

**Tenure and Promotion Procedures
Great Falls College MSU
Revised March 2015**

Tenure and Promotion Committee Membership

As outlined in the Tenure and Promotion Committee Policy, the Committee represents all Divisions equally. Therefore, the Tenure and Promotion Committee shall consist of the following members:

- two (2) faculty members from the Health Sciences Division;
- two (2) faculty members from the Business, Trades, and Technology Division;
- two (2) faculty members from the Dev. Ed & Transfer Division;
- one (1) the Associate Dean/CAO or appointee;
- one (1) the Director of Human Resources, ex officio.-Non-voting executive

Faculty members must be tenured and shall be elected by the appropriate division for a four (4) year term. Divisions will stagger terms so that one representative is elected every two (2) years. No faculty member may participate in Committee decisions regarding his or her promotion. The Committee will elect a Chair to serve a one-year term. The Chair can serve for no more than a maximum of two consecutive terms. If a Committee member is gone for an extended period of time the appropriate division will elect a temporary replacement.

Voting

After the Committee discusses the submitted portfolios and discusses other relevant information, Committee members will vote on tenure and/or promotion by use of a confidential ballot with each voting member, including the Chair, having one vote. A quorum consists of at least five (5) members. No business may be conducted unless a quorum is present. A simple majority of the quorum is required for approval, and in the case of a tie vote, the tie vote is considered a negative vote.

At least two members of the Committee must count the ballots. All ballots and supporting documents will be retained by the Administrative Associate of the CAO until the CEO/Dean renders a final decision. At that time, the documents will be shredded.

For candidates who are being considered for tenure and promotion during the same year, the Committee will vote on tenure first and then consider promotion only if the tenure vote is positive.

Confidentiality

All information associated with the tenure and promotion review (i.e., materials submitted by the candidate or others for review, or generated by the review process) must be regarded as strictly confidential by any and all persons involved in reviews at any stage and in any capacity. However, within these guidelines of confidentiality, the overall tenure and promotion process

should allow for feedback to each candidate at appropriate times and through appropriate channels to ensure that misunderstandings, misconceptions, and disagreements be confronted at the level at which they occur. The Committee Chair will handle those communications.

Members of the tenure and promotion committee participate with the understanding that all matters related to their deliberations remain confidential. In addition, candidates under review are discouraged from approaching committee members at any time concerning the disposition of their review and will understand that inquiries of this type are deemed entirely inappropriate. Confidentiality of the tenure and promotion process is to be respected forever, not just during that particular year of review. Any exceptions to the requirement of confidentiality can only be authorized by the Office of Legal Counsel.

All members of the Committee will be required to sign and abide by a written Confidentiality Agreement annually.

Timelines for Tenure

No Later than May 1 – Notification of Candidacy for Tenure

Each candidate that qualifies for consideration of tenure will be notified by the Associate Dean/CAO. The Committee Chair will receive notification of the candidate's service-time qualifications from the Executive Director of Human Resources.

September 20 – Candidate Portfolio Due

Each candidate for tenure will submit an electronic portfolio to the Tenure and Promotion Committee Chair. Portfolios may be submitted no earlier than the last contract day of the preceding academic year and no later than September 20.

November 15 – Committee Recommendations to the CEO/Dean

The Committee will reach a decision and the Chair will notify the candidate in writing of its recommendation for tenure. The Chair of the Committee will not report an exact vote count. The Chair will then forward the portfolio with an executive summary of recommendations to the CEO/Dean. The Committee will not provide explanation for a negative *tenure* recommendation.

January 15– CEO/Dean's Official Notification

For tenure applications, the CEO/Dean will notify the candidate, with copies to the Committee Chair and the Associate Dean/CAO, of his/her recommendation. The CEO/Dean will forward tenure recommendations for approval by the Regents through their established processes so that the tenure becomes effective the following academic year.

Applying for Tenure

Per the Collective Bargaining Agreement, (Article 9, section 9.1), tenure-track faculty must apply for tenure by September 20th in their fifth year of employment. If application for tenure is not made, employment will be terminated at the end of the fifth year.

If the application for tenure is denied, the faculty member will be offered a one-year non-renewable contract for the following academic year.

A faculty member may make a one-time request of the Dean for a one-year extension of the tenure deadline due to extenuating circumstances.

Faculty members applying for tenure at Great Falls College MSU must submit an electronic portfolio to document performance evaluations and their positive contributions to the College. The members of the Tenure and Promotion Committee and the CEO/Dean rely primarily on the documentation supplied in the portfolio to determine whether the candidates' contributions have been noteworthy enough to warrant permanent status to the faculty via tenure. The Committee has the purview to consider additional relevant information before making a final decision.

The electronic portfolio should be focused and concise and contain only the information requested. Please refer to the Portfolio guidelines for content and organization of the tenure portfolio.

Promotion Defined

It is the individual faculty member's responsibility to track progress toward promotion. Notification of progress to promotion will not be provided by Administration.

The current Collective Bargaining Agreement, (Article 10 – Section 10.1,I,J), defines the threshold criteria for promotion.

Timelines for Promotion

February 15 – Candidate Promotion Portfolios Due. Each candidate for promotion will submit an electronic portfolio to the Tenure and Promotion Chair. All professional development included in the portfolio must have been approved and completed prior to submission of the application.

March 15 – Committee Recommendations to the CEO/Dean

The Committee will reach a decision and the Chair will notify the candidate in writing of its recommendation for promotion. The Chair of the Committee will not report an exact vote count. The Chair will then forward the portfolio with an executive summary of recommendations to the CEO/Dean. In the event of a negative promotion recommendation, the candidate may request a meeting with the Tenure and Promotion Committee to discuss reasons for the negative promotion recommendation.

April 1 - Candidate Appeal Process

The candidate will have until April 1 to respond to the Chair in the event of a negative promotion recommendation and request a meeting with the entire Committee to discuss the decision.

April 15 – CEO/Dean’s Official Notification

For promotion applications, the CEO/Dean will notify the candidate, with copies to the Committee Chair and the Associate Dean/CAO, of his/her decision. The candidate will have ten working days to respond in writing to the CEO/Dean in the event of a negative promotion decision.

Application for Promotion

The Professional Development Plan is an individualized document outlining opportunities for Professional Development selected by an individual faculty member to be used to meet threshold requirements for promotion. Professional Development Plans should be reviewed by the Division Chair and then approved by the Tenure and Promotion Committee and the Academic Dean/CAO. All approved professional development must be completed before the application for promotion is submitted. There is no guarantee of approval of Professional Development activities if those activities have been completed prior to filing said plan with the Committee.

Promotion with degree attainment is the preferred advancement path. Promotion with a degree in an appropriate "education" field of study will be considered.

Promotion with professional development hours without degree attainment may be considered when possible degree options have been exhausted.

Process:

- Approved professional development credits/hours for promotion will only be counted from date of hire or date of last promotion, whichever is later.
- Professional Development Plan should be reviewed/discussed with the Division Chair.
- The faculty member submits the Professional Development Plan to the Chair of the Tenure and Promotion Committee.
- Professional Development Plans are reviewed and approved/denied by and filed with the Tenure and Promotion Committee.
- Once the committee has approved the Professional Development Plan, it will be reviewed and signed by the Associate Dean/CAO. A signed copy will be returned to the faculty member.

Contents of Portfolio for Promotion:

The electronic portfolio should be focused and concise and contain only the information requested. Please refer to the Portfolio guidelines for content and organization of the electronic promotion portfolio.