Appendix BB

CBA Article 7.2

ARTICLE 7

PROMOTION, EVALUATION AND TENURE

7.1 FACULTY EVALUATIONS

The quality of the faculty at Montana State University – Northern should be maintained through a program of continuing faculty evaluation and a supporting program of faculty development. Evaluation of teaching through peer, administrative and student assessment shall be included.

7.2 PROFESSIONAL EVALUATION CRITERIA

Montana State University – Northern seeks to appoint, reappoint, retain, promote and tenure faculty who demonstrate positive contributions to the university within the constraints of the university and scope of the faculty member's responsibilities. The criteria described herein will be used in each evaluation. In each case it shall be the responsibility of the individual to identify his/her positive contributions to the university. Individuals will be evaluated only within the scope of their assignment and in light of resources and opportunities available to them. Since the primary mission of the university is instruction, effective teaching must be positively evaluated in every case. Each candidate for reappointment, promotion or tenure must also demonstrate contributions in either scholarship or service. Each evaluation must include indications of continuing professional activity and development since the previous evaluation.

A. Effective classroom teaching must be a criterion in every personnel evaluation. Effective teaching encompasses both mastery of appropriate bodies of knowledge and communication of that knowledge to students. Demonstration of effective classroom teaching may be by such means as peer evaluations and student evaluations, but is not limited to these means.

   It is the responsibility of the person evaluated to determine the most appropriate means of documenting effective classroom teaching. It is recognized that quality teaching and ongoing professional development are interdependent. Indications of professional activities and development since the previous evaluation must be included in each evaluation. Professional activities and development include but are not limited to active involvement in professional organizations,

involvement with industry, attendance at professional conferences or seminars, development and revision of courses and course materials, continued formal education, independent reading, etc.

B. Scholarly development and contribution may be a criterion in personnel evaluation. Scholarly activity shall be evaluated both as an indicator of professional development and in terms of its contribution to the world of scholarship, or that of art, or that of practical utility. Scholarly development and contributions may be demonstrated by presentations, publications or other evidence of research; by artistic performance or exhibit; by such evidence as patents; or by other means appropriate to the discipline of the person undergoing evaluation.

C. Contributions to the growth and development of the university and to the public in terms of the university's mission of public service may be a criterion in personnel evaluation. Demonstration of contributions to the growth and development of the university and to the public in terms of the university's mission may include but is not limited to contributions to instructional programs, student advising, service on university committees, co-curricular and extracurricular programs. It is the responsibility of the individual being evaluated to demonstrate the appropriateness of contributions and how they relate to the mission and role of the university.

7.3 EVALUATION PROCEDURES

The responsibility for submitting an application for promotion, tenure or continuation of probationary appointment rests with the applicant. Any faculty member seeking promotion, tenure, or continuation of probationary appointment must file an application with its supporting documentation in the office of the Provost by December 1. Documentation must address the applicant's accomplishments in the areas of the professional evaluation criteria described in Section 7.2.

The Provost shall, by December 6, forward the application to the faculty evaluation committee of the college in which the applicant holds an appointment. The faculty evaluation committee shall include all tenured members of the college; in the absence of at least three tenured members, additional members will be chosen from the tenured faculty of the university by the college faculty in consultation with the college chair. To consider an application for promotion, the committee must include at least one member of equal or greater rank than that applied for; in the absence of a qualified college member, the faculty evaluation committee, in consultation with the college chair, will select a qualified member of the university community.