

THE UNIVERSITY OF MONTANA-WESTERN  
EDUCATION DEPARTMENT  
UNIT STANDARDS FOR TENURE AND PROMOTION

Promotion and tenure procedures are outlined in the Collective Bargaining Agreement, Section 9.000, Tenure, Promotion, Merit, Evaluation and Unit Standards

**Unit Standards for Faculty Evaluation**

Unit standards and procedures are intended to be in addition to and consistent with those provided in the current Collective Bargaining Agreement, and, in the event of any omissions or inconsistencies, the terms of the Collective Bargaining Agreement shall prevail. Unit standards for the Education Department are as follows:

**Terminal Degree Requirement**

Ed.D. or Ph.D. in Education specialty, or master's degree with exceptional expertise and contemporary professional experiences in school settings at levels that they supervise.

**Minimum Requirements**

Anyone filling a full time position in the Education Department is expected to fulfill the minimum requirements of Academic Responsibility as stated in the Collective Bargaining Agreement Section 3.600.

**Promotion**

Subheadings under three criteria list possible areas of achievement. Subheadings under these criteria allow for flexibility within areas and are to be used as a menu of possible areas on which to evaluate achievement. They were developed to account for differences among individuals in achieving excellence as teachers, scholars, and active members in the communities individuals serve. The numbered subheadings are minimum requirements for promotion to Associate Professor. Those seeking promotion and/or tenure will provide documentation in the form of a portfolio in which meeting of criteria are demonstrated and explained for the Tenure and Promotion Committee.

**Promotion to Associate Professor**

Minimum requirements for promotion to Associate Professor are numbered under each criterion. Faculty must demonstrate strength in at least three bulleted subheadings under each criterion for promotion to Associate Professor. Promotion to Associate Professor also requires input from the Dean of Education, Business and Technology.

## Promotion to Professor

Promotion to Professor requires evidence of continued growth in each of the criteria. Promotion to Professor also requires input from the Dean of Education, Business and Technology.

## Tenure

Tenure requires meeting minimum requirements in each criterion and documentation of strength in at least three bulleted subheadings under each criterion since the completion of the terminal degree.

### Criterion 1, Teaching

Evidence of successful collaborations with colleagues, public school teachers, or students in classes taught (such as presentations, course development and implementation, classroom teaching, or community development projects):

- Demonstrations of teaching excellence (e.g. letters from students, peers, public school teachers, ~~or~~ teaching awards,) excellent student, peer, and/or supervisory evaluations.

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- New course development or program(s) of study
- Supervision of field-based teaching (student teachers and tutors, for instance)
- Provide technical/professional assistance to schools or programs.
- Engage in extension teaching or summer teaching.
- Coordinate programs such as Methods Blocks or Reading Tutorials.
- Other professional experiences

### Criterion 2, Scholarship

Evidence of research, writing, composing, performing, or other related professional activities:

- Presentations at state, national, and international conferences.
- Contributions to campus intellectual life.
- Membership and leadership in professional organizations. Attendance at state, regional, national, and international conferences.
- Publications in peer reviewed and non peer reviewed journals.
- Reviewer of books, articles, or national conference presentation proposals.
- Obtaining extramural funding to support research and/or enhance educational programs.
- Serve on an editorial board of a national journal.
- Contribute in whole or in part to a book.

- Give invited presentations or serve as program chair for state or national conferences.
- Engage in research.
- Other professional experiences

### **Criterion 3, Professional Service**

- Service on campus committees.
- Providing quality student advising.
- Serve on state or national professional organizations, task forces, review and advisory boards.
- Serve on campus recruitment activities.
- Supporting campus and community service and service-learning projects.
- Faculty association work.
- Service to schools and programs.
- Contributing to accreditation processes.
- Serve as a consultant at state, regional and national levels.
- Serve as faculty advisor for student groups, clubs, and/or organizations.
- Serve as chair of campus committees and/or programs.
- Engage in Montana University system committee membership.
- Other professional experiences

### **Post-tenure Review**

Post-tenure review procedures are outlined in the Collective Bargaining Agreement, Section 9.300.