



**SUBJECT:** Academic Affairs

**PROCEDURE:** 203.1.1 Faculty Tenure and Promotion

**EFFECTIVE:** March 2006

**REVISED:** April 2024

**REVIEWED:**

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### **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 science division;
- one (1) faculty member from the career and technical education division;
- two (2) faculty members from the general studies division;
- the human resource manager (non-voting member)

Faculty members must be tenured and shall be elected by the appropriate division for a four-year term. Divisions will stagger terms so that at least one representative is elected every two-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. In extenuating circumstances where no committee member is able to assume responsibilities as chair, the current chair may serve a third term. A vice-chair may be selected by the committee to help that person prepare to assume the duties of chair during the following year.

If a committee member is gone for an extended period of time, the appropriate division will elect a temporary replacement. If a division does not have a current tenured faculty member willing or able to serve on the committee, a tenured representative from a different division may serve as the division representative after a vote by full-time faculty from the unrepresented division.

### **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 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 until the CEO/Dean renders a final decision. At that time, the documents will be shredded.

In circumstances requiring an electronic vote, technology as approved by the committee will be used. Two committee members will certify the results of the vote. Final results will be retained by the administrative associate until the CEO/Dean renders a final decision. At that time, results will be deleted.

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 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 should not approach committee members at any time concerning the disposition of their review. 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 MSU 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 who qualifies for consideration of tenure will be notified by the academic affairs coordinator. The committee chair will receive notification of the candidate's service-time qualifications from the human resources manager.

#### ***September 20*** – Candidate Portfolio Due

Each candidate for tenure will provide each member of the tenure and promotion committee and the CEO/Dean access to an electronic portfolio. 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 the committee's 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 a copy to the committee chair, of his/her recommendation. The CEO/Dean will forward tenure recommendations for approval by the Montana Board of 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 CEO/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.

### **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 the 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 provide each member of the tenure and promotion committee and the CEO/Dean access to an electronic portfolio. Faculty may submit an application for promotion during the year in which they meet the eligibility criteria.

**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 a copy to the committee chair, 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 and approved by the division director and then submitted by the faculty member to the tenure and promotion committee for review. There is no guarantee of approval of professional development activities if those activities have been completed prior to filing said plan with the committee.

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 plans are discussed with and reviewed/approved by the division director. If the division director has concerns regarding activities included in the professional development plan, the division director should consult with the tenure and promotion committee chair.
- The faculty member submits the professional development plan to the chair of the tenure and promotion committee. The plans must be submitted by September 20 for consideration during the fall meeting, or by February 15 for consideration at the spring meeting.
- Professional development plans are reviewed by the tenure and promotion committee. If the committee has concerns regarding activities included in the professional development plan, the committee chair will contact the faculty member and division director.
- After reviewing the professional development plan, the committee will return a signed copy to the faculty member. It is the faculty member's responsibility to retain the original document and include an electronic version in their electronic portfolio.
- To facilitate the committee's review of promotion portfolios, faculty members should aggregate all completed professional development activities for the period under review using the professional development tracking sheet located within the electronic portfolio template.

#### **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.