH 632.00]

221 EFFECTIVENESS IN TEACHING

221.1 University Standard of Effectiveness in Teaching

Faculty performance in teaching will be judged effective if it meets or exceeds the standards of the candidate's department and college. [FH 633.01]

221.2 College Standard(s) of Effectiveness in Teaching

A. Standard(s) of Effectiveness in Teaching for Faculty with Instructional Expectations

Departments shall develop a series of standards that will allow the determination of the level of performance corresponding to "effectiveness" in each criteria area as listed in Section 211.2. The departmental standards must be reviewed and approved by the College committee.

B. Standard(s) of Effectiveness in Teaching for Faculty with Professional Practice Expectations

N/A

222 EFFECTIVENESS IN RESEARCH/CREATIVE ACTIVITY

222.1 University Standard of Effectiveness in Research/Creative Activity

Faculty performance in research/creative activity will be judged effective if it meets or exceeds the standards of the candidate's department and college.

222.2 College Standard(s) of Effectiveness in Research/Creative Activity

A. Standard(s) of Effectiveness in Research/Creative Activity for Faculty with Instructional Expectations

Departments shall develop a series of standards that will allow the determination of the level of performance corresponding to "effectiveness" in each criteria area as listed in Section 212.2. The College committee will approve all standards.

B. Standard(s) of Effectiveness in Research/Creative Activity for Faculty with Professional Practice Expectations

N/A

223 EFFECTIVENESS IN OUTREACH/PUBLIC SERVICE

223.1 University Standard of Effectiveness in Outreach/Public Service

Faculty performance in outreach and public service will be judged effective if it meets or exceeds the standards of the candidate's department and college. [FH 633.01]

223.2 College Standards of Effectiveness in Outreach/Public Service

A. Standard(s) of Effectiveness in Outreach/Public Service for Faculty with Instructional Expectations

Departments shall develop a series of standards that will allow the determination of the level of performance corresponding to "effectiveness" in each criteria area as listed in Section 213.2. The College committee will approve all standards.

B. Standard(s) of Effectiveness in Outreach/Public Service for Faculty with Professional Practice Expectations

N/A

230 STANDARDS OF EXCELLENCE

231 EXCELLENCE IN TEACHING

231.1 University Standard of Excellence in Teaching

Faculty performance in teaching will be judged excellent if it receives substantial recognition from peers and colleagues as well as current and former students. [FH 633.02]

231.2 College Standard(s) of Excellence in Teaching

A. Standard(s) of Excellence in Teaching for Faculty with Instructional Expectations

Departments shall develop a series of standards that will allow the determination of the level of performance corresponding to "excellence" in each criteria area as listed in Section 211.2. The College committee will approve all standards.

B. Standard(s) of Excellence in Teaching for Faculty with Professional Practice Expectations

N/A

232 EXCELLENCE IN RESEARCH/CREATIVE ACTIVITY

232.1 University Standard of Excellence in Research/Creative Activity

Faculty performance in research/creativity activity will be judged excellent if it receives substantial, international, or national recognition from peers and clients as having made a substantial contribution to the body of knowledge and creativity germane to the candidate's discipline or profession. [FH 633.02]

232.2 College Standard(s) of Excellence in Research/Creative Activity

A. Standard(s) of Excellence in Research/Creative Activity for Faculty with Instructional Expectations

Departments shall develop a series of standards that will allow the determination of the level of performance corresponding to "excellence" in each criteria area as listed in Section 212.2. The College committee will approve all standards.

B. Standard(s) of Excellence in Research/Creative Activity for Faculty with Professional Practice Expectations

N/A

233 EXCELLENCE IN OUTREACH/PUBLIC SERVICE

233.1 University Standards of Excellence in Outreach/Public Service

Faculty performance in service will be judged excellent if it receives substantial recognition by colleagues and peers outside the University. [FH 633.02]

233.2 College Standards of Excellence in Outreach/Public Service

A. Standard(s) of Excellence in Outreach/Public Service for Faculty with Instructional Expectations

Departments shall develop a series of standards that will allow the determination of the level of performance corresponding to "excellence" in each criteria area as listed in Section 213.2. The College committee will approve all standards.

B. Standard(s) of Excellence in Outreach/Public Service for Faculty with Professional Practice Expectations

N/A

240 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE

Department and college criteria for retention, tenure and promotion may recognize differential staffing and allow for individual uniqueness in faculty assignments. Standards should not make all faculty perform alike, but commensurate quality must be expected for all equivalent reviews. [FH 622.00]

241 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE IN TEACHING

241.1 University Policy and Procedures

Effectiveness, excellence, and potential for excellence in teaching shall be demonstrated through evaluation by peers and colleagues within the University and through in-depth assessment of teaching performance that draws upon current and former students, graduates, colleagues, and clients. Candidates shall follow the methods for in-depth assessment of teaching performance established by the Department. [FH 633.03]

241.2 College Policies and Procedures

In addition to the above University policy and procedures, the candidate shall:

- A. submit documentation of courses taught as appropriate, such as course outlines/syllabi, class schedules, readings, handouts, examinations, and representative examples of student output;
- B. submit material as defined in 421.2.B;
- C. submit a concise statement addressing the criteria in 211.2; and
- D. demonstrate quality of advising as established by each department.

242 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE IN RESEARCH/CREATIVE ACTIVITY

242.1 University Policy and Procedures

Effectiveness, excellence and potential for excellence in research/creative activity shall be demonstrated through evaluation by on-campus review committees and administrators and external reviewers. Candidates shall list all publications, presentations, exhibits, and performances in their dossiers and, in addition, shall submit for review a set of articles, publications, creative endeavors, or other evidence that, in their judgment, represents their best efforts to advance the discipline or profession. [FH 633.03]

242.2 College Policies and Procedures

In addition to the above University policy and procedures, the candidate shall submit a concise statement addressing the criteria in 212.2.

243 DEMONSTRATION OF EFFECTIVENESS AND EXCELLENCE IN OUTREACH/PUBLIC SERVICE

243.1 University Policy and Procedures

Effectiveness in outreach/public service shall be demonstrated through evaluation by peers and colleagues within the University. Excellence and potential for excellence in service shall be demonstrated through evaluation of professional and public service activities by peers outside the University. Candidates shall list all service activities in their dossiers, and in addition shall submit for review a set of articles, publications, professional endeavors, or other evidence that, in their judgment, represents their best efforts to contribute to and advance the University, public, and profession. [FH633.03]

243.2 College Policies and Procedures

In addition to the above University policy and procedures, the candidate shall submit a concise statement addressing the criteria in 213.2.

SECTION 300

STANDARDS FOR APPOINTMENT, PROMOTION, RETENTION AND TENURE

300 RESPONSIBILITY TO ESTABLISH STANDARDS

Departments and colleges will establish specific criteria for the review of faculty performance. [FH 632.00]

Departments and colleges shall establish standards for retention, tenure and promotion that are no less rigorous than those described below. [FH 633.00]

310 RETENTION AND SPECIAL REVIEW

Faculty members are formally reviewed for retention in their third year of appointment.

Faculty may also be reviewed at times other than those required for third year, tenure, and promotion. [Such a] special review may be recommended to the President by the department review committee, department head, college review committee, college dean, University Promotion and Tenure Committee or the Provost and Vice President for Academic Affairs.

If the recommendation is accepted by the President, he or she shall initiate a special review by sending a written notice to the faculty member. The notice of special review shall set forth the nature of the review and identify appropriate deadlines for its conduct. A special review shall be conducted by the departmental review committee or by a special review committee composed of academic faculty. [FH 615.00]

310.1 University Standards for Retention

The University-wide standards for retention of faculty members are:

A. effectiveness in the performance of their responsibilities,

B. promise of continuing effectiveness, and

C. if appropriate to the level of review, the promise of attainment of the standards for tenure and promotion, as demonstrated by a clear progression of accomplishment. [FH 640.00]

310.2 College Standards for Retention

In addition to the above University-wide standards, effectiveness in making a constructive contribution to the spirit of the faculty community shall be demonstrated. The crucial factor in the success of any department is the development and maintenance of an atmosphere of professional respect. This atmosphere must allow for professional differences and divergent views, but always in the context of a respectful relationship between faculty members. An effective faculty member exhibits professional, ethical behavior by respecting the confidential nature of such matters as personnel files, departmental meetings, student confidences in advising, and evaluation of other faculty. An effective faculty member also makes an ongoing, positive contribution to the team efforts of the department.

Each department shall establish a means for demonstrating effectiveness of this standard.

320 TENURE

Faculty members will be reviewed for tenure in their sixth year (or equivalent year if credited for prior service) of full-time service in a tenurable position. No more than three (3) years of full-time service at another institution may be credited toward determining the sixth year of service. The amount of creditable prior service is determined at the time of initial appointment and must be confirmed in writing by the Provost and Vice President for Academic Affairs.

A faculty member's tenure review scheduled for the sixth year may be extended for good cause under exigent circumstances upon the approval of the faculty member's department head, college dean, and Provost. Extension may be granted for no more than two years and must be agreed to in writing by all parties. [FH 613.00]

321 STANDARDS FOR TENURE

321.1 Standards for Faculty with Instructional Expectations.

A. University Standards

The University-wide standards for the award of tenure to faculty with instructional expectations are:

1. demonstrated and sustained effectiveness in the performance of their responsibilities in the three areas of teaching, research/creative activity, and service, appropriate to the assignment as set forth in the letter of hire and role statements,

2. demonstrated potential for sustained effectiveness in each of these areas in the future, and

3. demonstrated potential for achieving excellence in teaching and/or research/creative activity. [FH 651.00]

B. College Standards

In addition to the above University-wide standards, sustained effectiveness in making a constructive contribution to the spirit of the faculty community will be demonstrated. The standards in 310.2 apply to this section as well.

Each department shall establish a means for demonstrating sustained effectiveness of this standard.

321.2 Standards for Faculty with Professional Practice Expectations

N/A

330 APPOINTMENT AND PROMOTION

Faculty members may be appointed to the rank of Assistant Professor, Associate Professor, or Professor depending upon their qualification, thus *University-wide standards for appointment and promotion vary by rank.* [FH 660.00]

Normally, promotion is awarded after the completion of no fewer than five (5) years of service, which is generally considered the minimum time needed to meet the standards for promotion described in 660.00 and in the college and department documents.

Faculty who believe they have met the department, college, and University criteria and standards for promotion and wish to be considered for promotion should submit a formal request for consideration to the department head and department review committee. The department head may also request a faculty member to submit materials for promotion. Since promotion, except in cases of automatic review with tenure, is optional, a faculty member may withdraw his or her materials from further consideration at any time during the review process. [FH 614.00]

331 STANDARDS FOR APPOINTMENT AND PROMOTION TO THE RANK OF ASSISTANT PROFESSOR

331.1 Standards for Faculty with Instructional Expectations

A. University Standards

To be appointed as an Assistant Professor, a faculty member with instructional expectations shall, at a minimum, have:

- 1. a terminal degree appropriate to the field or department,*
- 2. demonstrated potential to teach at the undergraduate and/or graduate levels, and*
- 3. qualifications to conduct research/creative activity in a specialized field.* [FH 661.01]

B. College Standards

No additional College standards for appointment or promotion to Assistant Professor apply.

331.2 Standards for Faculty with Professional Practice Expectations

N/A

332 STANDARDS FOR APPOINTMENT AND PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR

A candidate of Associate Professor rank shall be expected to be approved for tenure and promotion to Associate Professor simultaneously, unless Associate Professor rank has been previously awarded. [FH 662.00]

332.1 Standards for Faculty with Instructional Expectations

A. University Standards

To be appointed as an Associate Professor, a faculty member with instructional expectations shall, at a minimum, have:

- 1. a terminal degree appropriate to the field or department,*
- 2. a record of demonstrated and sustained effectiveness in each of the three areas of teaching, research/creative activity and service, appropriate to the assignment as set forth in the letter of hire and role statements, and*
- 3. demonstrated potential for achieving excellence in teaching and/or research/creative activity. [FH 662.01]*

B. College Standards

No additional College standards for appointment or promotion to Associate Professor apply.

333 STANDARDS FOR APPOINTMENT AND PROMOTION TO THE RANK OF PROFESSOR

333.1 Standards for Faculty with Instructional Expectations

A. University Standards

To be appointed as a Professor, a faculty member with instructional expectations shall, at a minimum, have:

- 1. a terminal degree appropriate to the field or department,*
- 2. a record of demonstrated and sustained effectiveness in each of the three areas of teaching, research/creative activity, and service, appropriate to the assignment, and*
- 3. a record of excellence in teaching and/or research/creative activity. [FH 663.01]*

B. College Standards

No additional College standards for appointment or promotion to Professor apply.

333.2 Standards for Faculty with Professional Practice Expectations:

N/A

SECTION 400

PROCEDURES FOR FORMAL REVIEW OF FACULTY PERFORMANCE

"Substantive review" means an assessment of the merit of a candidate's dossier in terms of the department, college, and University-wide criteria and standards appropriate to the type of review. [FH 802.00]

400 GENERAL PROCEDURES

The review of individual faculty [for retention, tenure, and promotion] is initiated at the department level, where the relevant disciplinary expertise is located, and is then carried to the college and University levels, where successively broader perspectives are employed. [FH 603.05]

401 REVIEW BASED ON EVALUATION OF TOTAL PERFORMANCE

Third year, tenure and promotion reviews are based upon cumulative performance in each area (teaching, research/creative activity, and service) over the total period preceding review. In contrast, annual reviews assess the faculty member's performance averaged over all areas within a year. Thus, a record of having met performance expectations as indicated by Annual Reviews does not necessarily guarantee the candidate has assembled and demonstrated a cumulative record that meets the standards for retention, tenure or promotion. [FH 611.00]

402 MANDATED CONTENTS OF DOCUMENTS

The criteria, standards and procedures documents of the department and college shall, at a minimum, contain the following information:

- A. The criteria and standards used to assess faculty members' contributions to the role of the department and evaluate their performance in their assigned responsibilities and in teaching, research/creative activity, and service, according to the type and level of review. (See Section 200 above.)*
- B. Any quantitative and qualitative expectations in terms of job performance, teaching, research/creative activity, and/or service. (See Section 300 above.)*
- C. The procedures used in selecting the membership of [college and/or department] review committees. (See Sections 413.1 and 415.1 below.)*
- D. The department's designation as to courses and presentations which are to be evaluated using student evaluation forms and the evaluation instruments to be used. (See Section 241 above.)*
- E. A description of the methods, in addition to student evaluations, to be used to obtain formal, in-depth assessment of a faculty member's teaching performance. (See Section 241 above.)*
- F. The type of materials accepted or required in the documentation of research and creative activities and of outreach and public service. (See Sections 242 and 243 above.)*
- G. The dates and times of review. (See 412 below.)*
- H. The procedures for obtaining outside peer reviews and soliciting internal letters of support/evaluation. (See 243. above and 415.3 below.)*

I. The methods for designating and handling confidential materials. [See 415.2 below.][FH 623.00]

410 PROCEDURES FOR THE CONDUCT OF FORMAL REVIEWS OF FACULTY

The formal review of academic faculty supports the mission and goals of Montana State University-Bozeman and assists faculty in meeting the expectations of the institution. Formal review for retention, tenure and promotion shall be conducted according to the procedures outlined in this section.

Third year, tenure, promotion, and, unless otherwise specified, special reviews are conducted on the following levels: review by department committee, department head, college committee, college dean, University committee, and Provost and Vice President for Academic Affairs. [FH 810.00]

411 MANDATORY CONSIDERATIONS AT ALL LEVELS OF REVIEW

In conducting the review, [promotion and tenure committees of the college and department] shall at a minimum, consider the following:

- A. the University criteria and standards described above,
- B. the previously approved role and scope, criteria and standards document of the college,
- C. the previously approved role and scope, criteria and standards document of the department,
- D. the letter of hire and any subsequent faculty role statements, including any differential staffing/differential assignment, and
- E. in cases of review for promotion and tenure, the written evaluations of external peer

412 RESPONSIBILITIES OF THE COLLEGE DEAN

The dean shall determine, to the best of her or his ability, whether the candidate's preceding reviews were conducted in substantial compliance with the procedures set forth by the department, college and this Handbook. The dean shall also conduct an independent and substantive review of the candidate's dossier and make recommendations regarding retention, tenure, and/or promotion. In cases of non-concurrence with a preceding review, the recommendation shall include a written rationale for non-concurrence.

The college dean is also responsible for:

A. Informing faculty members, committee members, and department heads of the applicable time lines for review.

All candidates required to apply for retention or tenure in a given year shall be notified by the Dean of their eligibility, submission requirements, and review schedule by April 30 of the previous academic year. Submission deadlines will be strictly enforced.

B. Ensuring that the election of faculty representatives to the college and UPT Committees is conducted in a timely manner.

The Dean is responsible to assure each School/Department is represented, and shall establish deadlines for this election.

The Provost and Vice President shall establish the deadlines for the election of the college representative to the University Promotion and Tenure Committee.

C. Providing the college review committee with information and materials essential to their deliberations, according to college and University policies and procedures.

D. Forwarding the candidate's dossier, with her or his recommendations, to the UPT Committee and sending a copy of the written recommendation to the candidate. [FH 816.00]

413 REVIEW BY THE COLLEGE PROMOTION AND TENURE COMMITTEE

Each college shall establish a "college review committee" to consider the dossier submitted by each candidate and formulate its recommendation for retention, tenure, and/or promotion. [FH 815.00]

413.1 Membership and Procedures for Selection

Each college shall establish the policies and procedures by which the membership of the committee shall be established. The college review committee shall be composed only of tenured faculty, at least a majority of whom shall be elected by college faculty. A department head may serve on the committee only if elected by the college faculty. Whenever possible, the committee shall have 25% female and/or minority representation. If that representation is not achieved by election, the dean shall appoint such additional members as may be necessary to achieve that representation.

No faculty member shall serve on the committee during the review of her or his own dossier. No faculty member shall serve on a committee considering a spouse, significant other, or blood relative.

The college dean may be present at committee meetings, at the discretion of the committee, to present data that is essential to the committee's deliberations but shall not be present when the committee votes. [FH 815.00]

The College of Arts and Architecture Promotion and Tenure Committee shall be made up of five (5) tenured faculty. Three are to be elected by the faculty and two are to be appointed by the Dean. Additionally, three alternates shall be selected from the faculty election.

Nominations for membership shall be solicited by the college dean. The names of all nominated faculty shall be placed on the election ballot. College faculty shall vote for six candidates. The three candidates receiving the majority of votes shall be elected as members to the committee. The three candidates receiving the next largest number of votes shall serve as alternate members.

413.2 Responsibilities of the Committee

The committee shall determine, to the best of its ability, whether a candidate's preceding reviews have been conducted in substantial compliance with the procedures set forth by the department, college and [the Faculty] Handbook. The committee also conducts a fair, objective, independent, and substantive review of the candidate's dossiers based on department, college, and University criteria and standards. In cases of non-concurrence with a preceding review, the recommendation shall include a written rationale for non-concurrence.

The college review committee is also responsible for:

A. reviewing, making suggestions for modification, and approving the role and scope, criteria and standards documents of the departments and

B. preparing a written recommendation, with vote tally, concerning the retention, tenure, and/or promotion of each candidate for review. [FH 815.00]

The college committee shall review all materials and may solicit and obtain additional materials it deems necessary to make a thorough and substantive review of the candidate's qualifications. No materials may be added to the dossier without notice to the candidate and the opportunity for the candidate to respond.

413.3 Actions of the Committee

The College review committee:

A. prepares a written recommendation, with vote tally, concerning the retention, tenure, and/or promotion of each candidate and

B. forwards the recommendation to the dean, sending a copy to the candidate. The recommendation becomes a permanent part of the faculty member's personnel files maintained in the dean's office.[FH 815.02]

413.4 Procedures for Electing College Representatives to the University Promotion and Tenure Committee

Nominations for membership shall be solicited by the college dean. The names of all nominated faculty shall be placed on the election ballot. College faculty shall vote for one candidate. The candidate receiving the majority of votes shall be elected as a member to the committee. The candidate receiving the next largest number of votes shall serve as the alternate member.

No faculty member serving on the University Promotion and Tenure Committee can simultaneously serve on either the college or department committees.

SECTION 500

ANNUAL REVIEW

500 PURPOSE OF ANNUAL REVIEW

Annual review assesses the faculty member's performance over the preceding calendar year and is based upon the faculty member's letter of hire, role statements, annual assignments, self-assessment, and the department head's evaluation of the individual's performance. Reviews must be completed by April 10 or the date specified by the Provost and Vice President for Academic Affairs.

501 LETTER OF HIRE/FACULTY ROLE STATEMENT

The letter of hire identifies the instructional or professional practice expectations of the faculty member's appointment. The faculty member and the department head are responsible for developing, and updating as necessary, the Role Statement which identifies the broad responsibilities each faculty member is expected

to perform. Any substantive changes in the expectations and/or the role of the faculty within the department must be approved by the dean, department head, and the Provost and Vice President for Academic Affairs, after negotiation with the faculty member.

Annual reviews evaluate the faculty member's success in meeting expectations identified in the letter of hire and the role statement. [FH 712.00]

Role and scope statements will be reviewed annually and modified when necessary.

510 PROCEDURES FOR CONDUCTING ANNUAL REVIEWS

The following procedures should be used in conducting annual reviews:

A. The faculty member and department head annually review the faculty member's performance relative to the faculty member's role and responsibilities. Evaluations are expected to recognize the requirements and expectations of the position and the proportionate time and resources officially allocated to particular activities.

B. The department head rates the performance of each faculty member and submits the rating card to the college dean using the rating system prescribed by the Salary Review Committee (SRC).

C. The faculty member must sign the card on which the rating is communicated to the SRC. The signature of a faculty member does not indicate concurrence with the rating; rather it signifies that he or she has seen the rating. If the faculty member refuses to sign the card, the card shall be forwarded with the notation that the faculty member refused to sign it.

D. Copies of all annual reviews and the performance ratings of each faculty member shall be maintained in the faculty member's file in the department. These files shall be kept confidential and maintained in conformity with 453.00. [FH 720.00]

510.01 College Procedures

Each faculty member shall develop annual written goals based on the department's role and scope statements. The faculty member's annual goal statements and reviews will describe progress towards satisfying promotion and tenure criteria and standards.

The Dean shall notify department heads of the review schedule. Before the annual written review is forwarded to the College Dean, the Department Head shall submit to the faculty member a copy of the review with completed performance rating. Both the faculty member and department head shall sign and date the review.

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