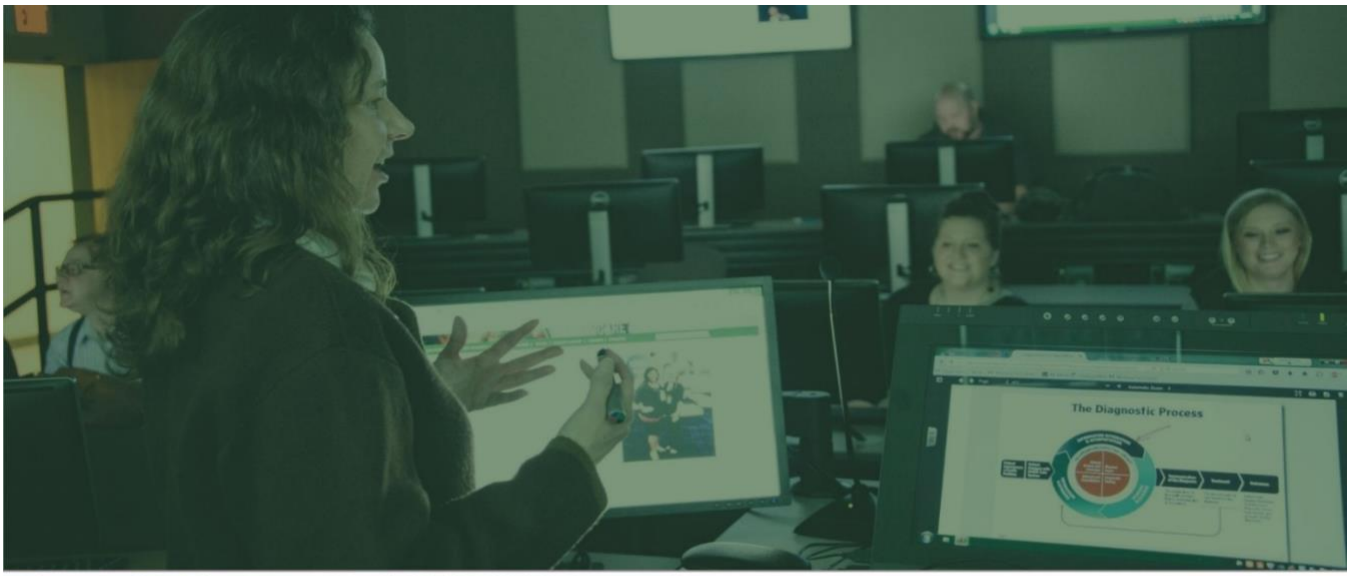

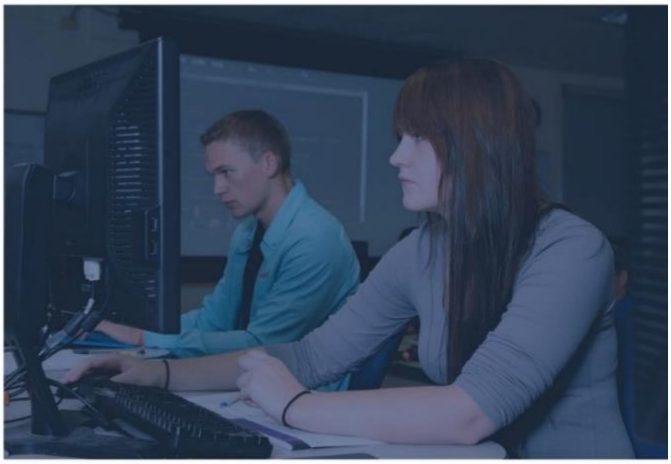

FACULTY/STAFF HANDBOOK 2025

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MONTANA TECH

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PREAMBLE

The Faculty Staff Handbook as a document is applicable to all Montana Tech employees, however certain sections may or may not apply. If an employee is under a Collective Bargaining Agreement (CBA), the CBA takes precedence if there is a conflict. Further, while the document is fairly comprehensive, it is not designed to be standalone. References to other documents, such as BOR policies, Montana Tech Policies, and the Catalogue will be referenced as applicable. *(Revision Date: 2/2023)*

SECTION I: ORGANIZATION AND ADMINISTRATION

100 MONTANA UNIVERSITY SYSTEM

The following units comprise the Montana University System:

- Montana State University-Bozeman
- Montana State University-Billings
- Montana State University-Northern
- The University of Montana-Missoula
- Montana Technological University (Montana Tech)
- The University of Montana -Western
- City College at MSU Billings
- Highlands College of Montana Technological University
- Great Falls College MSU
- Helena College UM
- Missoula College UM
- Gallatin College MSU
- Bitterroot College UM
- Dawson Community College
- Flathead Valley Community College
- Miles Community College

101 BOARD OF REGENTS (BOR)

The governance and control of the Montana University System is vested in a Board of Regents (BOR) of Higher Education, which shall have full power, responsibility, and authority to supervise, coordinate, manage, and control the Montana University System and shall supervise and coordinate other public educational institutions as assigned by

law. The Board consists of seven members appointed by the Governor and confirmed by the Senate. Each member is appointed for staggered terms of seven years. If a member does not serve his/her full term, the vacancy is filled for the remainder of the unexpired term. One of the members shall be a student appointed by the Governor who is registered full- time at a unit of education under jurisdiction of the Board. The length of the term of the student member shall not be less than one year and not more than four years. BOR. The BOR Policy Handbook is available online here.

102 COMMISSIONER OF HIGHER EDUCATION (BOR POLICY 204.3)

The Commissioner of Higher Education shall be the chief executive officer of the Montana University System. The Commissioner of Higher Education reports to the Board of Regents (BOR). The duties of the Commissioner shall be in accordance with BOR. Policy 204.3.

103 PRESIDENTS: DUTIES & RESPONSIBILITIES

The President of a unit of the Montana University System is the chief executive officer at that unit and is vested with the responsibility of administering Board policies under the supervision and control of the Commissioner of Higher Education.

Each President is under the direction of and is responsible to the Commissioner of Higher Education. Presidents are appointed by the Board of Regents upon the advice and recommendation of the Commissioner.

104 CHANCELLORS: DUTIES & RESPONSIBILITIES (BOR POLICY 205.2.1)

The Chancellor is the CEO responsible for the management of a four-year campus affiliated with a university. The Chancellor shall provide leadership and coordination for all campus activities, including academic, fiscal, and student affairs.

Each Chancellor is under the direction of and is responsible to the President of the affiliated university. Chancellors are appointed by the Board of Regents upon the advice and recommendation of the appropriate university president and the Commissioner.

105 COLLEGE ADMINISTRATION: SUCCESSION

105.1 Chancellor

The Chancellor is the chief executive officer of the Institution and of the Montana Bureau of Mines and Geology, a department of Montana Tech. The Chancellor reports to the President of the University of Montana for the internal administration of the Institution. Subject to the supervision of the President, the Chancellor shall (1) have the immediate direction, management, and control of the respective units, including instruction, practical affairs, and scientific investigation; (2) be the chief administrative officer of the general faculty and of the special faculties of the departments or colleges and the executive head

of the unit in all its departments; and (3) have the duties of one of the professorships as long as the interests of the unit requires it.

105.2 Provost/Executive Vice Chancellor for Academic Affairs

The Provost and Executive Vice Chancellor for Academic Affairs (Provost/EVCAA) serves as the Chief Academic Officer for Montana Tech. The Provost/EVCAA reports directly to the Chancellor and acts in the capacity of Chief Executive Officer of the institution in the absence of the Chancellor. The Provost/EVCAA duties include (but are not limited to): academic leadership, institutional integrity, accreditation (both regional and degree-specific), curriculum, campus representative to external constituencies, management of the campus degree portfolio, staffing, and faculty development/personnel. The Provost/EVCAA works with the Chancellor, Vice Chancellors, Deans, faculty and staff to carry out the mission of Montana Tech. Reports to the Chancellor.

105.3 Vice Chancellor for Administration & Finance

The Vice Chancellor of Administration and Finance is responsible for the areas of budgeting, payroll, personnel, purchasing and accounts payable. This includes supervision, program development, problem resolution and policy development and oversight. Other areas of responsibility and supervision include the business office, the mail and copy center, the bookstore, environmental health and safety, network technology, information services and other computer related functions. Reports to the Chancellor.

105.4 Vice Chancellor for Research and Dean of the Graduate School

The Vice Chancellor of Research and Dean of the Graduate School sets a climate that enables excellence and growth in research and creative scholarship and serves as the academic officer for graduate education. The Vice Chancellor for Research oversees research grants, contracts, and finances as well as the university conflict of interest policies. The Vice Chancellor also oversees institution-level Centers of Excellence, including the Center for Advanced Materials Processing (CAMP). Reports to the Chancellor.

105.5 Vice Provost for Student Success and Dean of Students

The Vice Chancellor and Dean of Students is responsible for counseling (personal, academic and career), testing, foreign student advisement, student health insurance/health center and day care. The Vice Chancellor and Dean of Students also supervises the areas of Career Services, Enrollment Management, Residence Life, Student Union and Activities, Reports to the Chancellor.

105.6 Succession in Absence of Chancellor

In order to ensure that administrative authority and responsibility are properly allocated in the absence of the Chancellor from campus, the following order of succession normally applies: Provost/EVCAA then the Vice Chancellor for Administration and Finance.

106 MONTANA BUREAU OF MINES & GEOLOGY (MBMG)

According to State Statutes 20-25-211, -212, and -301, MCA, a department designated as "the Montana Bureau of Mines and Geology, which shall be under the direction of the Regents, is established at the College."

The Bureau of Mines and Geology shall:

1. Compile and publish statistics relative to Montana geology, mining, milling and metallurgy;
2. Collect:
   - typical geological and mineral specimens;
   - sample of products;
   - photographs, models and drawing of appliances used in the mines, mills and smelters of Montana;
   - a library and bibliography of literature relative to the progress of geology, mining, milling and smelting in Montana;
3. Study the geological formations of Montana, with special reference to their economic mineral resources and groundwater;
4. Examine the topography and physical features of Montana relative to their bearing upon the occupation of the people;
5. Study the mining, milling and smelting in Montana relative to their improvement;
6. Publish bulletins and reports of a general and detailed description of the natural resources, geology, mines, mills and reduction plants of Montana;
7. Make qualitative examinations of rocks and mineral samples;
8. Consider scientific and economic problems the Regents deem valuable to the people of Montana;
9. Communicate special information of Montana geology, mining and metallurgy;

   Cooperate with:

   - departments of the Montana University System;

- the State Mine Inspector;
- departments of the State;
- the United States Geological Survey;
- the United States Bureau of Mines;

10. Make examinations of state land regarding its geological and mineral value at the request of the Department of Natural Resources and Conservation and Investments. These services are limited to the time available for such work after all other duties of the Bureau of Mines and Geology are served. Written reports shall be furnished. Travel, food, lodging and incidental expenses incurred by the examiner shall be paid by the agency requesting the examination upon presentation of claims in the ordinary form.
11. Deposit all material collected in the state museums or at Montana Tech after completed use by the Bureau of Mines and Geology;
12. Distribute duplicates of representative material to the units of the Montana University System to their best educational advantage; and
13. Print regular and special reports, with illustrations and maps, and distribute them on direction of the Board of Regents.

107 CAMPUS COMMITTEES, COUNCILS, AND BOARDS

Governance and decision-making are assisted by a variety of campus committees, councils, and boards. These committees, councils, boards and their membership are approved by the Chancellor.

A copy of the Committee Roster is available from the Provost/EVCAA Office and available online at Committee Roster. A list of campus committees and their descriptions are attached as Appendix A to the Handbook.

SECTION II: FACULTY ORGANIZATION AND PROCEDURE

200 THE FACULTY

For the purposes of this handbook, only as specifically delineated, the faculty shall consist of anyone having teaching responsibilities or who carries faculty rank.

200.1 Policy Boards

The Academic Policy Board shall consist of all full-time faculty whether teaching or research. The Academic Policy Board shall meet at the call of the Provost/EVCAA and/or the Faculty Senate.

201 ACADEMIC FREEDOM (BOR POLICY 302)

The portion of the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors set out below is endorsed by the Board of Regents (BOR) of Higher Education. That statement was revised by the governing bodies of the American Association of University Professors and the Association of American Colleges in November 1989 and January 1990, in order to remove gender-specific references from the original text. Those revisions have been incorporated into the statement.

"Academic Freedom"

a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the Institution.

b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the Institution should be clearly stated in writing at the time of the appointment.

c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

The Regents place particular emphasis on paragraphs (b) and (c) of the above statement relating to the responsibilities as well as the privileges which members of the profession and professional organizations associate with this important concept of American life.

202 FACULTY CODE OF CONDUCT

The Institution is devoted to the pursuit of learning in the broadest sense. Its public responsibilities include the transmission of learning, the creation of knowledge, and the performance of services in related endeavors. Traditionally, colleges have served not only as transmitters of learning and repositories of knowledge, but also as institutions for the development of that innovation and criticism without which civilization cannot progress. In the fulfillment of these traditional obligations, the Institution and its members are

occasionally put in a position of apparent conflict among themselves and society. It is sometimes inevitable that new knowledge should find itself at odds with the old. Experimentation with new ideas and criticism of society is the inevitable and desirable result of a properly functioning institution.

These conflicts between the Institution and the community, and within the Institution itself, must not be allowed to interfere with the effective operation of the Institution. It is essential that the membership of the Institution be guaranteed freedom of expression, inquiry, association, criticism, and dissent without fear of reprisal, bodily harm, or physical disorder. The responsibility of maintaining academic freedom is shared by the Institution and through the persons of its students, its faculty, its administrators and its Regents and by society.

The members of the college community reaffirm that they have all the ordinary rights and obligations of citizens, and that they enjoy no special privilege to immunity as members of the community at large. The Institution is governed by regulations designed to safeguard its functions, and membership in the academic community entails a special obligation to support the Institution's general purpose.

The faculty of the Institution recognizes that the possession of academic freedom imposes upon its members a special obligation to exercise that freedom through the practice of open and honest intellectual inquiry and expression.

To assure the maintenance of conditions under which the Institution may successfully operate, we subscribe to the following Faculty Code of Conduct:

a. Members of the college faculty, whatever their rank and assigned duties, are expected to nurture, protect, and exercise academic freedom.
b. The privilege of the classroom must not be abused through neglect, exploitation or intellectual dishonesty.
c. As a teacher, the faculty member must adhere to his/her proper role as intellectual guide and counselor, and respect the confidential nature of the relationship between professor and student.
d. The use or threat of physical violence by faculty members constitutes behavior inconsistent with the integrity and continuity of the Institution.
e. Acts of discrimination for reasons of age, race, sex, religion, economic status, or national or tribal origin are considered unsuitable behavior.
f. Implementation of these principles shall be conducted by members of the Faculty Service Committee (as defined by Board of Regents) augmented with a representative from the Faculty Senate.

g. Faculty members shall not participate in ASMT elections or campaigns in any way that overtly favors any particular candidate or issue. This restriction applies only to scheduled class times or any other times in which the faculty member is acting in an official capacity.

In addition to this code, the faculty has a responsibility to interact with their peers in a congenial manner. In its statement on professional ethics, the AAUP addresses the collegial responsibility of faculty.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

The faculty of Montana Tech endorses this AAUP statement. All state employees are also subject to the Standards of Conduct for State Employees. (MCA 2-2-201).

203 RECRUITING & SELECTING NEW FACULTY

203.1 Recruiting and Selecting Full-Time Faculty

Each opening, resulting from either a resignation, creation of a new position, or change from non-tenure track to tenure track, is an opportunity for the Institution to enhance its stature or broaden its educational resources in concert with its traditional and changing roles in both teaching and research. In choosing a permanent faculty member, a thorough search, as outlined below, shall be conducted. The Department Head and faculty of the department where the new faculty member will reside shall have primary responsibility for the search. The Department Head shall consult with the Dean or MBMG Director to establish the Search Committee.

a. In recruiting faculty, it is the primary responsibility of the Department Head and the faculty of the department where the new faculty member will reside to describe the academic and professional qualifications of the position to be filled. Although the ultimate responsibility for the position lies with the Chancellor, this description shall be the product of an informative and participative dialogue among the relevant instructional or research faculty, Dean, and Provost/EVCAA or MBMG Director.

b. The formal Search Committee selects final candidates from which the position shall be filled. The Search Committee shall normally consist of three faculty members representing the academic department and one faculty member from

outside the department. Student involvement is encouraged and may include a student member appointed by the Department Head to the Search Committee. The Department Head may serve on the committee as one of the department members or serve as chair of the committee.

c. A terminal degree shall be the normal minimal requirement for faculty rank above instructor at Montana Tech. Exceptions to this, including either additional or lesser requirements, shall be determined by the departmental standards of the department affected in consultation with the Department Head, Dean and Provost/EVCAA or MBMG Director.

d. The Department Head, Dean, Provost/EVCAA or MBMG Director shall assist the Search Committee in filling out required paperwork, providing salary guidelines, recommending advertisements in appropriate journals, interviewing candidates, and insuring compliance with the Institution's responsibilities for AA/EEO and proper search and selection procedures. (See Section III of this Handbook.)

e. The chair of the Search Committee is responsible for ensuring that everyone on the committee has received training on the search procedures that comply with the EEO/AA requirements and campus policies.

f. The Search Committee is responsible for screening applicants, contacting references, interviewing candidates, and selecting final candidates for the position. The committee may, if it wishes, prioritize the finalists and recommend a top candidate to the Department Head, Dean and Provost/EVCAA or MBMG Director. The Chancellor, in conjunction with the Provost/EVCAA or MBMG Director, Department Head and Dean, approves the formal written offer. The verbal offer can be made by the Search Chair, the Department Head, the Dean, Vice Chancellor or the Chancellor. Human Resources should be informed when an offer has been accepted by completing a Personnel Action Form (PAF).

g. The Human Resources Office will notify all unsuccessful candidates when the position has been filled. All search materials such as interview notes, reference checks and the search memo shall be transferred to the Human Resources Office within ten days upon completion of the search.

h. The appointing authority, or as delegated by the Provost/EVCAA or MBMG Director, informs all final candidates of their rights as a prospective faculty member and negotiates specific contract terms such as credit toward promotion and tenure, faculty rank, and salary in accord with the Personnel Requisition and Authorization (PRA). During the pre-employment interview with the prospective faculty member, the Provost/EVCAA or MBMG Director shall discuss tenure and promotion procedures and criteria.

i. In cases where it is not possible to employ a qualified person with terminal degree (or other appropriate certification), a person with a Master's degree may be hired. If hired, the contract must spell out the specific terms under which the person is expected to earn a terminal degree or other appropriate certification.

j. After selection and hiring, the probationary faculty member shall be made aware of the location of the Faculty/Staff Handbook on the Tech website. A contract letter explaining any time given toward tenure or promotion, and stating any other special criteria mutually agreed upon will be provided to the probationary faculty member. After arrival on campus, the new faculty member shall meet with the Provost/EVCAA or MBMG Director to again review the tenure and promotion process.

k. The Provost/EVCAA or MBMG Director shall establish and maintain an orientation process for new faculty and ensure that new faculty participate in said program.

l. The Chancellor is the ultimate appointing authority for all positions at Montana Tech.

203.2 Recruiting and Selecting Part-Time Faculty

In recruiting and selecting part-time faculty, it is the primary responsibility of the Department Head, in consultation with the faculty of the department where the part-time faculty member shall teach, to describe the academic and professional qualifications of the position to be filled. Adjunct faculty shall complete the application process including criminal background checks and credential verification. Criminal background checks and credential verification will be completed.

After selection and hiring, the probationary faculty member shall be directed to where a copy of the Faculty/Staff Handbook is located on Montana Tech's website.

204 FACULTY RECORDS

A central file of faculty records, excluding part-time faculty and annual evaluations, shall be maintained under the control of the Human Resources Office. These records consist of documents associated with the original appointments and subsequent service at the Institution and are maintained under appropriate security procedures. Annual evaluations shall be kept in the Deans' offices. All employment records are available for inspection by the faculty or professional staff member. However, an appointment must be made in advance for an individual to review his/her personnel file.

205 EVALUATION, TENURE, PROMOTION AND MERIT – NORTH CAMPUS FACULTY

Unless a faculty member is covered by a collective bargaining agreement which covers tenure and promotion, this section applies. Staff of the MBMG are not covered by this section.

Representation on the Committee

The campus Collegiate Evaluation Committee, comprised of two full-time, tenured, full professors and representative of each college of the Institution (two representatives from the School of Mines and Engineering and two from the College of Letters, Sciences and Professional Studies) will be established each academic year. Each academic Dean will arrange for the election of a representative from his/her school/college, no later than November 1 and report the name of the representative to the Provost/EVCAA. In addition, each faculty member being evaluated may select a faculty representative as a voting member of this committee. (This person need NOT be a full professor). Representation of the one additional member, therefore, may differ with each case being evaluated.

Deans, Department Chairs and members of the Academic Freedom and Tenure Committee or of the Grievance Committee, who might hear promotion and tenure appeals or grievance cases, are not eligible for this service.

On or before Nov 15, the Provost/EVCAA will call the first meeting (only) for the Committee to elect its chair.

Task of the Committee

Following the review of the portfolio of the person seeking promotion or tenure (or both) by that individual's department and school/college, including its Dean, the Collegiate Evaluation Committee will examine individual portfolios and will meet to discuss the materials. Those being evaluated will not be present, but the committee may choose to solicit further information or clarification of information from the individual or his/her colleagues. Ultimately, the committee will write a positive, negative or qualified recommendation to accompany each portfolio under consideration; that packet will then be carried to the Provost/EVCAA for consideration and for the continuation of the evaluation process.

This Committee will not rank or prioritize portfolios being reviewed.

Each faculty member seeking promotion or tenure will be apprised within five days of positive or negative recommendations at each step of this process (i.e., evaluation reports by the Department Head, Dean, Evaluation Committee, Provost/EVCAA). Documents may not be removed from the portfolio at any time. A record of any modifications,

including the date upon which they were made will be kept as a preface document to the portfolio. The individual with the control of the portfolio has responsibility for enforcing this provision. The faculty member may modify and strengthen the application portfolio or abandon the process at any intermediate step. A negative recommendation from the Provost/EVCAA may be appealed to the Academic Freedom and Tenure Committee.

205.1 Faculty Tenure (BOR Policy 706.1)

A tenurable appointment is an appointment to a teaching, research, or other faculty position that may lead to a tenured status as provided for in this section. Tenurable appointments shall be made at the rank of instructor, assistant professor, associate professor, or professor. The tenurable appointment is that of probationary status. The appointee remains in probationary status until the appointment is terminated or tenured status is awarded. Tenurable appointees who are not included in a certified bargaining unit shall be provided with a written agreement specifying rank, salary, academic unit in which the tenurable appointment is made, and other terms and conditions of employment at the time of appointment and reappointment. The campus will normally notify tenurable faculty members of the terms and conditions of their renewals for the coming academic year by May 1 in non-legislative years, or within 60 days after the appropriation bill is signed by the Governor in years the legislature meets.

Unless an individual contract expressly provides to the contrary, the contract term for all tenurable appointees shall be the academic year. Regardless of the term of any individual contact, no such person has, or shall acquire, a right to reappointment for a term in excess of the academic year.

205.1.1 Probationary Appointments

The total time period of full-time service prior to the acquisition of continuous tenure shall normally not exceed seven academic years, which may include up to three years of full-time service in tenurable ranks at accredited, United States four-year institutions of higher education. Up to three years of credit for service at foreign four-year institutions of higher education at the rank of instructor or higher may be granted toward acquiring continuous tenure status by agreement among the faculty member, the academic unit chairperson, the Dean, and the Chancellor. Probationary credit for prior service must be agreed to in writing between the faculty member and the Chancellor prior to the initial appointment at the Institution. The campus shall require four academic years of full-time service at the campus before making an award of continuous tenure. Time spent on authorized leave of absence from the campus will not count as probationary period service, unless the faculty member and the President or Chancellor of the campus agree to the contrary, in writing, at the time leave is granted.

205.1.2 **Reappointment & Non-Reappointment of Probationary Personnel**

A tenurable appointee with probationary status (hereinafter referred to as a probationary appointee) has the right to serve the specified term of the appointment and may not be discharged without cause during that term.

Reappointment of probationary appointees shall be at the discretion of the employer. Written notice of non-renewal of a probationary appointee shall be mailed or given by the President or Chancellor or his designee by March 1 of the first year of service, by December 15 of the second year of service, and by June 30 prior to the final year of appointment in the third or later years of service.

Failure to provide a probationary appointee with the required notice period shall not result in automatic reappointment or create any right for an additional term. The employer shall have the option of providing employment or severance pay in lieu of any portion or all of the notice to which the employee is entitled, so long as the extension of employment or severance pay is commensurate with the notice to which the employee is otherwise entitled.

205.1.3 **The Award of Tenure**

Tenure is the right to reappointment from appointment term to appointment term until such time as the faculty member resigns, retires, is discharged for adequate cause or is terminated for reasons of financial exigency or program reduction, curtailment or discontinuance. Such reappointment shall be subject to the terms and conditions of employment, which exist at the commencement of each contract term. Those terms and conditions of employment are as expressly set forth in the policies adopted or authorized by the Board of Regents, and the terms and provisions of any applicable collective bargaining agreement. Tenure is with the campus and resides within a specific academic unit in which the faculty member is employed and not with the Montana University System. Tenure is awarded by the Board of Regents, following peer review and recommendation by the President, Chancellor and the Commissioner in accordance with Board of Regents policies and procedures established by each campus.

The review prior to granting tenure and the subsequent recommendation to the Board of Regents will normally be made in the sixth year of employment. While normally the seventh contract of full-time employment carries continuous tenure status, tenure will not be awarded without appropriate review and recommendation by peers and supervisors. Tenure is awarded for quality of current professional performance and promise for such future performance, not merely for completing a certain length of service. It is equally incumbent on the faculty member and the administration to ensure that a tenure review occurs at the proper time. In no event shall the failure to give any notice constitute an

award of continuous tenure by default. This section does not diminish any substantive rights for the acquisition of tenure, which the faculty member may have acquired prior to the adoption of this policy.

205.1.4 **Administrative Positions**

Deans, Assistant Deans, Directors, heads of departments, chairpersons, and any other persons performing administrative functions serve in those capacities at the discretion of the President or Chancellor and may be removed at any time. Any such individual may be reassigned to other duties for the balance of the individual contract term or terminated for cause. In cases of the non-renewal of an administrator's employment contract, the notice provisions of BOR Policy 711.1 shall apply. However, if an individual is discharged from an administrative position for cause, those notice provisions shall not apply.

Faculty who are appointed to administrative positions do not have tenured status with respect to those positions, the salary of the position, the term (AY/FY) of contract, or any other provisions of perquisites of that administrative position. In the event any of the foregoing individuals have tenured status in an academic position, and are removed or resign from an administrative position, but wish to remain employed at the campus, they will be employed under the same conditions and contractual terms as other tenured faculty. Their initial salary as a faculty member shall be set at an amount determined by negotiations between the faculty member and the Chancellor or his designee. In the event agreement cannot be reached, the salary shall not be less than the average salary for faculty members of like rank and qualifications in the same academic unit in which the individual holds tenure.

205.2 **Procedures to Apply for Tenure**

Tenure is awarded by the Board of Regents following peer review and recommendation by the Chancellor, President and the Commissioner in accordance with Board of Regents policies and procedures established by the institution.

The granting of tenure shall be based on a combination of institutional needs and professional performance of the individual.

Institutional faculty needs require that the Institution maintains a balance of faculty with respect to subject areas, and in some cases, specializations within a subject area; a balance of faculty within a program in relation to the number of faculty in the Institution; and a staffing pattern which meets changing student enrollment patterns.

Providing that an individual fits within the institutional needs and the quality of current professional performance and the promise of future performance warrants, a faculty member shall be awarded tenure based upon policies adopted by the Board of Regents of Higher Education of the State of Montana (see Section 205.1).

Faculty members seeking tenure shall prepare a summary evaluation portfolio according to the criteria given in the Departmental Performance Standards or, in the case where no departmental standards have been developed and approved, the criteria in General Performances for Evaluation of Portfolios, and submit it, together with supporting documentation, to their respective Department Head.

A faculty member may not be evaluated for tenure while on leave from Montana Tech. If a faculty member is on leave during the year in which tenure evaluation would normally occur, then the evaluation shall be postponed until the next year.

205.2.1 Midterm Tenure Evaluation

During the third year, or in the second year if two or more years are awarded towards tenure, the evaluation portfolio shall be evaluated at each administrative level including the Collegiate Evaluation Committee and forwarded to the Chancellor. The Chancellor shall give feedback to the faculty member on his/her progress towards tenure.

205.2.2 Peer/Colleague Review of Faculty Performance

On or before March 1, the tenured members of each academic program shall be requested by the Department Head to provide an assessment of the progress toward tenure of each probationary faculty member with teaching responsibilities within that program using the form attached as Appendix B to the Handbook. The Department Head shall present a summary of those assessments to the appropriate faculty member each year of probationary service. The faculty member may include these statements of assessment in his/her formal application for tenure at the end of the normal period of probationary employment.

On or before March 15, the Department Head shall present a summary of those assessments to the appropriate faculty member each year of probationary service. The faculty member may include these statements of assessment in his/her formal application for tenure at the end of the normal period of probationary employment. In unusual circumstances (e.g., a program with no tenured faculty members or a Department Head who is not tenured), the assessment proceedings shall be conducted by the Dean in appropriate consultation with the members of the Department and its Department Head.

205.2.3 Responsibilities of the Faculty Member and the Administration

The faculty member is responsible for assembling a file, which contains items to support the criteria being evaluated as well as the results of student ratings for the previous six semesters, and presenting this material to the respective Department Head during the sixth year of creditable service at Montana Tech. For deadlines see Section 205.5: Evaluation, Tenure and Promotion Deadlines. At any stage during the evaluation process,

additional information may be requested by the school/college Dean, the Collegiate Evaluation Committee, the Provost/EVCAA, the Chancellor or the President.

The Department Head, or the Dean, in the event the Department Head is non-tenured, is responsible for his/her statement of evaluation (see Appendix C of the Handbook), as well as obtaining a written evaluation concerning the award of tenure from each of the tenured members of the department and submitting the total file and statements to the Dean. Upon completion of his/her critique, the portfolio shall then be submitted to the Collegiate Evaluation Committee and then forwarded to the Provost/EVCAA.

The Provost/EVCAA reviews the total file and the prior annual evaluations and prepares a written statement on tenure and adds it to the file. The total file is then transmitted to the Chancellor. The Chancellor shall complete his/her evaluation of the faculty member and send an abstracted file to the President with a recommendation. The abstracted file shall consist of the faculty member's cover letter, current Curriculum Vita, and all letters of recommendation or assessment.

The final recommendation on tenure is made by the President based upon the total file and the results of previous annual evaluations. A copy of the President's recommendation on tenure to the Board of Regents shall be provided to the candidate for tenure.

A faculty member may appeal a negative tenure recommendation to the Academic Freedom and Tenure Committee within 15 days of receipt of notification of the President's proposed action. The Committee shall make an inquiry and prepare a formal report to the President that shall be transmitted through the Chancellor. The President's recommendation and the Committee's report shall be forwarded to the Commissioner of Higher Education if agreement is not reached on campus. The individual may appeal the President's decision to the Commissioner of Higher Education within 30 days of the President's final decision. The conditions for such an appeal are listed in Section 211.

205.3 Procedures to Apply for Promotion in Rank

205.3.1 Academic Rank (Recognized Ranks at Montana Tech)

205.3.1.1 Instructor

This rank shall include both instructors, those who generally teach lower division and certificate-level courses, and instructor/lab directors, those who primary duties include teaching undergraduate laboratory courses, managing laboratories, supervising student employees and maintaining a safe laboratory environment. While level may be available within the rank, it is not normally expected that an instructor would become a Professor. Continued excellence in duties described above, along with continued effort and

accomplishment in the areas of professional development and service, are expected for continued employment. In either case, there shall be three (3) levels; Instructor I; Instructor II; Instructor III. The minimum levels of education and experience for each level shall be:

Faculty approved the following ranks at the April 26, 2005 Faculty Meeting:

Level I: No degree through **appropriate** Bachelor's degree.

Level II: Either an appropriate Master's degree or an appropriate Bachelor's degree with five (5) years of full-time related teaching or occupational experience.

Level III: Appropriate doctorate degree or a Master's degree and five (5) years of full-time related teaching experience at an accredited post-secondary institution.

205.3.1.2 Assistant Professor

Assistant Professor is the normal entry-level rank for faculty associated with the baccalaureate and graduate programs. An Assistant Professor at the time of initial employment is not expected to possess a great deal of expertise in research, teaching and service, but the potential must exist for rapidly developing excellence in these areas.

205.3.1.3 Associate Professor

The rank of Associate Professor designates those who have achieved considerable expertise in research, teaching and service and are making a significant contribution in their field. Competence and accomplishment in **all** areas of evaluation are necessary for promotion to the rank of Associate Professor.

205.3.1.4 Professor

The rank of Professor is reserved for those who have reached the top of their profession. In order to be promoted to the rank of Professor, it shall be necessary for a candidate to demonstrate excellence in two of three areas evaluated (teaching, research and service). Good effort and accomplishment must be demonstrated in the third area. A faculty member without a terminal degree may be considered for promotion to full professor if he/she demonstrates excellence in the areas of teaching, service and research and meets the requirements of their department's Performance Standards.

205.3.1.5 Professor of Practice

The Professor of Practice (PoP) is a non-tenurable, annual appointment for a maximum of two consecutive semesters during the academic year. The PoP appointment is limited to those individuals who are highly experienced and have had a distinguished career in industry. The expectation is that these individuals have a demonstrated, unique set of

experiences and skills that provides great benefit to both students and faculty. Professors of Practice are not to be used for positions that duplicate the responsibilities of tenure-track faculty or Instructors. Faculty in Instructor ranks are generally not eligible for this appointment.

Departments wishing to hire a Professor of Practice must first have the faculty line and the associated requirements contained in the department's tenure/promotion unit standard which are approved by the Department Head, Dean, and Provost/EVCAA. Approval from the Dean and Provost/EVCAA is required prior to commencing a search for a Professor of Practice. The position request should provide a description of the position and a rationale based upon the instructional and research needs of the program. The rational must include an explanation as to how the needs of the program cannot be met by the appointment of an Instructor or Visiting Professor.

PoP faculty shall have a minimum of a master's degree within their field and a minimum of 10 years of distinguished full-time industrial and/or professional experience working directly in their field. Where applicable, shall have relevant professional licensure and/or professional certification. This requirement must be specified in the unit standard. In addition, POP faculty must not duplicate work experience and background of Instructors and tenurable/tenured faculty who are currently employed by Montana Tech.

Promotions for PoP faculty shall follow the same promotional titles as other instructional appointments: Assistant Professor of Practice, Associate Professor of Practice and Full Professor of Practice. Departmental standards must address the promotion timeline and requirements for promotion and rank. Promotion to the rank of Full Professor Practice requires a terminal degree. PoP faculty at a minimum shall follow the same timeline for promotion as regular tenure-track faculty. All PoP faculty shall be evaluated for instruction, service and scholarly-activity performance. Departmental unit standards shall specify requirements for each area of evaluation. For service and scholarly-activities, these requirements may be different than regular professor track faculty. The expectation is that instructional duties are weighted higher for PoP Faculty.

Upon the hiring date for a given PoP faculty, the number of PoP faculty lines within the department shall be limited to no more than 25% of the total number of full-time tenure-track faculty lines.

205.3.2 **Years of Service Requirements**

The following number of complete academic years of full-time service shall normally be required in rank prior to promotion. For promotion purposes, a complete academic year is defined as two semesters of the regular instructional sessions, not necessarily in the same catalog or calendar year.

Instructor I to Instructor II	5 years

Instructor II to Instructor III	5 years
Assistant to Associate Professor	4 years
Associate to Full Professor	5 years

205.3.3 **Application Process and Assessment**

Promotion in rank shall require the assessment of instructional performance, research and professional development, institution and public service, and progress toward a terminal degree (by those not holding such a degree) following the criteria and guidelines contained in the department's Performance Standards. It is the applicant's responsibility to minimize the subjective or qualitative information in an application for promotion by providing clear, concise statements of fact supported by quantitative evidence wherever appropriate and normally available. Further, it is the faculty member's obligation to demonstrate meeting the requirements for promotion by submitting a complete, timely application that fully addresses the requirements and criteria. **Incomplete or late applications shall not be considered.** All applications for promotion shall be acted on by the Chancellor.

The completed application file is transmitted through the faculty member's Department Head, Dean, the Collegiate Evaluation Committee and the Provost/EVCAA. Each shall make a recommendation. The Provost/EVCAA shall make a recommendation to the Chancellor. If the Chancellor recommends for promotion, the file shall be forwarded to the President. In the case of an affirmative decision by the President, the promotion shall be submitted to the Commissioner of Higher Education.

A faculty member may appeal a negative decision by the Chancellor or the President to the Academic Freedom and Tenure committee within 15 days of receiving the notification of the Chancellor's proposed action. The committee shall make an inquiry and prepare a formal report to the President that shall be transmitted through the Chancellor's Office. In the case of a negative recommendation by the President, a faculty member may appeal the President's decision to the commissioner of Higher Education within 30 calendar days of receipt of notification of the President's proposed action. The President's recommendation, the Chancellor's recommendation, and the Committee's report shall be forwarded to the Commissioner of Higher Education for review.

205.3.4 **Accelerated Promotion**

Under extraordinary circumstances, a faculty member may be considered for accelerated promotion either one or two years earlier than the normally requisite time in rank. Such promotions shall be granted only rarely. Department Heads shall have responsibility for nominating extremely meritorious faculty members to their Dean according to the department's Performance Standards. Deans formally request that the Provost/EVCAA

consider an accelerated promotion for the specified faculty member and communicate to that faculty member his/her opportunity to assemble a promotion file. From that time, the accelerated promotion procedure shall proceed in the normal fashion thereafter.

205.4 Performance Evaluation: Full-Time Faculty, Part-Time Faculty, and Deans

Evaluation of faculty members and program administrators at Montana Tech is an evolving process principally focused on insuring excellence in improvement of teaching and learning, research and public and professional service. It is the responsibility of the faculty member to initiate evaluation procedures: 1) annually, for all faculty with probationary appointments, assistant and associate professors, and instructors; 2) every third academic year for full professors 3) each semester that a part-time faculty member teaches. Full professors to be evaluated in a given year will be notified by the Provost/EVCAA.

205.4.1 Evaluation of Full-Time Faculty

Faculty members shall be expected to prepare an evaluation portfolio following the guidelines listed below for evaluation of instructional performance, research and professional development, and institution and public service, as well as progress toward terminal degrees by those not holding such degrees and submit it to the respective Department Head. Using the evaluation portfolio as a guide, the Department Head shall interview each faculty member in his/her area to discuss the faculty member's evaluation portfolio, professional concerns and goals for the ensuing evaluation period, as well as student concerns that may have surfaced during the student rating of the instruction process. Identified strengths in some areas can offset weaknesses in other areas.

The Department Head and the faculty member shall prepare a written statement that summarizes the faculty member's performance evaluation for the previous two semesters using the form contained in Appendix C of the Handbook. After being signed by both parties, this document becomes part of the personnel record. The evaluation portfolio along with the completed form (Appendix C) shall be forwarded to the appropriate Dean, who shall keep a permanent record of all evaluations.

Each faculty member seeking promotion or tenure shall be apprised within five days of positive or negative recommendations at each step of this process (i.e., evaluation reports by the Department Head, Dean, Evaluation Committee, Provost/EVCAA). He or she may modify and strengthen the application portfolio, however, documents may not be removed from the portfolio at any time. A record of any modifications, including the date upon which they were made will be kept as a preface document to the portfolio. The individual with the control of the portfolio has responsibility for enforcing this provision. He or she may also abandon the process at any intermediate step.

Full-time faculty members preparing: an annual evaluation; and/or or applying for tenure; and/or promotion, should refer to relevant portions of this section (Section 205) and shall prepare an evaluation portfolio with documentation to be evaluated in each of the categories (1-4) listed in 205.4.3 below.

205.4.2 **Evaluation of Part-Time Faculty**

It is the responsibility of the Department Head to evaluate part-time faculty that teach courses which are under the direction of his/her department. Academic departments are encouraged to develop evaluation procedures of part-time faculty that will assist the part-time faculty member to grow as a collegiate instructor.

205.4.3 **Evaluation Portfolio**

1. **Instructional Performance**

   Instruction and learning are central to the mission of the Institution. The goal of instructional performance review is to help an individual to improve his/her teaching and to ensure excellence in teaching across the Institution.

   Where instruction is not the primary duty of a faculty member, evaluation of instructional performance shall be in line with the amount of teaching done.

   a. Required Evaluation Materials

   - Narrative self-report, identifying goals which were established during the previous evaluations, and which have been discussed with the Department Head, along with a statement of progress toward those goals during the current evaluation period;
   - Identification of both the courses and the number of students enrolled in courses taught during the previous two semesters; and
   - Student-Rating of Instructional Performance of Faculty;
     - Every individual responsible for a course shall have a student evaluation conducted of the instructor and course every semester.
     - The method used shall be approved by the College/School Dean and the Provost/EVCAA.
     - All student-rating forms must solicit information about their methods of delivery of instruction, their assessment of instruction (tests, etc.) and their availability to students. Student rating forms are NOT limited to these areas of concern.

- The student evaluation for each course should include responses from a majority of the enrolled students.
- The faculty member shall include a copy of the instrument and summarize the results of the student evaluations for each course taught in their evaluation portfolio. The department shall also keep the originals on file for review, if requested.

All faculty members are encouraged to use the Small Group Instructional Diagnosis (SGID) procedure, or a similar mid-term evaluation or procedure, in at least one course each semester. Ideally, this procedure should be used about mid-term in the semester.

b. Additional Evaluation Materials

Other materials that may be included with the instructional performance evaluation materials:

- Peer evaluations from faculty for non-tenured members that have observed classes and reviewed teaching materials for courses given by the instructor. This should be a short report on the instructor's effectiveness in the course.
- Letters written by former students or graduates. These letters should be solicited by the Department and should address the lasting effects of the instructor's courses on the student.
- Documentation of innovation in teaching methods. This may include teaching awards or materials demonstrating curriculum development.

c. Criteria for Evaluation of Instructional Performance

- Generally supportive and positive student evaluations from the majority of students who have been instructed by the faculty member during the six semesters of instruction prior to application.
- A clear indicator that the faculty member has successfully attempted to improve instructional performance in light of student input and/or an improvement program in which the faculty member's immediate supervisor has participated. Identified goals and accomplishments are important to evaluating this performance measure.

2. **Research and Professional Development**

The development of new knowledge is a necessary part of the professional life of all faculty members and is a central part to professional development. Performance

review of research and professional development is carried out to assist a faculty member in these activities and to ensure that the faculty at Montana Tech maintains the professional competence necessary to perform their duties at the highest possible level.

a. Required Evaluation Materials

Narrative self-report identifying the faculty member's professional development and contributions to research in the last five years, since hiring or any previous tenure or promotion action if less. Areas covered must include, but are not limited to:

- Publications, presentations or book chapters written;
- Research and research contacts;
- Proposals submitted with an indication of funding;
- Formal study or other creative work;
- Attendance at professional meetings including presentations given; and,
- Progress toward another degree.

Where appropriate, the faculty member's contribution to papers and proposals should be described.

b. Additional Evaluation Materials

Other materials that may be included with the research and professional development performance evaluation materials:

- A set of publications and/or articles that represents the faculty members' best efforts to advance their discipline.
- Confidential external letters of evaluation. These letters must be requested by the department and address the professional potential and accomplishments of the faculty. **These letters are required in the years a faculty member applies for promotion and/or tenure.**

c. Criteria for Evaluation of Research and Professional Development

- Active participation in research and/or scholarly activity as evidenced by published work, presentations to professional or peer groups, principal investigator or lead individual on contracts/grants, principal author of successful contracts/grants, patents or licenses held or awarded, and related activity as a major, not incidental, contributor;

- Supervising or advising graduate student research, chairing thesis research committees, and/or significant contribution to Tech graduate research and academic programs;
- Certification, license, or recognized credential in a field or professional discipline relevant to the faculty member's Tech assignment obtained by examination or by some equivalent rigorous demonstration of professional competence and expertise; and
- Demonstration of continuing commitment to enhance and increase professional knowledge and capabilities through professional meeting attendance and participation, short courses and workshops completed, and related professional development activity.

3. **Service to the Community, the Institution, and the Profession**

   All faculty members are expected to serve their community, their institution, and their profession. While instruction, scholarship, and research are themselves forms of service, this criterion assumes that, like professionals in other fields, faculty are expected to contribute their expertise more directly to meet the needs of the local community, the Institution, and the profession of which they are a part. This criterion reinforces the key concept articulated above under Section 201, "Academic Freedom," that the college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution.

   Evaluation of service aims to assess the diversity, the level of activity, and the significance of the faculty member's contributions beyond the scope of instructional and research performance.

   a. Required Evaluation Materials

   Narrative self-report identifying the faculty member's service contributions since hiring or since any previous tenure or promotion action. This report must consider service to the community, the Institution, and the profession. The following lists exemplify (but do not restrict) the sorts of activities that may meet this criterion.

   <u>Service to the Community</u>

   - Contributing professional expertise to community groups and activities;
   - Participating in campus outreach efforts that support community needs; and

- Engaging students in community-based learning activities that promote both civic responsibility and the application of academic instruction to practical settings.

Service to the Institution

- Committee participation, with emphasis on contributions rather than membership only;
- Support for institution sponsored or institution related activities;
- Student advising of new and/or returning students, and of student groups;
- Prospective student recruitment/retention advising;
- Assistance in placement of new graduates and alumni; and
- Non-remunerated service to academic or administrative units not articulated under instruction or research.

Service to the Profession

- Contributions to professional societies in one's discipline;
- Contributions to professional societies or organizations devoted to improving higher education; and
- Leadership roles at the local, regional, national, or international levels of professional organizations.

b. *Criteria for Evaluation of Institution and Public Service*

- Active mentoring, advising, and assisting students and/or student groups or in helping ensure the success of students in such areas as placement, internships, recruitment, tutoring, etc.;
- Active participation and contribution to campus committee activity, study groups, task groups, or other campus wide groups or activities in which faculty participation is solicited, requested, or voluntary;
- Significant contribution to academic planning and curricular development, quality enhancements, and response to emerging academic needs such as in program review, distance learning, new program development, improved learning and teaching methodology development, etc.; and
- Recognized contribution to the local community, professional groups, charitable organizations, and/or recognized local, state, and/or national

organizations as evidenced by offices held, awards or other recognition received, or other tangible evidence of significant contributions.

4. ***Progress Toward Terminal Degree by Those Not Holding Such Degree***

   In all academic areas except the fine arts and library science, only doctoral level work is accepted within the academy as a terminal degree.

   a. Required Evaluation Materials

      - Self-report explaining progress made toward terminal degree.

   b. Criteria for Evaluation of Progress Toward a Terminal Degree

      - All faculty are urged to complete a terminal degree from an accredited institution in their chosen field of study and that supports their instructional assignment at Montana Tech.

205.4.4 Request for Peer Review of Evaluation for Reconsideration of Evaluation Results

Faculty members may request reconsideration of the results of their evaluations to the Provost/EVCAA who shall appoint a faculty committee of three (Peer Review Committee) consisting of one faculty member selected by the Provost/EVCAA from a list of three submitted by the faculty member, one member selected by the Provost/EVCAA from a list of three submitted by the Dean, and one member selected by the Provost/EVCAA from the faculty at large. The Peer Review Committee shall review the appropriate documents and the subsequent recommendations of the Dean and the evaluation committee *prior to* the submission of a recommendation to the Provost/EVCAA. The Provost/EVCAA shall determine the results of the request for reconsideration. The individual may subsequently request a review by the Chancellor of the recommendations of the Dean, Peer Review Committee, and Provost/EVCAA.

If a faculty member feels that there is an issue of unlawful discrimination in the tenure/promotion review process, the faculty member may solicit advice from the Affirmative Action Officer in regards to possible grievance actions or file a formal grievance in accordance with established policies. The Provost/EVCAA determination may be appealed within 15 days of notification to the Academic Freedom and Tenure Committee.

205.4.5 Evaluation of Department Heads

Department Heads shall be evaluated annually to assure the highest possible level of effectiveness. At a minimum, evaluation criteria shall include consideration of:

- The demonstrated ability of the Department Head to command respect as an academic administrator and to effectively represent the academic program to the administration and vice-versa;
- Demonstration of ability to interact with faculty and peers in a fair and equitable fashion;
- Demonstration of a commitment to the growth and continuing improvement of the quality of the academic programs (both research and instruction) of the department; and,
- Ability to perceive the role of the department in the Institution as a whole and to facilitate the interaction of the department in institutional growth.

205.4.6 **Evaluation of Deans**

Deans represent both the academic faculty and the administration. They carry responsibility for maintenance and growth of the academic programs of the Institution.

Deans are appointed by the Provost/EVCAA in consultation with the Chancellor and members of their relevant academic programs. Deans do not have tenure in the administrative component of their appointment.

To ensure that the administration of the academic programs is conducted in a fashion which best serves the Institution, deans shall be evaluated annually. At a minimum, evaluation criteria shall include consideration of:

- The demonstrated ability of the Dean to command respect as an academic administrator and to effectively represent the academic program to the administration and vice versa;
- Demonstration of ability to interact with faculty and peers in a fair and equitable fashion;
- Demonstration of a commitment to the growth and continuing improvement of the quality of the academic programs (both research and instruction) of the Institution; and
- Ability to articulate the role of the department in the Institution as a whole, and to facilitate the interaction of the Institution in institutional growth.

205.5 **Evaluation, Tenure and Promotion Deadlines**

This schedule of deadlines is followed by all assistant and associate professors yearly. Full professors complete performance evaluations every third year. All portfolios must follow the guidelines outlined in Section 205.3.

205.5.1 **Faculty Tenure/Promotion**

This section applies to tenured or probationary faculty applying for promotion or tenure.

ON or BEFORE:

September 20	Faculty wanting tenure/promotion notifies the Department Head of intent in writing. Accelerated promotions are also identified at this time.
October 1	Faculty sends tenure/promotion portfolios to Department Heads.
November 1	Department Head sends tenure/promotion portfolio to Deans.
December 1	Deans forward the tenure/promotion portfolio to the Collegiate Evaluation Committee.
February 21	The Collegiate Evaluation Committee sends faculty tenure/promotion portfolios to Provost/EVCAA.
March 15	Provost/EVCAA sends faculty tenure/promotion portfolios to Chancellor with written recommendations.
April 1	Faculty tenure/promotion recommendations made by Chancellor and sent to the President for approval.
April 15	Notification of the President's tenure/promotion decisions provided to faculty candidates.

205.5.2 **Tenured or Probationary Faculty – Evaluation Only**

This section applies to tenured or probationary faculty not applying for tenure or promotion.

ON or BEFORE:

February 1	Tenured or probationary faculty not applying for tenure or promotion submit their annual evaluation portfolios to Department Heads. Probationary faculty who are Department Heads send their annual evaluation portfolios to Deans.
March 15	Department Heads provide faculty with assessment summary on progress toward tenure.
April 15	Department Head meets with tenured faculty and provides faculty with written assessment.

205.6 Merit Awards for Union Faculty Members

General Considerations

1. To receive a Merit Award, the faculty member must apply for it. It is the faculty member's responsibility to describe and explain the reasons they should receive a Merit Award.
2. A Merit Award shall be granted for exceptional achievement in one or more of the three key areas of a faculty member's work: teaching, service, and scholarship.
3. The activities or accomplishments under consideration for a Merit Award shall have taken place in the immediate three years prior to the application.
4. All Merit Award recipients must rate at least satisfactory in teaching, and it is up to the applicant to demonstrate this rating.
5. In a given year, a faculty member may apply for and receive only one Merit Award.
6. Only full-time tenured and tenure-track faculty members are eligible to apply for a Merit Award.
7. Merit Award applications shall be evaluated by an interdisciplinary committee drawn from faculty members that have received Merit Awards in previous years.
8. It may be necessary to appoint additional members to replace committee members that retire, are on sabbatical, or who otherwise cannot serve.
9. A faculty member shall not be eligible to apply for a Merit Award for two years following receipt of a Merit Award. E.g. a faculty member applies for a merit award in the 2010-11 Academic Year, receives the award beginning in the 2011-12 AY, and is again eligible to apply in the 2013-14 AY.
10. Funding for Merit Awards shall not be taken from the general salary pool.
11. A Merit Award shall become part of the faculty member's base salary on the first day of the academic year following the award.
12. Base salary Merit Award increments shall not be considered when making inversion adjustments.
13. Faculty that have received a formal disciplinary letter within the past three years (Human Resources File) in are ineligible for a Merit Award.

For more details on the Merit Process please read the MTFA Collective Bargaining Agreement.

205.7 Merit Awards for Non-Union Faculty Members

Each year Montana Tech may award up to six Merit Awards to meritorious faculty who are full-time, non-union, tenure track, or professors of practice faculty. Visiting faculty are not eligible for Merit Awards. Faculty may be nominated by their Department Head, Dean, or be self-nominated. The application deadline is November 1 of each academic year.

A Merit Award is for the amount of $2500 and added to the faculty member's base pay in the following academic year contract. Faculty earning Merit Awards are recognized at the spring semester awards ceremony. In addition, Merit Awards are not considered when determining whether a salary inversion exists.

Specifics of the process to apply for a Merit Award are as follows:

1) The award is based on performance within the previous three academic years at Montana Tech.
2) An application consists of no more than seven pages total;
    - Supporting documentation is to be presented in a summary format of information required in Section 205.4.3: Evaluation Portfolio of the Montana Tech Faculty and Staff Handbook. This narrative must discuss justification for the Merit Award based on exceptional/excellence achievement in one or more of the following:
        - Teaching
        - Scholarly activity
        - Service
    - All recipients who are instructional faculty must be satisfactory to excellent teachers.
    - Narrative is limited to five pages maximum and no supplemental material is allowed unless requested by the Department Head.
    - A two-page (no more than) resume shall be included.
3) Applications are due to the Provost/EVCAA by November 1st.
    - The merit award winners will be selected by the department heads of the departments that have non-union faculty.
4) A faculty member who receives a Merit Award is not eligible to apply for another award during the two years following receipt of the award.

5) Faculty who have a disciplinary letter in their personnel file within the last three years (Human Resources File) may not apply.

205.8 Department Performance (or Unit) Standards

Evaluation of faculty members for purposes of promotion and tenure shall involve consideration of appropriate Department Performance Standards of the respective academic units. Wherever possible, within faculty evaluation materials, evaluators shall describe the faculty member's progress based on Departmental Performance Standards. Distribution of approved Department Performance Standards to appropriate faculty prior to initiating the evaluation process will be done by the appropriate dean or the dean's designee.

In the event that a department wishes to modify Department Performance Standards, the Department Head will initiate this process by submitting to the appropriate dean the modification, a rationale for this modification, and evidence that a simple majority of department faculty support this modification. Once the proposal for modification has been submitted, it must be approved by the appropriate dean, Provost/EVCAA, and the Chancellor.

A faculty member pursuing tenure and or promotion must satisfy the Department Performance Standards in effect when he or she began employment with Montana Tech or any subsequent Department Performance Standards modifications, provided that there has not been a gap in continuous employment at Montana Tech (excluding summer, leave of absences, and sabbaticals). The faculty member applying for tenure and or promotion is responsible for identifying the appropriate Department Performance Standards within his or her application cover letter. Once identified, the faculty member must adhere to that version of the Department Performance Standards in its entirety, and may not utilize any other version for that application year.

206 EVALUATION, TENURE, PROMOTION, AND MERIT-HIGHLNDS COLLEGE

206.1 Faculty Tenure

Tenure is the right to annual renewal of employment from academic year to academic year except in cases of termination for cause or layoff. Tenure is specific to this institution and not with the Board of Regents or any entity other than this institution.

Tenure is awarded by the Board of Regents, following peer and administrative review and recommendation by the President in accordance with procedures established by this institution.

The review prior to granting tenure and the subsequent recommendation to the Board of Regents will normally be made in the fifth year of employment. Four academic years of full-time service at the Institution are required before an employee is eligible to make application for tenure. While normally the sixth contract of full-time employment carries continuous tenure status, unless the faculty member is given notice of termination, tenure will not be awarded without appropriate review and recommendation by peers and supervisors. Tenure is awarded for quality of current professional performance and promise for such future performance, not merely for completing a certain length of service. It is equally incumbent on the faculty member and the administration to ensure that a tenure review occurs at the proper time. Failure to give notice does not constitute an award of continuous tenure by default.

Just cause will be the standard for the termination of tenured employees except in the case of layoff.

Only full-time employees are eligible for tenure. A full-time employee who is tenured and is reduced to a part-time status but remains in the bargaining unit shall retain tenure at the reduced level. Employees who are notified at the time of hire and rehire that their positions are temporary are ineligible to apply for tenure.

Contract language supersedes these provisions.

206.1.1 **Eligibility for Tenure Application**

A probationary appointee shall be eligible to make an application for tenure after the appointee has accumulated five years of teaching experience, at least four of which have been accumulated at the Highlands College. Tenure shall not be awarded if the eligible faculty member failed to submit application nor if the employer failed to approve tenure. Application for tenure must be in accord with agreed-upon standards.

P Procedures to Apply for Tenure-Highlands College

206.2 **Procedures to Apply for Tenure-Highlands College Faculty**

Procedures for the evaluation of tenure application shall be conducted according to the agreed-upon standards stated in this document and faculty evaluation procedures. It shall be the responsibility of the eligible faculty member to initiate the tenure application that will include the following:

- A statement of teaching, curriculum/course development, student outcomes assessment (laboratory/shop/clinical facility), equipment organization, advising, and recruitment management activities performed by the applicant during the probationary period;

- A vita of the applicant's educational and occupational professional development efforts; business and industry liaison activities; achieved recognition in education, business or industry; and involvement in education, business, and/or industry professional organizations;
- A statement(s) identifying the applicant's service to the public, students, and institution; and
- Any other information the applicant deems relevant to his/her professional development, competence, or performance.

206.2.1 **Faculty Tenure Evaluation Committee**

Highlands College Faculty Tenure Evaluation Committee will be comprised of Department Heads and elected and appointed members. Each Department Head will arrange for the election of a representative from his/her department no later than October 1 and report the name of the representative to the Highlands College Faculty Tenure Evaluation Committee. In addition, each faculty member being evaluated may select a faculty representative as a voting member of this committee. The Highlands College Dean will call the first meeting (only) for the committee to elect its chair.

Any Highlands College Faculty Tenure Evaluation Team Member may choose to elicit further information or clarification of information from the individual requesting tenure or from their colleagues. Ultimately, the committee will write a positive or negative recommendation.

206.2.2 **Application Procedure**

Tenure will require the assessment of instructional performance, professional development, and institution and public service following the criteria and guidelines. It is the applicant's responsibility to minimize the subjective or qualitative information in an application for tenure by providing clear, concise statements of fact supported by quantitative evidence wherever appropriate and normally available. Further, it is the faculty member's obligation to demonstrate meeting the requirements for tenure by submitting a complete, timely application. Application forms are available in the Dean's Office. Incomplete or late applications will not be considered.

206.2.2.1 **Deadlines**

On or before:

September 20	Faculty wanting tenure notify Dean of the Highlands College in writing of their intent.

November 1	Faculty send their tenure portfolios to the Dean of the Highlands College.
December 1	The Highlands College Dean forwards faculty tenure portfolios to the Collegiate Evaluation Committee.
February 21	Collegiate Evaluation Committee sends faculty tenure portfolios back to Highlands College Dean who forwards portfolios to the Provost/EVCAA.
March 15	The Provost/EVCAA sends faculty tenure portfolios to the Chancellor with written recommendations.
April 1	Faculty tenure recommendations are made by the Chancellor and sent to the President for approval.
April 15	Notification of the President's tenure decisions provided to the faculty candidates.

Each faculty member seeking tenure will be apprised in writing within five days of positive or negative recommendations at each step of this process. Justification regarding negative recommendations will be clearly identified. The applicant will be given the opportunity to modify and strengthen the application portfolio and may abandon the process at any intermediate step.

206.2.3 **Appeal Process**

A negative recommendation may be appealed to the Union Management Committee. The committee will review portfolios and give a written response to the applicant within five working days. If the committee gives a positive response, the portfolio will be resubmitted to the next evaluator.

A negative recommendation by the Provost/EVCAA may be appealed to the Union Management Committee. Such appeal must be made within 15 days of notification to the applicant of the tenure decision. The committee will review portfolios and give a written response to the applicant and a written recommendation to the Chancellor within five working days.

If a management or faculty member of the Union Management Committee is involved in any step of the tenure process, he/she will be ineligible to serve on the committee hearing

the appeal. The Union Management Committee will appoint a temporary replacement for this assignment.

206.2.4 Activities

In addition to the year's requirement for tenure, the following five areas and the activities that are contained in each are a part of the tenure process. Of the five areas, a minimum of one activity in each of the areas must be represented in the applicant's portfolio and a minimum of 10 activities total must be included.

206.2.4.1 Student/Faculty Interaction

- Classroom performance (student/faculty evaluations).
- Student advising and mentoring.
- Student outcomes assessment.

206.2.4.2 Course/Classroom Development and Preparation

- Facility organization and management of a lab/shop/clinic.
- Innovative use of instructional equipment, organization and management.
- Development and revision of curriculum and course material.
- Activity(s) involving innovative instructional techniques.

206.2.4.3 Campus-related Advisory Boards, Committees and Service

- Scholarly activity(s) such as applied research, source funding, presentations, publications and publisher book reviews.
- Achieved recognition in education, business, industry or in an occupation as evidenced by licensure or certification.
- Serving on advisory boards, service on campus committees, and/or awards recognizing service accomplishments.
- Award(s) and/or recognition for on-campus accomplishments and service.

206.2.4.4 Community-related Advisory Boards, Committees and Service

- Serving on advisory board(s), off-campus service, and committee(s).
- Award(s) and recognition for off-campus accomplishments and service.
- Participation in professional organizations--educational, business, industry and/or occupational.

206.2.4.5 Professional Development

- Consulting and other activities with business and industry and other community organizations.
- Professional development activities—educational, occupational and outside work for agencies.

206.3 Procedures to Apply for Promotion in Rank – Highlands College Faculty

206.3.1 Highlands College Faculty Promotion Application

Promotion in rank will require the assessment of instructional performance, professional development, college and public service, and progress toward a terminal degree (by those not holding such a degree) following the criteria and guidelines. It is the applicant's responsibility to minimize the subjective or qualitative information in an application for promotion by providing clear, concise statements of fact supported by quantitative evidence wherever appropriate and normally available. Further, it is the faculty member's obligation to demonstrate meeting the requirements for promotion by submitting a complete, timely application that fully addresses the requirements and criteria. Application forms are available in the Dean's Office. Incomplete or late applications will not be considered.

206.3.2 Highlands College Faculty Promotion Deadlines

ON or BEFORE:

September 20	Faculty wanting promotion notify Dean of the Highlands College in writing of their intent.
November 1	Faculty send their promotion portfolios to the Dean of the Highlands College.
December 1	The Highlands College Dean forwards faculty promotion portfolios to the Collegiate Evaluation Committee.
February 21	Collegiate Evaluation Committee sends faculty promotion portfolios back to Highlands College Dean who forwards portfolios to the Provost/EVCAA.
March 15	The Provost/EVCAA sends faculty portfolios to the Chancellor with written recommendations.

April 1	Faculty promotion recommendations are made by the Chancellor and sent to the President for approval.
April 15	Notification of the President's promotion decisions provided to the faculty candidates.

206.3.3

Highlands College Faculty Promotion Requirements

Listed are the specific years of service and educational attainments necessary for promotion considerations. For promotion purposes, a complete academic year is defined as two sequential semesters of regular instructional sessions.

Level I	No degree through Bachelor's degree.
Level II	Appropriate Bachelor's degree plus 510 hours of approved professional development activity and five (5) years of full-time related teaching or occupational experience, or Five (5) years at Level I plus 510 hours of approved professional development activity for faculty on an approved professional development plan which allows for an alternative route.
Level III	Appropriate Master's Degree, and ten (10) years of full-time related teaching or occupational experience, five (5) of which must be in an instructional position at a regionally accredited post-secondary institution, or Five (5) years at Level II plus 570 hours of approved professional development activity for faculty in an approved professional development plan which allows an alternative promotion route.
Level IV	Appropriate Master's degree and five (5) years at Level III plus 720 hours of approved professional development activity,

	or Appropriate doctorate degree and five (5) years at Level III plus 570 hours of approved professional development activity.
Half Level II	Employees who do not meet the degree requirements for promotion to Level II may apply for a Half Level II promotion by exception when they have five (5) years of full-time related teaching or occupational experience and have completed at least half of the requirements of an appropriate Bachelor's degree or have graduated from an approved professional school which is equivalent to at least two (2) years of post-secondary education when such professional school alternative is approved by the Dean, Chancellor or designee and the local Union Management Committee.

All Professional development activity used to meet threshold criteria for promotion must be approved by the employer. The approval process for each campus location shall be communicated to faculty. Prior approval is recommended. If a faculty member's request for approval of a professional development activity is denied, the faculty member may appeal the denial to the Faculty Administration Committee or an alternative process agreed upon by the parties, but may not appeal such denial through the contractual grievance procedure.

Activities include experiences that advance a faculty member's professional (educational and occupational) skills, knowledge and abilities, and experiences that maintain a faculty member's currency with technology and practices in education and/or the occupation(s) for which they prepare/educate students for employment or further education. Participation in these experiences usually results in curricular changes or increased teaching effectiveness. These experiences are usually gained through participation in activities such as, but not limited to, college coursework; business and industry-conducted training; professional organization workshops and conferences; seminars; etc.

Thirty hours of professional development activity equals one semester credit of college coursework. A combination of approved college coursework and other types of approved professional development activity may be used to meet threshold criteria.

The hours of professional development activity specified for each level must have been completed since the faculty member's initial hire or last promotion, whichever is later.

The employer may award credit toward the fulfillment of the hours of professional development required for promotion for work experience. Some work experience may not qualify.

Part-time teaching experience will be recognized on a pro rata basis. For example, a faculty member who teaches half-time for ten years will be credited with five years of full-time teaching experience.

New faculty are typically placed no higher than Level II at the time of hire. However, in extraordinary circumstances a newly hired faculty member may be placed at Level III by the employer after consultation with the members of the search committee.

The employer reserves the right to deny a faculty member's application for promotion or tenure for the sole reason that the faculty member has not obtained an appropriate undergraduate or graduate degree. Faculty will be informed in writing by the employer of this requirement at the time of hire.

Promotions become effective at the beginning of the academic year following the year the promotion review took place but shall not be implemented until after the ratification of a successor agreement. Faculty may apply for promotion during the year in which they meet the eligibility criteria. If five years of experience are required, the application may be made during the fifth year.

For faculty with an appropriate doctorate who are seeking promotion to Level IV, some or all of the required hours of professional development activity may be met through approved service or approved scholarly activity.

Meeting threshold education and experience requirements specified in subsection A is not sufficient in itself to warrant promotion. Promotion to a higher level also requires application by the faculty member and documentation of positive contributions to the Highlands College. The following activities will be given consideration in evaluation for purposes of promotion:

- classroom performance;
- facility organization and management of a lab/shop/clinic;
- instructional equipment organization and management;
- development and revision of curriculum and course material;
- student advising;
- student outcomes assessment;
- activities involving innovative instructional techniques;
- scholarly activity such as applied research, presentations and publications;

- professional development activities—educational and occupational;
- achieved recognition in education, business, and industry or in an occupation as evidenced by licensure or certification;
- participation in professional organizations-educational, business and industry, occupational;
- consulting and other activities with business and industry, and other community organizations; and
- serving on advisory boards, outside work for agencies, service on campus committees, and awards recognizing service accomplishments.

A major consideration is reasonable evidence or expectation that the faculty member's instructional efforts, as well as scholarly and service efforts, will continue at acceptable levels once the promotion is awarded. Evidence of higher levels of performance is required for promotion to each advanced rank.

206.3.4 **Collegiate Evaluation Committee (Highlands College Bargaining Unit)**

A Collegiate Evaluation Committee comprised of the Dean of the Highlands College and three full-time instructors, one from each academic department, will be established each academic year. Each academic department shall select a representative no later than December 1 and report the name of the representative to the Dean of the Highlands College. The department representative may not be a current applicant for promotion.

The task of the Committee will be to meet and examine applicant portfolios. Those presenting portfolios will not be present, but the Committee may choose to solicit further information or clarification of information from the individual. The Committee will not rank or prioritize portfolios being reviewed. The Committee will write a positive, negative, or qualified recommendation to accompany each portfolio under consideration. That packet will then be carried to the Provost/EVCAA for consideration and for the continuation of the evaluation process.

206.3.5 **Appeal Process**

Each faculty member seeking a promotion will be appraised in writing within five days of a positive or negative recommendation at each step of this process. Justification regarding negative recommendations will be clearly identified. The applicant will be given the opportunity to modify and strengthen the application portfolio or abandon the process at any intermediate step.

A negative recommendation by the Provost/EVCAA may be appealed to the campus Union Management Committee. Such appeals must be made within 15 days of

notification to the applicant of the promotion decision. The committee will review portfolios and give a written response to the applicant and a written recommendation to the Chancellor within five working days.

If a management member of the Union Management Committee is involved in any step of the promotion process, he/she will be ineligible to serve on the committee hearing the appeal, and will appoint a temporary management replacement for this assignment.

If a faculty member of the Union Management Committee is appealing a promotion decision, he/she will be ineligible to serve on the committee hearing the appeal, and will appoint a temporary faculty replacement for this assignment.

206.4 Merit Awards – Highlands College

Merit awards will be implemented at each campus up to the amount and number listed in the below section, utilizing the following criteria:

Successful merit applicants must:

• Demonstrate a consistent record of teaching excellence in the last three (3) years,

• Deliver significant professional service to the College in the last three (3) years,

• Display a solid record of scholarly activity that demonstrates a positive impact on his/her discipline/industry in the last three (3) years.

A faculty member will apply for merit using a campus specific application format and timeline. Application will be reviewed by a faculty committee who will make recommendation to the Chief Academic Office (CAO). The CAO will make the final decision based on the application and the committee recommendation. If the CAO disagrees with the committee recommendation, it is the CAO's responsibility to meet with the committee to explain the reason for denial and provide the committee with an opportunity to discuss. No faculty member with a letter of reprimand during the three (3) year period under review shall be eligible for a merit award.

The maximum number of merit awards allowed per year for Highlands College (Butte) is up to two (2) base building merits of $2500 per year. Faculty can only receive one (1) merit increase within any three (3) year period. You can contact your Department Head or the Provost's Office for Merit Program Guidelines.

206.1 Introduction

The Montana Bureau of Mines and Geology (the Bureau) is a department of Montana Tech and a state service agency, and is a primary provider of applied research and technical assistance on the geology and water resources of the state of Montana. Education and outreach services provided by the Bureau serve citizens, agencies, and organizations across the state but do not lead to academic degrees.

The Bureau is served by a professional staff having a wide range of professional skills, interests, and responsibilities. Thus, different staff members may have very different assignments in terms of research/creative activity, outreach and service, and support roles. Positions are non-tenurable and will be advertised and competitively filled through the normal recruitment process. Contracts will be limited-term and subject to renewal based on availability of funding. Professional staff will be hired in one of the following categories, which will be specified in the position announcement.

Individuals who are employed in Bureau professional positions under a 12-month contract shall accrue annual leave in accordance with Board of Regents Policy. They are eligible for declared holidays for the general staff. These positions are not eligible for academic breaks. Any time taken away from work during academic recess must be reported as annual leave or sick leave, as appropriate.

Soft-dollar contracts will be charged for accrued sick and annual leave on a monthly basis, and these funds will be transferred to the grants and contracts leave fund. Sick and annual leave will be charged against the grants and contracts leave fund as it is used. Any sick or annual leave payable upon termination will be paid from the grants and contracts leave fund.

Bureau professional staff may not engage in consulting activities within Montana. They may engage in consulting activities based outside the State if these activities are consistent with the policies of the Montana University System, Montana Tech, and the Montana Bureau of Mines and Geology. All outside consulting must be approved by the employee's supervisor, the Director of the Montana Bureau of Mines and Geology, and the Chancellor. Time spent on consulting during the normal workweek shall be reported as annual leave or leave without pay unless specific contract provisions provide otherwise.

206.2 MBMG Faculty and Staff Categories

206.2.1 Non-Research Professionals (Non-Faculty)

Non-research Professionals are those Bureau professional employees who are appointed to a non-tenurable, non-instructional position on a Board of Regents contract or a Letter of Appointment and who are engaged primarily in support of the research programs

conducted by the Bureau, but are not expected to conduct research themselves. The academic degree and professional experience required, and position title, will be determined by the needs of the individual position.

Non-research Professionals may apply for reassignment or be reassigned to Professional Scientist status. In order to be considered for reassignment, the Non-research Professional must meet the minimum requirements for Professional Scientist status as described below. Reassignment will be made by the Bureau Director in accordance with adopted evaluation procedures.

206.2.2 **Professional Scientists (Non-Faculty)**

Professional Scientists are those Bureau professional employees who are appointed to a non-tenurable, non-instructional position on a Board of Regents contract or a Letter of Appointment and who are primarily engaged in some combination of research/creative activity and outreach, either independently or under the supervision of Bureau Professional Practice Faculty. A Bachelor's degree and three (3) years of experience or a Master's degree are the minimum requirements for employment as a Professional Scientist. Both the degree and credited experience must be in a field appropriate to the position. Position title will be determined by the individual's duties and responsibilities.

Professional Scientists may apply for reassignment or be reassigned to Non-Research Professional status by the Bureau Director. In order to be considered for reassignment, the staff members must fulfill the academic degree and professional experience required by the new position. Reassignment will be made by the Bureau Director in accordance with adopted evaluation procedures.

206.2.3 **Bureau Professional Practice Faculty (Bureau Faculty)**

Bureau Professional Practice Faculty are those Bureau employees appointed to a non-tenurable, non-instructional position on a Board of Regents contract or a Letter of Appointment and who are engaged in some combination of research/creative activity and outreach as their primary responsibilities. Professional Practice Faculty are considered "faculty with academic rank" for the purposes of administering Montana Tech's benefit and leave policies. The Chancellor, under the advice of the Director of the Bureau, determines whether or not a position shall hold Bureau Faculty status.

The following ranks, and minimum requirements for each, are used for experienced researchers engaged in on-going research projects, who have qualified for Bureau Faculty status:

206.2.3.1 Assistant Professors

Assistant Professors shall possess at a minimum a Master's degree and three (3) years of relevant experience, or a Doctoral degree. Both the degree and credited experience must be in a field appropriate to the position.

206.2.3.2 Associate Professors

Associate Professors shall possess at a minimum a Master's degree and eight (8) years of experience or a Doctoral degree and five (5) years of experience. Both the degree and credited experience must be in a field appropriate to the position.

206.2.3.3 Professors

Professors shall possess at a minimum a Master's degree and thirteen (13) years of experience or a Doctoral degree and ten (10) years of experience. Both the degree and credited experience must be in a field appropriate to the position.

206.3 Evaluation of Professional Staff

Professional appointees are to be evaluated annually in accordance with adopted evaluation procedures. Because staff members may have very different assignments in terms of research/creative activity, public service and outreach, institutional service, management, and support roles, each will be evaluated by criteria appropriate to the assignment. Recognizing that job responsibilities may change over time; the roles of Non-research Professionals and Professional Scientists will also be evaluated with respect to proper classification for the work being performed.

206.4 Promotion

Promotion of Bureau Professional Staff shall be in accordance with criteria described in this document.

206.4.1 Non-Research Professionals

Non-research Professionals may apply for promotion to the rank of Bureau Professional Practice Faculty. In order to be considered for promotion, the applicant must have achieved a minimum of a Master's degree and three (3) years of experience, both in a field appropriate to the position, and must have demonstrated research capability. Applications will be reviewed under the Bureau's standard procedures for promotion.

206.4.2 Professional Scientists

Professional Scientists may apply for promotion to the status of Bureau Professional Practice Faculty. In order to be considered for promotion, the applicant must have achieved a minimum of a Master's degree and three (3) years of experience, both in a

field appropriate to the position, and must have demonstrated research capability. Applications will be reviewed under the Bureau's standard procedures for promotion.

206.4.3 Bureau Professional Practice Faculty

Bureau Professional Practice Faculty may apply for promotion to higher ranks within the category of Bureau faculty. Promotion criteria are intended to be flexible in order to reflect the various roles necessary to fulfill the Bureau's mission. In addition to the number of years in rank, there are four broad categories that describe an individual's eligibility for promotion

206.4.3.1 Research/Creative Activity

Research includes not only the actual investigative progress itself but also the creative activities necessary to generate and prepare proposals, to manage a project or program once it is funded, and to complete the necessary reports or publications in the course of a project. Subject matter should (1) benefit the citizens, government, or resources of Montana, and (2) contribute technical information and advancement in the appropriate discipline. Products of research must include publications, abstracts, open-file reports or maps, and periodic reports for contracts. Good writing skills are essential to the entire spectrum of research, from writing proposals to publications that communicate the results.

206.4.3.2 Public Service/Outreach

Public Service and outreach (activities in service to the public) include, but are not limited to:

- letters, memos, data tabulations, graphs, etc. prepared to respond to requests for information from the public;
- presentations for civic groups, public meetings; testimony or informational presentations at criminal/civil trials, hearings; membership and participation on local, state, federal government advisory panels, committees;
- review of proposals and reports for other individuals, agencies, or groups active involvement with professional organizations; and
- presentations, field trips, and science fair judging with K-12 and college students.

Service also includes presentations or service to organizations or individuals, contribution of one's professional background and skills to public questions or concerns, and advancing the ability of the Bureau to relate research activities to public concerns. The cumulative amount and impact of public service will be considered.

Because the Bureau is an applied research and service organization, emphasis is placed on the importance of the individual professional to work effectively with colleagues and

citizens, and with local, state, and federal organizations to achieve the Bureau's mandates and objectives.

206.4.3.3 Institutional Service

Institutional Service (activities occurring within the Bureau or Montana University System) includes, but is not limited to:

- lectures, classes, or seminars presented to the Bureau or Montana University System staff/students; advising graduate students;
- service on internal Bureau committees or committees within the University System; testimony or informational presentations regarding Bureau operations or programs at committee hearings or meetings of government advisory panels at the local, state or national level;
- maintenance of Bureau-wide library, databases, files, records, or photographs; technical assistance to other Bureau personnel or projects; and
- review of Bureau proposals or manuscripts.

206.4.3.4 Management

Management includes the process of planning and organizing a project and its staff to meet project expectations and deadlines within the allotted time and budget, making strategic decisions in a project as unexpected changes arise, and dealing with personnel issues as they occur. Project management involving other individuals is a vehicle for senior researchers to use their accumulated knowledge and wisdom for the benefit of both the Bureau and less experienced researchers.

Promotion to a higher rank of Bureau Faculty will require demonstrated achievement in all four categories described above. However, it is recognized that each staff position may have a different emphasis in responsibility. For example, a staff member in a position with significant management or public service responsibilities would not be required to meet the same productivity standards for publications as an individual who has a high percentage of time devoted to research responsibilities. Some researchers have basically worked alone throughout their career, but based on their own outstanding research clearly deserve to be promoted to most senior levels. In this case, significance of research must outweigh managing large numbers of people or dollars. Publications will, however, enhance promotion eligibility for all Bureau faculty.

206.4.4 Supporting Criteria for Promotion of Bureau Faculty

206.4.4.1 Years in Rank

The following number of years of full-time Bureau service (or summary equivalent) will normally be a minimum required in a rank prior to promotion:

Assistant Professor to Associate Professor – 5 years

Associate Professor to Professor – 5 years

Higher levels of performance are required for promotion to each advanced rank. To be promoted to a higher rank, one must have performed at the advanced level to demonstrate competency.

206.4.4.2 Relevant Experience

Pre-Bureau experience credited toward time-in-rank should be scientific in nature and directly applicable to Bureau activities, mandates, and programs. Publications, writing, and communication skills will also be key criteria in judging pre-Bureau experience. Professional experience gained prior to employment at the Bureau may be, in part, credited toward the years in rank for the minimum criterion. At the end of the second year of Bureau professional service, the Bureau professional needs to notify the Director in writing that he/she would like to have his/her pre-Bureau experience evaluated for possible credit toward years in rank for the minimum criterion. The Director, following careful review of annual performance rankings, consultation with the appropriate Division Chief and other Bureau faculty, and discussion with the individual, will recommend in writing the amount of pre-Bureau experience allowed.

206.4.4.3 Publications

One measure of scholarly activity is the written record that an individual produces. Bureau Faculty need to demonstrate, through the number and kind of publications, their service to citizens of Montana, and their level of professional development and scholarly maturity.

Productivity and originality (quality and quantity) in written or orally presented work (generally in decreasing order of importance):

- Scholarly books in the scientific field, as sole or senior author
- Articles in refereed national journals, as senior author
- Monographs or chapters in peer-reviewed books, as senior author
- Bureau Memoirs or equivalent, as senior author
- Bureau Bulletins or equivalent, as senior author
- Bureau Reports of Investigations, miscellaneous contributions, maps, as senior author
- Books as junior author or editor
- Articles in non-refereed national journals

- Invited presentations at national or international meetings
- Compilation-type publications (databases, lists, catalogs)
- Field-trip guides
- Bureau open-file reports (can also be ranked appreciably higher, depending on circumstances beyond author's control)
- Non-technical publications (brochures, general-interest magazines or journals, newsletters)
- Papers at professional meetings and for which an abstract was published in a citable work
- Invited presentations at regional or state meetings
- Unpublished papers or technical reports

Scholarly products accepted for publication, or in press, will be accepted as published. Sole or senior authorship on multi-authored written works holds greater stature than junior authorship.

206.4.4.4 Quality of Work

Quality of scholarly research and publications as judged by:

- Peers at the Bureau or Montana Tech (particularly through letters of recommendation); Supervisors, former supervisors, or co-workers;
- Peers at other institutions and organizations;
- Research Division Chief;
- Bureau Director;
- Self-evaluation (a critical assessment of personal and professional growth

206.4.5 Grants or Funding received

This is a measure of initiative taken to pursue scientifically creative ideas and/or to significantly enhance Bureau mandates and objectives.

206.4.6 Other Supporting Criteria

- Honors or awards from professional organizations
- Referee or editor of professional journal
- Regional or national prominence (i.e., professional visibility)
- Professional development (attainment of a new professional degree, license, or certification, or other evidence of an individual's professional growth)

- Teamwork

206.4.7 **Promotion Procedure for Bureau Faculty**

The procedures for promotion to a higher rank conform to those detailed in the Montana Tech Faculty/Staff Handbook (Section 205.3), with four major exceptions:

1. Because Bureau Faculty members do not have instructional responsibilities, they normally will not be evaluated on that basis. Limited instructional duties performed by Bureau Faculty will be evaluated under institutional service.
2. The Bureau will require a minimum of five (5) calendar years in rank to advance from Assistant Professor to Associate Professor.
3. Bureau Faculty can achieve promotion to Professor without holding an earned doctorate. However, they must maintain a high-level of achievement for a longer period of time than those who do hold a doctorate. A Master's degree will be the normal minimal requirement to reach Professor status at the Bureau.
4. Bureau Faculty cannot be considered for tenure.

206.4.8 **Application for Promotion**

It is the Bureau Faculty member's responsibility to initiate an application for promotion. It is advisable for the staff member to meet with his/her supervisor, the Bureau's Performance Evaluation Committee, and/or the Director to review the appropriateness of applying for a promotion. This meeting could save the potential applicant unnecessary work should the promotion be deemed premature or otherwise inappropriate at the time.

The elements of the application will include the cumulative record of progress and achievement that will be considered for the promotion. The application portfolio will consist of the following five elements:

1. A written application for promotion including a narrative statement reviewing the attainment of all necessary criteria to support promotion to a higher rank.
2. A cumulative and chronological record containing a summary of all activities and accomplishments, demonstrating a progressive increase in responsibility, and scientific growth. Such a record will include, but not be limited to, presentations, research projects or research contracts, proposals, formal study, attendance at professional meetings, progress toward another degree, institutional and public service, and annual performance rankings.
3. A complete bibliography of all publications.
4. Originals or complete copies of all publications available on request.

5. For the individual seeking promotion to Professor rank, four written letters of endorsement from individuals outside the Bureau and Montana Tech in support of the candidate's application for promotion. At least three of these letters must be from individuals identifiable as having achieved senior-level status in their organization.

206.4.9 **Submittal**

The completed portfolio will be submitted to the Bureau's Performance Evaluation Committee to be reviewed for completeness and quality of the application. The Performance Evaluation Committee will also provide a written recommendation on the application, signed by each individual on the committee. The promotion application, along with the committee's recommendation, will be sent to the Bureau Director.

The Director, in consultation with the Assistant Director and the appropriate manager or Division Chief, will carefully review all materials in the portfolio and each will prepare a written recommendation either to endorse or to deny the application. Additional documentation may be requested if it is felt that the application is incomplete. The application, along with all recommendations and comments, will be sent to the Chancellor for final review and decision.

206.4.10 **Deadlines**

Application for promotion will be received by the Director once a year and will generally adhere to deadlines in accordance with those found in Section 205.

ON or BEFORE:

February 1	Professional staff member delivers promotion portfolio to the Bureau Performance Evaluation Committee.
February 21	Performance Evaluation Committee forwards the portfolio to the Director with written comments and recommendation.
March 15	Director forwards promotion portfolio to Chancellor with written comments and recommendations by all reviewers.
April 1	Promotion decision made by Chancellor.
April 15	Notification of Chancellor's promotion decision provided to applicant.

The Chancellor will notify the successful applicant of his/her promotion. As a further recognition of achievement, a raise in salary will usually accompany a promotion.

However, realizing constraints placed on the budget by external factors, the promotion and raise may not always be awarded simultaneously, and the amount of the raise awarded for a promotion may vary from year to year.

206.4.11 MBMG Appeals Process

A faculty member may appeal a negative promotion decision to the Bureau's Appeal Committee. Such an appeal must be made in writing within 15 days of notification to the applicant, of the promotion decision by the Chancellor. All endorsements, or recommendations for denial, will be provided in writing to the applicant.

The Committee will review the case and make its recommendation to the Director who will rule on the appeal. If the individual wishes to appeal the decision of the Director, he/she may appeal to the Chancellor.

Should the individual wish to appeal the decision of the Chancellor, he/she may do so in accordance with procedures detailed in Section 211.

206.5 MBMG Merit Awards

206.5.1 General Considerations for Merit Awards.

The following points shall be observed:

1. To receive a Merit Award, the Bureau member must apply for it. It is the applicant's responsibility to describe and explain the reasons they should receive a Merit Award. The application must explicitly address the criteria that the Merit Award Committee will use to evaluate applications.

2. Up to three (3) Merit Awards can be granted each year. **However, there is no expectation that any or all awards will be granted in a given year**.

3. The applicant must be a full-time employee of the Montana Bureau of Mines and Geology.

4. A Merit Award shall be granted for exceptional achievement in one key area (research/publication, service, or leadership) or excellence in two or three key areas (research/publication, service, or leadership).

5. The activities or accomplishments under consideration for a Merit Award shall have taken place in the immediate three years prior to the application.

6. Applications shall be evaluated by a Merit Award Committee consisting of five (5) Bureau Professional Practice Faculty members:

    a. three (3) program leaders (Geology, GWAP, GWIP) or alternates selected by the Director each year,

    b. two (2) at large members with demonstrated long-term leadership, selected by the MBMG Director each year.

7. No members of the Merit Award Committee will be active applicants; membership will be determined after applications have been received by the Director. The Director is never eligible for the Merit Award.

8. The Merit Award Committee shall elect a new non-consecutive chair each year.

9. The Merit Award Committee will submit recommendations to the Research Division Chief, but is encouraged to consult with the Division Chief during their review.

10. The Research Division Chief will present recommendations to the Director who will present recommendations to the Chancellor.

11. A Bureau member shall not be eligible to apply for a Merit Award for two years following receipt of a Merit Award.

12. Funding for Merit Awards shall not be taken from the general salary pool.

13. Merit Awards shall be in the amount of $2,000.00, all of which shall go into the Awardee's base salary beginning July 1 following the award.

14. Base salary Merit Award increments shall not be considered when making inversion adjustments.

15. Bureau members that have an active disciplinary letter in the file kept by the Chancellor's Office or an "unsatisfactory" rating on any category of their evaluation in the past 3 years, are ineligible for a Merit Award.

16. Incomplete applications will not be considered for a Merit Award.

In a given year, a Bureau member may apply for and receive only one Merit Award.

Guidance is offered on the application process and criteria for the Excellent/Exceptional Achievement for Merit Awards.

207 FACULTY TERMINATION: FINANCIAL EXIGENCY (BOR POLICY 710.2.1)

The Board of Regents may terminate tenured faculty members of a campus of the University System for reasons of financial exigency of that campus or discontinuance or reduction of a program or department of instruction.

1. Financial Exigency: Financial exigency exists when a University System campus's budget for faculty member services is insufficient to sustain the current number of faculty positions considering anticipated attrition and non-renewal of probationary appointments.
2. Program Reduction or Discontinuance: Staffing in a program or department may be discontinued or reduced following:
    a. A system-wide or campus level review of the particular program or department; or
    b. A sustained decline in enrollment or shift in student interests adversely affecting the program or department.

Each campus may develop separate procedures to implement these policies.

In the absence of separate campus procedures approved by the Board of Regents upon recommendation by the Commissioner, the procedures found in BOR Policy 710.2.1 shall apply.

208 FACULTY TERMINATION: FOR CAUSE (BOR POLICY 710.2.2)

Termination of employment of a faculty member on continuous tenure, or of a special or probationary appointment before the end of the specified term of employment, may be affected by an institution for adequate cause. The exercise of academic freedom or constitutionally guaranteed civil rights will not be used as a basis for termination.

Adequate cause for termination includes:

(a) conviction of a felony or a crime involving moral turpitude since commencing of employment at the campus or the willful concealment of such crime in making application for employment;

(b) unreasonably endangering the welfare or unethical exploitation of students, employees or campus visitors;

(c) substantial failure to carry out responsibilities of a faculty member as determined by the Faculty Service Committee;

(d) fraud or misrepresentation of professional preparation, accomplishments or experience in connection with initial hiring or in the submission of materials for evaluation for promotion, tenure, or salary adjustment purposes; or

(e) gross insubordination.

A decision to terminate a faculty member for cause will be made by the President or Chancellor, after the faculty member has had an opportunity for a hearing before the Faculty Service Committee, and if a hearing occurs, following receipt of the report of the Faculty Service Committee. The President or Chancellor shall review and consider the report of the Faculty Service Committee prior to deciding. The decision and action of the President or Chancellor may be appealed to the Commissioner of Higher Education and the Board of Regents in accordance with Board policy in effect when the appeal is initiated. The President or Chancellor may, in his discretion, terminate the faculty member pending appeal. Procedures found in Board policy 710.2.2 shall apply.

209 APPEAL PROCESS IN FACULTY DECISIONS

A faculty member may appeal a negative tenure decision to the Academic Freedom and Tenure Committee within 15 days of receipt of notification of the recommendation of the President.

A faculty member may appeal a negative promotion decision to the Academic Freedom and Tenure Committee. Such an appeal must be made within 15 days of notification to the applicant of the promotion decision by the President.

Questions on merit salary increments may be appealed by the faculty member to the Provost/EVCAA. A faculty committee composed of three members shall be named by the Provost/EVCAA after having received lists, each containing three names each, from the appealing faculty member and the Dean. One person shall be selected from each list. The faculty committee shall independently review the case and make its recommendation to the Provost/EVCAA. The Provost/EVCAA shall then rule on the appeal. If the individual wishes to appeal the decision, he/she may appeal to the Chancellor.

210 APPEALS (BOR POLICY 203.5.2)

Any party adversely affected by the final decision of a university President may appeal, within 30 days of the President's decision, to the Commissioner of Higher Education,

unless a Board of Regents policy or an employment agreement explicitly provides that the decision of the President is the final administrative review.

Persons alleging that a University System employee has acted in a fashion incompatible with state ethics or conflict of interest may bring that matter to the attention of the chief administrative officer on the involved campus. A campus decision on such a complaint is appealable under this policy once a final decision has been rendered by the university President.

The Commissioner may in his/her discretion limit the scope of review to procedural matters.

The Commissioner may not substitute his/her judgment for the substantive decision made by the President, unless the President's decision was arbitrary and capricious, or clearly erroneous based on the facts in the record, or violated some legally protected right of the appellant.

This policy does not apply to any matters that are subject to the grievance procedure of a collective bargaining contract.

Appeals of decisions made by the Commissioner, including decisions made on appeals of final campus decisions, may be appealed to the Board pursuant to procedure F of this policy.

211 SABBATICAL ASSIGNMENT (BOR POLICY 801.1)

211.1 Board Policy

The BOR Policy 801.1 provides comprehensive information on eligibly, compensation, terms, definitions, employee benefits, etc. for those seeking and/or on Sabbatical Assignment. All Montana Tech faculty should review this policy prior to applying for sabbatical.

211.2 Campus Procedures

A reminder regarding sabbatical assignments shall be sent to faculty members by the Provost/EVCAA no later than October 1 of each year.

Applications must be submitted to the Provost/EVCAA by January 31. The Provost/EVCAA shall in turn make recommendations to the Chancellor. Applications from staff members in the Bureau of Mines and Geology shall go to the Director by January 31, and the Director shall then forward them with recommendations directly to the Chancellor. The Provost/EVCAA's and Director's recommendations shall include a statement on the programmatic and financial impact of granting the requested sabbatical.

The application should contain material, which addresses the criteria listed in Section IIC of BOR Policy 801.1.

Department Heads shall develop a clear written understanding with those faculty going on sabbatical assignment concerning what is expected of them while on that assignment (e.g., manuscripts, progress reports) and what criteria the subsequent year's salary increase recommendation shall be based upon.

Time spent on leave from Montana Tech does not earn service time toward eligibility for sabbatical assignment. The six years of service for faculty and seven years of service for administrative and professional staff members required for sabbatical assignment eligibility must be completed by the time the leave is started, not necessarily by the time the application is filed.

212 FACULTY LEAVE OF ABSENCE

The Institution does not normally grant short leaves of absence for faculty personnel. In unusual or emergency situations, leaves are authorized either with or without pay. To apply for leave, it is necessary to prepare and execute a Leave Approval Form that is available through Administrative Services. To ensure that salary is not deducted if the leave is with pay, it is necessary for the faculty member to make up the time lost or to make some commitment to the Institution. The immediate supervisor is responsible for and must verify that the time and/or responsibilities are completed.

213 EMERITUS RANK FOR RETIRING FACULTY

Upon the recommendation of a department faculty, Deans or Department Heads shall nominate faculty for emeritus rank. After approval by the institution faculty, Provost/EVCAA and Chancellor, these nominations are forwarded to the Board of Regents for their concurrence. Emeritus faculty members may enjoy library privileges, the MUS's health insurance plan for retired faculty members and may attend, without vote, meetings of their department, institution and general faculty. Free campus parking permits are available and emeritus faculty can use the HPER Complex under the same terms and conditions of regular faculty members.

If resources of the various departments are adequate, then the department may grant access to office and/or laboratory space, computer usage, and secretarial help to further their academic or scientific research and/or professional activities, excluding consulting. It is understood that the instructional, research and service requirements of the regular faculty must have priority; therefore, these privileges as to office, laboratory space and secretarial help may be rescinded by the department should it be necessary to do so.

The Institution and/or the Foundation may act as fiscal agent for grant and contract proposals submitted by emeritus faculty. BOR Policy 702.2 defines the eligibility requirements for emeritus appointments.

214 FACULTY COMMITTEES

Faculty committee descriptions are attached to the Handbook as Appendix A. Additional ad hoc committees may be formed or disbanded by the faculty or administration with full notification to the college community. The Faculty Senate may appoint one additional member on any standing committee except those committees where a Faculty Senate representative already serves, or where the committee is limited by law or Regents Policy (e.g., Faculty Service Committee).

215 INVENTIONS AND PATENTS

All employees of Montana Tech shall adhere to procedures found in the Principal Investigator (PI) Handbook with respect to patentable inventions or discoveries and to those procedures outlined in BOR Policy 401.2. The purpose of these procedures is to define the relationships among the inventor; the University System; unit, institution, school, branch, division or agency of the University System; and outside sponsors of research within the University System. The PI Handbook can be accessed through the Montana Tech Web Site. Click on "Research Office" then "Research Policies and Procedures" (on right side of page) where the PI Handbook can be found.

General objectives of this policy include dissemination of existing knowledge together with the acquisition of new knowledge and understanding through research. System research is also conducted to train students and to stimulate a spirit of inquiry, but seldom with regard to practical application which might result. However, inventions are often by-products of research, and when such inventions are made, it may be in the public interest that the System provide the protection and control available under the patent laws. In such cases, it is the intention of the Board of Regents to provide that protection and control when practicable.

215.1 Copyrights (BOR Policy 401.3)

1. Works, which are produced by an employee in connection with an approved and sponsored research project, are treated in accordance with the agreement negotiated with the sponsor. In the absence of such agreement or to the extent such an agreement does not fully address ownership of works produced, such works shall be treated in accordance with Sections 2 or 3 of the BOR Policy 401.3.
2. When an employee is assigned work or responsibilities for the specific purpose of developing computer programs, visual aids, manuals, public relations material, or other copyrightable works, the works produced pursuant thereto and all royalties there from shall be the property of the campus. Assignment of the copyright shall be indicated either on the individual employment contract or in a separate document countersigned by the employee. Should the campus and the employee agree to a division of royalties such division must be included in the contract or in

a separate document countersigned by the employee. If the campus does not wish to copyright the work, the employee may obtain a written release from the President or Chancellor. Once the written release is obtained the employee may copyright the work in his/her own name. Upon written request for release by the employee, the campus will respond within 30 days.

3. When an employee develops copyrightable works other than those defined in paragraphs 1 or 2 above, he/she shall have sole right of ownership and disposition of such works. When such works are produced, developed or authored through the use or with the aid of the campus facilities, personnel or other resources, the campus must be reimbursed for the fair market value of the use of any such facilities, personnel or resources, except those considered part of the normal academic environment including library facilities. Manuscripts or works of art designed for publication in media where no remuneration is given the author(s) are exempt from this reimbursement requirement.

216 CONSULTING

Form Required: Permission to Consult form is in Appendix E of this document and online through Administrative Services.

All consulting activities carried out by faculty, academic Department Heads, administrators (including Deans), and professionals on FY contracts at Montana Tech must comply with BOR Policy 401.1.

All persons wishing to engage in consulting activities outside the Institution must request permission through appropriate channels. The Permission to Consult form must be completed each time a member engages in consulting with a different client. Only that time used consulting during the normal workweek need be reported on the annual inventory.

216.1 Faculty

Faculty may engage in a limited amount of private consulting (defined as any additional activity beyond duties assigned by the Institution, professional in nature and based in the appropriate discipline for which the faculty member receives additional personal compensation during the contract year) provided it does not interfere with the performance of regular institutional duties.

Permission for such private consulting shall normally be granted only after all academic responsibilities, including instructional and research activities, are fulfilled, and shall be obtained from the appropriate Department Head, Dean, Provost/EVCAA, and Chancellor.

In order to provide maximum flexibility of the faculty in their performance of consulting assignments, the amount of time per week need not be specified. However, the total days

of consulting shall not exceed 40 days in any one academic year. Permission to engage in consulting engagements totaling more than **40** days in any academic year shall be considered on their own merit and may be approved on an individual basis by the appropriate Department Head, Dean, Provost/EVCAA, and Chancellor.

216.2 Montana Bureau of Mines and Geology Faculty and Other Bureau Professionals

Bureau employees are generally not allowed to consult in the state. Consulting out-of-state may be permitted under limited circumstances, but requires the written approval of the MBMG Director and the Chancellor.

216.3 Academic Department Heads

Academic Department Heads may engage in a limited amount of private consulting (defined as any additional activity beyond duties assigned by the Institution, professional in nature and based in the appropriate discipline for which the academic Department Head received additional compensation during the academic or contract year) provided it does not interfere with the performance of regular institutional duties.

Permission for such private consulting shall normally be granted only after all administrative responsibilities, including instructional and research activities, are fulfilled, and shall be obtained from the appropriate Dean, Provost/EVCAA, and Chancellor.

In order to provide maximum flexibility of the faculty in their performance of consulting assignments, the amount of time need not be specified. The total days of consulting shall not exceed 40 days in any academic year. The 40 days shall be taken during the established academic year. Permission to consult more than **40** days in the academic year shall be considered on its merit and may be approved on an individual basis by the appropriate Dean, Provost/EVCAA, and Chancellor.

216.4 Other Administrators (Including Deans) and FY Professionals

Administrators (including Deans) and professionals may engage in a limited amount of private consulting (defined as any additional activity beyond duties assigned by the Institution, professional in nature, and based on the appropriate discipline for which the individual receives additional personal compensation during the contract year) provided it does not interfere with the performance of regular institutional duties.

Permission for such private consulting shall normally be granted only after all assigned duties have been fulfilled and shall be obtained from the appropriate Department Head, the Provost/EVCAA, and Chancellor.

In order to provide maximum flexibility of administrators and professionals in their performance of consulting assignments, the amount of time per week need not be specified. However, the total days of consulting for faculty shall not exceed 40 days in any contract year. Permission to engage in consulting totaling more than **40** days in any contract year shall be considered on their own merit and may be approved on an individual basis by the appropriate Department Head, the Provost/EVCAA, and Chancellor. The amount of time allowed non-faculty staff shall be determined on a case-by-case basis in consultation with the Chancellor. All time used by administrators and professionals for consulting during the normal workday, week, or month of their contract period must be taken as leave time (i.e., vacation leave or leave without pay) and shall be noted as such on the monthly attendance record sheet.

All consultation shall be undertaken in a purely private capacity and the Institution shall not be responsible in any way for the property of clients used in such research. No official institutional stationery, forms, or business cards shall be used in connection with such work, nor shall the name of the Institution be used without the expressed consent of the Chancellor. Private stationery, business cards, professional directories, etc. should not bear the Institution's phone number or address, or any other Montana Tech contact information.

When campus space and equipment are used for private consulting, the Institution shall be reimbursed for use of such space and equipment. Approval shall be obtained in advance. The basis of reimbursement should be established and agreed to between the consultant and the Institution's Controller prior to submission of the request to the Chancellor.

Every person engaged in consulting shall submit an annual inventory of his/her consulting activities to the Chancellor by September 20. This report shall account for only time spent on consulting activities during the normal workday, week, or month of their contract period.

217 CONFLICT OF INTEREST

217.1 Rules of Conduct for Public Officers and Public Employees (2-2-121 MCA)

All employees of Montana Tech are required to comply with the rules of conduct defined in Montana Code Montana Code Annotated 2-2-121. This code covers allowed work, lobbying, private use of equipment and facilities, and other areas where there is a potential for conflict of interest for employees of the state of Montana.

217.2 Conflict of Interest Rules for Montana Tech Employees

These rules supplement those in Montana Code Annotated 2-2-121. Montana Tech and its employees are committed to conducting themselves and their activities in accordance with the highest standards of integrity and in compliance with state and federal ethics and conflict of interest laws and regulations and with Montana University System Board of Regents policies.

A conflict of interest occurs when there is a potential divergence between the employee's private interests and professional obligations to Montana Tech, such that an independent observer might reasonably question whether the employee's professional actions or decisions could be influenced by considerations of personal gain (financial or otherwise). Potential conflicts of interest that involve the employee, spouse, domestic partner and dependent children must be disclosed as if they applied directly to the employee. Examples of conflicts that must be disclosed include the following:

- Salary or other payment for services (e.g., consulting fees or honoraria) from any business entity that exceeded $5,000 during the past 12 months.
- Equity interests (e.g., stocks, stock options, or other ownership interests) in publicly traded entity valued in excess of $5,000 or greater than 5% ownership, or a combination of stock and income from that entity that exceeds $5,000.
- Any ownership interest in a non-publicly traded entity (such as a start-up company), regardless of its value.
- Any relationship with an entity that would be affected by the employee's research, or could be directly affected by a decision the employee participates in at Montana Tech or involving Montana Tech funds.
- Income from intellectual property rights (e.g., patents, copyrights, and royalties) paid by any source other than Montana Tech.
- Any travel which is paid for or reimbursed by another organization and which is the disclosure requirement does not apply to travel that is reimbursed by a Federal, State, or local government agency, or an institution of higher education.
- Service as an advisor, consultant, or in another capacity with a public or private agency that grants money to Montana Tech's eligibility for funds from that agency.
- Management or consulting position, board membership, or role as agent or representative of or participant in the day-to-day operations of a commercial enterprise active in field(s) related to the employee's Montana Tech responsibilities.

- Supervision and/or authority to influence the hiring, salary, promotion, retention, or tenure or other employment benefits of an immediate family member or a close business associate or employee of an entity in which the employee has an ownership interest.

Disclosure. All employees working 0.5 FTE or greater must provide a written certification and disclosure of conflicts of interest at least annually and updated promptly whenever a new potential conflict arises. Faculty members, students, and other employees working less than half time are exempt from submitting the annual disclosure, but are required to comply with this policy and to make disclosures of any potential conflicts of interest whenever they occur, or if they are required by the sponsor of a project.

In addition:

1. No employee shall accept additional compensation for the same services that are part of the employee's assigned duties.
2. No faculty member may receive compensation for tutoring students of the Institution. A teaching assistant may not receive extra compensation for tutoring students in any section of a course in which he/she has any responsibility.
3. Any employee who recommends or approves a purchase, and who has any financial interest in the firm involved in the purchase, shall make this fact known at the time. This requirement does not include textbook adoptions where the faculty member is clearly identified as the author or editor of the book in question.
4. Any employee who recommends or approves a personnel action, and who has any financial interest or business association with the person who is the object of action, shall make this fact known at the time.
5. No employee may use or distribute information from unpublished institutional research for the benefit of a consulting activity or a private client.
6. An employee may act in a supervisory relationship with the same student or staff member within the Institution and in an external organization, but the work cannot be done during the normal workday of his/her contract period.

Montana Tech's Conflict of Interest policy for Contracts and Grants can be found is available online.

218 RESEARCH AND SCHOLARLY ACTIVITIES PROPOSALS SEEKING EXTRAMURAL FUNDING

Research and sponsored project activities conducted under the Institution's auspices carry an important public and personal responsibility for careful management. The PI Handbook is published by the Office of Research and Graduate Studies (ORGS) to help you fulfill that responsibility. It is posted on the Montana Tech Web Site under Research Office/Research Policies. It describes general procedures, policies, and services available regarding research and sponsored projects at Montana Tech. All members of the campus community—faculty, academic professionals, staff, and students—who wish to conduct externally funded projects utilizing the Institution's facilities, personnel, or other resources must comply with applicable institutional policies and procedures found in this handbook.

Appropriate compensation for sponsored research activities, including summer salary and buyouts is developed by working with the Research Office at Montana Tech. Compensation for research must be compliant with all federal and state laws and regulations and is based upon the Montana Tech base salary.

219 ACADEMIC DEPARTMENT HEADS AND DEANS

219.1 Department Head Job Description, Selection and Terms

219.1.1 Job Description

Department Heads at Montana Tech are the leaders and chief representatives of their departments and, except in extraordinary circumstances, are the conduits through which communications flow to and from their departments on policy and procedural matters of an academic or administrative nature. The Department Head, in consultation with the faculty of the department, is responsible for setting goals and objectives for the department that is consistent with those of the Institution, for developing plans to achieve them, and for periodically assessing progress towards meeting them.

219.1.2 Academic Responsibilities

The Department Head, in consultation with the faculty of the department, is responsible for the continuing development of the curriculum and for its oversight. Along with being responsible for NWCCU Accreditation requirements such as Program Review, if a program or degree is individually accredited by an organization such as ABET, the Department Head is responsible for maintaining accreditation of the department's degree program. The Department Head is normally expected to carry two-thirds of the teaching load assigned to faculty in the department.

219.1.3 **Administrative Responsibilities**

The Department Head is the leader of the department and is expected to show leadership in all areas of concern to the department faculty and staff. That leadership is measured in terms of the success of the students, faculty and staff and programs under the department's umbrella.

In particular the Department Head is responsible for:

- Reviewing the performance of department faculty in the areas of teaching, service and research in a manner described by the Faculty/Staff Handbook;
- Developing with the faculty a closed loop assessment plan with goals, objectives and feedback process that ensures continuous improvement of the program in alignment with accreditation requirements;
- Developing an annual department budget request for consideration by the Dean, for modifying the budget based on funds allocated, and for administering the expenditure of funds so as not to exceed allocations;
- Assigning teaching duties equitably to the department's faculty in such a manner as to take the greatest advantage of their individual expertise, interests and abilities;
- Scheduling of classes and the arrangement of the teaching schedule in a manner that avoids intra and inter-department conflicts between required courses and allows faculty adequate time blocks to prepare for instruction, carry out research and serve the Institution and the community.
- Reviewing and, when necessary, revising the department's portion of Montana Tech's catalog and schedules of classes;
- Recruiting new faculty. These responsibilities include, but are not limited to, development of a position announcement in concert with the department's faculty, formation of a search committee, review of the search committee's recommendation(s), and recommending a candidate for the position to the Dean.
- Ensuring that each tenure track (probationary) faculty member is evaluated by the department's tenured faculty annually. The results of the evaluation, as well as the Department Head's own evaluation, should be conveyed to the faculty member and to the Dean of the Institution in a timely manner.
- Insuring that published guidelines for applications for tenure and promotion are followed and that applications are processed in a timely manner;
- Ensuring the quality of student advising in the department;

- Hearing disputes or complaints regarding any aspect of the department's performance;
- Selecting, supervising and evaluating staff assigned to the department, such as laboratory directors and administrative assistants; and
- Maintaining orderly records of department meetings, curriculum changes and other official department business.

219.1.4 **Research and Professional Development**

The Department Head is responsible for fostering a climate conducive to the conduct of research by the department's faculty and students. This includes, but is not limited to, the dissemination of information pertaining to research opportunities, the encouragement of faculty and students to pursue research, and, to the extent practicable, the provision of time and facilities in which to conduct research.

The Department Head is responsible for ensuring that faculty are made aware of on- and off-campus opportunities for professional development, encouraging faculty to pursue professional development opportunities, and for allocating and pursuing funds for professional development to the extent practicable.

219.1.5 **External Constituencies**

The Department Head is responsible for promoting the department and its programs to external constituencies. This includes, but is not limited to, fostering good alumni, industry, and community relations; recruiting of new students and placement of continuing students and graduates; development of external funding resources; and formulating and maintaining rapport with the department's external Advisory Board.

219.1.6 **Selection**

When a position becomes available or is anticipated, a committee shall be formed by the department in consultation with the Dean to make recommendations on appointments. The committee shall try to include at least one faculty from outside the department and one student majoring in the department.

The committee should forward two candidate names to the Dean. The Dean shall then make a recommendation to the Provost/EVCAA and Chancellor for approval.

As an administrative assignment, the Department Head serves at the discretion of the Chancellor.

219.1.7 **Terms**

Subject to qualifications/provisions in Section 205, Department Heads shall be appointed for a term of one year. The faculty in each department shall evaluate their Department

Head annually in a confidential but constructive manner and forward this written evaluation to the Academic Dean. The Academic Dean shall consider these evaluations when making a recommendation for renewal or non-renewal to the Provost/Executive Vice Chancellor for Academic Affairs who shall in turn make a recommendation to the Chancellor. The Dean (or Provost/EVCAA in situations where the Department Head is also a Dean) shall respond in writing to the department's comments.

219.2 Academic Dean Job Description, Selection and Terms

219.2.1 Dean Job Description

Deans at Montana Tech are the leaders and chief representatives of their school/college and, except in extraordinary circumstances, are the conduits through which communications flow to and from their school/college on policy and procedural matters of an academic or administrative nature. The Dean, in consultation with the Department Heads of the school/college, is responsible for setting goals and objectives for the school/college, for developing plans to achieve them, and for periodically assessing progress towards meeting them.

219.2.2 Dean Academic Responsibilities

The Dean, in consultation with the Department Heads, is responsible for development of plans to carry the school/college into the future, for nurturing the growth of programs, for promoting accreditation of all programs, and the development of new programs appropriate to the school's/college's mission.

219.2.3 Dean Administrative Responsibilities

- The Dean is responsible for developing an annual budget request for consideration by the Chancellor, for modifying the budget based on funds allocated, and for administering the budget.
- The Dean is responsible for developing the staffing plan of the school/college, recommending changes in the plan, and modifying the plan subject to changes in enrollment or budget.
- The Dean is responsible for the appointment of Department Heads, subject to the approval of the Academic Vice Chancellor and Chancellor, and for the evaluation of the Department Heads.
- The Dean is responsible for insuring that published guidelines for applications for tenure and promotion are followed by the departments and that applications are processed in a timely manner.
- The Dean is the primary person to hear disputes or complaints regarding any aspect of the school's/college's performance.

219.2.4 Dean Research and Professional Conduct

The Dean is responsible for fostering a climate conducive to the conduct of research and for professional development by the faculty and students.

219.2.5 Dean External Constituencies

The Dean is responsible for promoting the school/college and its programs to external constituencies. This includes fostering good alumni, industry and community relations; and the development of external funding.

219.2.6 Dean Selection

The Dean is selected by the Provost/Executive Vice Chancellor for Academic Affairs with the approval of the Chancellor. Normally, the choice is made from candidates forwarded by a committee consisting of one faculty member from each program in the school/college, one faculty from outside the school/college, one student from the school/college, and one Dean from the campus. The committee should include at least one Department Head from the school/college.

As an administrative assignment, the Academic Dean serves at the discretion of the Chancellor.

219.2.7 Dean Terms

Academic Deans shall be appointed for one-year terms. The Department Heads in each school/college shall evaluate their Academic Dean annually in a confidential but constructive manner and forward this written evaluation to the Provost/EVCAA The Provost/VCAA shall consider these evaluations in determining suitability for renewal or non-renewal when making a recommendation to the Chancellor. The Provost/EVCAA shall respond in writing to the Department Heads' comments.

SECTION III: ACADEMIC POLICIES AND PROCEDURES

300 ACADEMIC PROCEDURES

The current Catalog includes policies and procedures on academic matters. Each faculty member is expected to become familiar with the catalog. Faculty members who have been assigned the responsibility of advising and counseling students will find the *Catalog* invaluable.

Some of the major Catalog items faculty should acquaint themselves with are examinations (challenge, CLEP and final), change of grade, grade appeals, grade of incomplete, withdrawal (both from a course and from the Institution), credit hours, financial aid, academic standing, and position on academic dishonesty.

301 FINANCIAL AID

Montana Tech participates in the following federal financial aid programs:

- Federal Pell Grants
- State Student Incentive Grants
- Perkins Loan Program
- Federal Work Study Program
- Supplemental Educational Opportunity Grants
- Federal Stafford Student Loans

The Financial Aid Director is responsible for all of the above programs in addition to administering the institutional loan program. All financial aid applicants are required to apply for federal student aid to determine eligibility.

The Director of Enrollment Processing also disburses scholarship application forms, but the Scholarship Committee and Department Heads (in conjunction with the Financial Aid Office) are responsible for the awarding of all scholarships.

302 PROCEDURES FOR NEW AND MODIFIED DEGREE PROGRAMS

All new postsecondary educational programs (certificate programs, degrees, and addition of minors to existing degrees, options within majors, or minors where a major does not exist) shall be submitted to the Commissioner of Higher Education who will formulate recommendations for the Board of Regents through the Academic and Student Affairs Committee.

Changes in the names of degrees shall be approved by the Board of Regents. In all cases, the Board of Regents may require an appropriate report from outside objective consultants to assist the Board in analyzing the proposal and arriving at a just decision.

The Montana University System (MUS) Academic Affairs Procedural Guidebook provides procedures and guidelines that all academic submissions must follow. A This document is a good starting point for any academic program that is considering changing or creating degrees, options, curriculum, etc. Additional relevant information from the MUS can be found on the MUS Academic Priorities and Planning website.

Additionally, procedures for submitting new and/or modified degree programs can be obtained through the Provost/EVCAA Office.

302.1 Degree

A specific designation of letters representing the words on the diploma indicating completion or attainment (e.g., B.A., B.S., B.Arch., B.B.A., M.A., M.F.A., Ed.D., D.A., Ph.D.).

302.2 Certificate

Awarded upon successful completion of entry-level programs, a specialty within an occupational area, and/or upgrading skills and knowledge within an occupation. Usually, certificate programs are no more than 60 semester hours in length.

302.3 Major

The specific field of concentration for the degree. A designated and coherent sequence of courses in a discipline, related disciplines, or professional area in which a student concentrates as a part of a baccalaureate degree program. The requirements of the major are usually defined by one academic department, but may be defined jointly by two or more departments in the case of an interdisciplinary major. Majors may range from 38 to 48 semester hours, half of which must be at the upper division level. Study in the major will conclude with a capstone, integrating experience in which the knowledge and skills learned in the major are applied or demonstrated.

302.4 Extended Major

Where required by professional expectations or specialized accreditation standards, extended majors may be offered in undergraduate programs. The extended major may require up to 80 hours.

302.5 Minor

The supporting or complementary field undertaken along with a major for a degree. A designated and coherent sequence of courses in a discipline, related disciplines, or professional area which provides support or enhancement of a student's major in a baccalaureate program. Minors may range from 18 to 30 semester hours of credit, one-third of which must be at the upper division level.

302.6 Option

One of two or more alternative tracks available to students in an associate degree, baccalaureate minor or major or graduate degree program. Each option consists of a core of required courses in the program plus required and/or elective courses in the specialty area indicated by the title of the option. The core of required courses must constitute at least one-third of the hours required for the program.

302.7 New Postsecondary Educational Programs

All proposals for a new series of courses arranged in a scope or sequence leading to a certificate, option, major, or minor where a major does not already exist.

303 POLICY FOR CHANGING FACULTY/STAFF HANDBOOK

Changes in the Faculty/Staff Handbook can come as new or changed policy from the Board of Regents, or may be proposed by faculty members, the Faculty Senate, staff, or the Administration.

Proposed changes will be discussed in open meetings with the affected parties and the Administration before recommendations are forwarded to the Chancellor. Normally, all institutional policies are reviewed by the Executive Team, Deans Council, and ASMT. Additionally, the Faculty Senate reviews matters pertinent to their responsibilities.

All proposed changes directly involving academic issues will be carried in writing, either by a faculty member, the Faculty Senate, or by the Administration, to the Faculty Senate and followed by a discussion in a faculty meeting. A recommendation will require an affirmative vote at a general faculty meeting.

The Chancellor must approve all changes to the Faculty/Staff Handbook. It is expected that the Chancellor will discuss with the affected parties the reason for disapproval of a proposed change or insertion of new items to the Faculty/Staff Handbook. (Policy approved at May 6, 1992 Faculty Meeting.)

304 POLICY MATTERS PRESENTED AT FACULTY MEETINGS

Any motion that affects policy matters concerning academic affairs, or matters of interest to the faculty, must be presented to the faculty at least 48 hours prior to the Faculty Meeting. (Faculty action taken January 6, 1977.)

Those in attendance will constitute a quorum, given that there has been proper notification of the meeting and that it occurs during the normal academic year.

305 TRANSCRIPT OF ACADEMIC RECORDS AND RELEASE OF INFORMATION

A student's permanent record of academic information is termed a transcript. The Director of Enrollment Services is responsible for the maintenance of accurate and readily available student academic records, and for the use and release of information from these records. Information about students will be released only as authorized by state and federal laws or by the individual student.

Montana Tech will release to outside agencies or persons upon request the names, campus and home address, class in school, degree type and date, dates of attendance, and other information regarding the student considered directory information under federal law.

Any student who does not wish directory information released should notify the Office of Enrollment Services prior to registration. The Institution will not release other information considered academic or personal in nature without written permission of the student, or unless subpoenaed by a court, agency, or tribunal of competent jurisdiction.

Transcripts of a student's permanent record are issued by the Institution only upon written request of the student for personal use or to be sent to designated persons. Transcripts of grades and honorable dismissal will be given only to students who have met all financial obligations to the Institution. Official transcripts are available for a small fee.

305.1 Record of Deceased Students

The records of deceased students may only be released by the Institution's Director of Enrollment Services. Records will be released to survivors in the following order of succession:

- the spouse at the time of death;
- a parent;
- the executor of the estate;
- the eldest surviving child;
- the eldest surviving sibling;
- any surviving descendent.
- The petitioner must provide as much of the following student information as possible with a records request:
    - Name (and maiden name, if applicable);
    - Social Security number;

- The dates that the deceased student attended Montana Tech;
- Death certificate (a photocopy is acceptable).

- The petitioner must provide the following personal information with a records request:
  - Name;
  - Address;
  - Evidence that he/she is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying same;
  - Phone number;
  - Signature;
  - Date of Request.
- The request should be addressed to the Director of Enrollment Services.

306 PROCEDURES TO APPEAL A FINAL GRADE FOR A COURSE

When a student believes a final grade has been improperly recorded by a faculty member, they should follow the appeal procedure in the current Course Catalog (Academic Regulations and Requirements section).

307 ACADEMIC DISHONESTY

Academic violations include cheating, plagiarism or falsifying official records related to Montana Tech, unauthorized signatures, tampering with course material, etc. General classroom misbehavior is considered a non-academic violation. Academic misconduct must be reported to the Dean of Students using the electronic form: Academic Dishonesty (maxient.com). Definitions of what constitutes academic dishonesty (plagiarism, copying, etc.) can be found in the **Student Handbook.** The Dean of Students is the first point of contact to initiate the process for Academic Dishonesty cases.

308 FACULTY SCHEDULES

Each member of the instructional faculty will be required to forward a copy of his/her class schedule at the beginning of each semester to the Provost/EVCAA Office. These schedules are used for the purpose of arranging meetings, location in case of emergencies, phone calls, etc.

309 SPACE UTILIZATION AND SCHEDULING

The Scheduling Office, located in the SUB, schedules rooms and other facilities for meetings and events for the public and the Montana Tech community. Academic space used for non-instructional purposes is also scheduled through the Scheduling Office with

the approval of the Registrar/Executive Director of Enrollment Services. The Registrar schedules and assigns all classroom space for instructional use. The use of space for faculty offices, laboratories, and research is determined ultimately by the Chancellor through recommendations provided by the Space Utilization Advisory Committee. The Space Utilization Advisory Committee is chaired by the Provost/EVCAA. Non-academic space in the HPER Building is managed by the HPER Facilities Manager, under the direction of the Athletic Director. Public and college use of the HPER is arranged and scheduled through the HPER Facilities Manager.

The Scheduling Office plans for banquet and catering services, and provides logistical support for any program including conference housing. The use of alcohol at any campus event must be arranged and approved by the Chancellor through the Scheduling Office.

310 ACADEMIC YEAR

Montana Tech operates on the semester calendar. Academic Year (AY) faculty Board of Regent contracts normally run from mid-August through mid-May. However, some faculty are on AY+1 contracts that normally run from 8/1 through 5/31. All faculty members are expected to comply with the academic year. Academic Deans will administer this policy.

Requests for exceptions to the above policy should be transmitted on "Application for Leave" forms for review and approval by the Provost/EVCAA and final approval by the Chancellor.

311 OFFICE HOURS

Each faculty member should post a notice on his/her office door indicating regular office hours. Office hours should be chosen with a view toward convenience of students and colleagues. In addition, faculty members should make as much time as possible available to their students for counseling and assistance. Three hours weekly is considered a minimum and faculty are encouraged to have an open-door policy.

SECTION IV: STATE TRAVEL REGULATIONS

400 EMPLOYEE TRAVEL (BOR POLICY 807.1)

All employees, faculty, staff, and students are expected to follow the travel rules, requirements, and expectations contained in BOR Policy 807.1. This policy contains links to the official per diem schedules. All travel policies and forms are located on MyMtech under the "Administrative Services" link ("Travel").

400.1 State Vehicle Use

Information regarding the policies of state vehicle use are located on MyMtech under the "Administrative Services" link ("Travel").

400.2 Authorization for travel

Form required: Request and Authorization for Travel.

The Request and Authorization for Travel form can be obtained on MyMtech by selecting the "Administrative Services" option.

Completed forms must be submitted for approval and returned to accountspayable@mtech.edu *prior* to travel.

Important items to remember:

- Transportation shall be the most economical in terms of direct cost to the State and employee time away from the office.
- An agenda or conference program shall accompany the request for travel.
- Travel requests must be submitted in advance of travel.
- Procards are to be used for airfare, lodging, registration, ground transportation.

Note: Any full-time employee of Montana Tech can apply for a Procard. Contact Accounts Payable for details.

400.3 Reimbursement for Travel Expenses

Form Required: Travel Expense Voucher.

Travel Expense Vouchers can be obtained from the Accounts Payable Office or online at MyMtech.

Claims for reimbursement or expenses due to state travel are to be filled out **within 30 working days after travel is completed**. Employees who do not file for reimbursement of travel costs within three months after incurring the expense waive their right to reimbursement unless approved by appropriate university staff. A copy of the Request and Justification for In-State and Out-Of-State Travel should be attached to the

reimbursement request. Per diem and miscellaneous expenses must be listed by days -- not one lump amount for the entire trip. Receipts for all expenditures (lodging), except small incidental items, must be attached to the claim.

Important items to remember:

- Reimbursable travel expenses include only those incurred while traveling in connection with official state business. Expenses incurred during periods of vacation time while in a travel status are not allowed.
- Departure time and return is normally considered to be when an employee leaves and returns to headquarters. However, if the employee departs directly from their place of residence and returns directly to place of residence without stopping at headquarters, then the time leaving from and returning to the residence becomes the time to be used in computing allowance. For an employee who leaves directly from their place of residence and returns to headquarters after the trip, the starting time would be residence and the ending time would be headquarters.
- A warrant will be processed through our state warrant procedures for **net reimbursement due an employee.**

Travel expense allowances payable to most state employees on official travel status are available online at MyMtech. To be eligible for a meal reimbursement while traveling on state business, the employee must have been in a "travel status" for more than three (3) hours and be a distance of at least fifteen (15) miles from origination or home, whichever is closer. The amount of reimbursement and the number of meals the employee is eligible for depends upon whether the duration of travel was less than 24 hours or 24 hours or more, and the traveler's relationship with the "travel shift."

A receipt is required if an individual miscellaneous expense exceeds $25.00 per day.

SECTION V: GENERAL EMPLOYMENT PRACTICES

500 HIRING PROCEDURES

500.1 Nondiscrimination

All searches and hiring decisions first and foremost will seek to identify the most qualified candidate. In the process, all employees and applicants for employment are guaranteed Equal Employment Opportunity -- freedom from discrimination on the basis of race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation, by Title VII of the Civil Rights Act of 1964, as amended. Montana Tech complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to persons with disabilities.

Montana Tech guarantees Equal Employment Opportunity by:

- Developing and complying with uniform recruitment and hiring procedures which will include a search and selection plan approved by the appropriate Vice Chancellor and reviewed by the AA/EEO representative of the Chancellor;
- Advertising positions in appropriate recruitment sources where potential applicants can learn of vacancies;
- Appointing committees whose members are informed about AA/EEO to review applications and conduct interviews. No committee will begin its work until properly advised by the AA/EEO representative of the Chancellor's Office.
- Collecting AA/EEO information about applicants and using this data to monitor Tech's hiring practices;
- The search committee, the appointing authority and his/her designees will apply the principles and seek to achieve the objectives of the Institution's Minority Achievement and Gender Equity Plan.
- To the extent possible, women and minority persons will sit on search committees.
- It is understood that if qualifications are substantially equal, an affirmative action decision will be made in order to increase the participation of women and minorities on the staff and faculty of Montana Tech.
- The search committee will submit their recommendation for hire to the AA/EEO Officer along with a written explanation outlining the efforts made to comply with AA/EEO, especially if a woman or minority person is not selected.

500.2 Recruitment

Form Required: Personnel Requisition Approval Form (PRA)

Forms are available through the Personnel Office or on the through the Human Resources page under the 'Recruitment' section. Recruitment for permanent personnel will not be initiated until the PRA is completed by the hiring authority and received in Personnel with appropriate signatures and budgetary approval secured. Personnel will prepare the vacancy announcement and a brief advertisement from the PRA outline as well as distribute the announcement and place the appropriate advertisements.

In general, national searches require advertisements in at least one journal or newspaper with national distribution. Regional searches require advertisement in regional newspapers, state searches in statewide newspapers, and local searches in the *Montana Standard* or other applicable local papers. Internal or on-campus searches must be advertised on the Montana Tech job board. All advertised jobs will be posted at the Butte Job Service.

Search procedures and information are available through the Personnel Office. The Chancellor or designee will make or authorize the actual job offer with the Personnel Office.

500.3 Search and Selection for MUS Contract and Classified Positions

Search and Selection Committees will normally be comprised of people in the office or program in which the position resides. The search will most generally be chaired by the supervisor of the vacant position. Committees are encouraged to include members of the faculty and students. When possible, membership on committees should include women and minorities. Committees will comply with the Institution's Equal Educational Opportunity Policy and Minority Achievement and Gender Equity Plan. First and foremost, it is the duty of the Search and Selection Committee to recommend the most qualified candidate. When the final choice is between equal candidates, and a woman or minority candidate is available, the affirmative action choice shall be made. The Chancellor will be the ultimate decision-maker concerning which candidate shall be offered the position. However, the decision will be made after full and meaningful discussion with the Committee and review of the AA/EEO Officer.

The Institution’s guide for search and selection shall be the framework for the committee's actions. Further, searches will comply with the requirements stated at the beginning of this section of the Handbook (500).

500.4 Relocation Reimbursement

Relocation expenses may be offered to candidates as part of their initial offer if eligible under the Relocation Reimbursement Policy. Relocation reimbursement is not an

automatic benefit. For new employees moving to Butte from outside the United States, relocation expenses must be negotiated between the new employee and the appointing authority. The distance they are travelling will be the criterion for the amount of moving expense reimbursement. For more information login to MyMtech and navigate through "Administrative Services" to "Employee Recruiting Resources".

500.5 Student Employment

Career Services connects students and employers. Together with Enrollment Processing (Financial Aid) and Payroll, Career Services promotes on-campus employment and facilitates job postings, paperwork and timecards.

Openings for student employment should be listed with Career Services or posted online in DIGGERecruiting. The posting information should include a definition of the position, required qualifications, person to whom applicant should apply, wage and any other pertinent information. DIGGERecruiting is available for all students and prospective students to view positions online. Students are able to search for on-campus openings and be notified when openings match their search criteria. Additional information and paperwork are available online at Student Employment.

501 BENEFITS

501.1 Administrative Personnel Leave (BOR Policy 801.2)

Form Required: Leave Application Form

Presidents, chancellors, vice presidents and vice chancellors, deans, directors, and other administrative personnel as well as the Commissioner of Higher Education and members of his staff are eligible for Administrative Personnel Leave. Supervisory personnel in positions not directly related to academic administration are eligible for Administrative Personnel Leave also. Such leaves shall be granted according to the following procedures.

501.1.1 Procedures

1. Administrative personnel leaves shall be subject to budget limitations that may exist.
2. Satisfactory programs or projects include study, research, travel, related work in other institutions or private or business organizations or other activities which the president, chancellor or Commissioner of Higher Education agree will improve the staff member professionally or which directly or indirectly benefit the campus, the university system or the State.

3. Requests for such leave must show value to the respective campus or commissioner's office and cause no impairment of the campus or office programs because of the applicant's absence.
4. Any individual receiving administrative leave will be expected to return to his or her university system employment for at least one contract period or to repay money received from the university system while on leave.
5. Administrative leave shall not be deemed earned leave time, nor become vested right or interest, nor be, nor become, an implied provision of any contract.
6. Each president and chancellor shall submit an annual summary of administrative leaves to the Commissioner of Higher Education and Board of Regents upon request.
7. All applications for administrative leave shall be submitted to the President or Chancellor of the campus, or if applicable to the Commissioner of Higher Education, allowing sufficient time for evaluation prior to the beginning of the leave. Requests for administrative leave for presidents must be recommended by the Commissioner of Higher Education. All leave requests shall be submitted to the Board of Regents through the Commissioner of Higher Education for approval.
8. Campus procedures for implementing this policy shall be developed by the unit, shall be generally consistent throughout the Montana University System, and shall be filed with the Commissioner of Higher Education.

501.2 Leave Without Pay (BOR Policy 801.3 and MOM)

Form Required: Leave Application Form

A. Faculty, administrators and professional supervisory personnel are eligible for a leave of absence without pay after two years of continuous service. Requests for leave without pay must be approved in accordance with the procedures of this policy. All approvals of leave shall consider the needs of the campus, the university or the system, as appropriate.

B. Faculty, administrators and non-faculty professional and administrative employees are eligible for a leave of absence without pay after two years of continuous service in accordance with the following procedures.

C. Requests for leave without pay must be approved in accordance with this policy. All approvals of leave shall consider the needs of the campus, the university or the system, as appropriate.

501.2.1 **Procedures**

1. Leaves without pay shall not be deemed earned leave time, nor be deemed or become a vested right, interest, or an implied provision of any contract. The Board of Regents retains the right to amend, alter, rescind or abolish this leave policy at any time.
2. Leaves without pay shall normally not exceed two years in duration.
3. Campus chief administrators (Presidents, Chancellors, or Deans in Helena and Great Falls) shall have authority to approve leaves for employees of their campuses. The commissioner of higher education shall have authority to approve leaves for the office of commissioner of higher education employees, except that the Board of Regents shall approve leaves without pay for the commissioner, chief campus administrators, and the cabinet-level administrators at the office of the commissioner of higher education.
4. Employees who are on an approved leave of absence without pay may continue to be covered by the employer's group insurance for up to two years provided they pay the amount of the employer's contribution plus any required employee contribution. Payment must be made to the business office prior to the close of the payroll date in order for the coverage to be effective.

An employee desiring a leave of absence without pay shall request advance approval from the supervisor. Approval of any leave without pay for five or more consecutive days shall be obtained in writing from the supervisor. The maximum leave of absence shall not exceed one year.

Vacation and sick leave credits do not accrue when an employee is on leave without pay and the employer's contribution to medical insurance is discontinued if the leave exceeds fifteen working days. However, an employee may remain on group medical insurance by personally paying the amount of the employer's contribution plus the regular monthly premium. No time on leave without pay may be considered for probationary period purposes. No holiday pay is paid for holidays which fall during leave without pay.

501.3 **Annual Vacation Leave (MCA 2-18-611 through 2-18-617, MOM)**

Academic employees on AY or AY+1 contract are not entitled to annual vacation leave accrual even though they may work during the summer on research or other special appointments.

Twelve-month employees with academic rank earn vacation at a rate of 14 hours per month (21 days per year) regardless of the years of service.

Generally, each non-academic employee who is continuously employed for a period of six months will earn vacation as follows:

Number of Years Employed	Days of Vacation Accrued Per Year
1 - 10	15
11 - 15	18
16 - 20	21
Over 20	24

Employees who have been continuously employed for six months will be vested in their vacation time. Upon termination, they will be paid for any unused vacation time.

In accordance with 2-18-617(1), MCA, all full-time and part-time employees serving in permanent and seasonal positions may accumulate two times the total number of annual leave credits they are eligible to earn per year. However, excess vacation leave will be forfeited unless taken by the employee within 90 calendar days from the last day of the calendar year in which the excess vacation leave was earned.

Employees should be given reasonable opportunity to use rather than forfeit accumulated vacation leave. If an employee makes a reasonable written request to use excess vacation leave within the first 90 calendar day period, and the request is denied, the excess vacation leave is not forfeited if the employee's supervisor requests in writing to the Director of Human Resources (with approval of the Chancellor) that the employee be allowed to use the excess vacation leave before the end of the calendar year in which the leave would have been forfeited.

501.4 Sick Leave (MCA 2-18-618 and MOM)

This policy does not guarantee approval of sick leave. Management must approve or deny sick leave requests in accordance with this policy.

Sick leave credits are earned at the rate of 1 day per month for each month of full-time service without restriction as to the number of days that may be accumulated. Sick leave is accrued on a prorated basis for part-time employees. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days. Sick leave credits may be used for the following:

1. time off when an employee is unable to perform job duties because of physical or mental illness, injury or disability;
2. maternity-related disability, including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child;
3. parental leave as provided in 2-18-606, MCA;

4. quarantine resulting from exposure to contagious disease;
5. examination or treatment by a licensed health care provider;
6. short-term attendance to an immediate family member or, at an agency's discretion, another relative due to physical or mental illness, injury, disability, or examination or treatment until other care can reasonably be obtained;
7. necessary care of a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993;
8. death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Immediate family means the employee's spouse and any member of the employee's household, or any parent, sibling, child, grandparent, grandchild or corresponding in-law.

Upon termination of employment, an employee is entitled to payment equal to one-fourth of their accumulated sick leave. Highlands College faculty who have sick leave accumulated prior to July 1, 1989, will be entitled to payment equal to one-half of the accumulated sick leave earned prior to July 1, 1989.

501.5 Family & Medical Leave (MOM)

The Montana University System shall comply with the Family and Medical Leave Act of 1993 (FMLA) by providing eligible employees with up to 12 work weeks of job-protected leave and other corresponding benefits for FMLA-qualifying conditions. Eligible employees must have worked for a unit of the Montana University System or the State of Montana for at least one year, and for 1250 hours during the previous 12 months to qualify for FMLA leave.

For additional information about the Montana University System's Family and Medical Leave practices, contact the Personnel Office.

501.6 Holidays (MCA 1-1-216 and MOM)

Employees shall be granted the following paid holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Lincoln/Washington Birthdays (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)

- State General Election Day (November of even years)
- Veterans' Day (November)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (exchange for Columbus Day)
- Christmas Day (December 25)

If any of the above holidays fall on a Sunday, the Monday following is a holiday. Any employee who is scheduled for a day off on a day which is observed as a legal holiday, except Sunday, shall be entitled to receive a day off either on the day preceding or the day following the holiday, whichever allows a day off in addition to the employee's regularly scheduled day off.

501.7 Holiday Exchanges (BOR Policy 801.5)

1. The Friday following Thanksgiving is designated a holiday for all Montana University System employees in exchange for Columbus Day.
2. The Commissioner of Higher Education may designate any of the following business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA;
   a. the Monday before Christmas Day or New Year's Day if either holiday falls on Tuesday, or
   b. the Friday after Christmas Day or New Year's Day if either holiday falls on Thursday.

501.8 Jury or Witness Duty (MOM)

Employees will be excused from work to perform jury duty or to serve as subpoenaed witnesses. If the employee's absence will create a serious hardship, the employer may request that the employee be excused from jury duty. Employees summoned to serve as jurors or witnesses shall be granted leave with pay. Fees collected shall be forwarded to the Business Office to be applied against the amount due the employee. However, employees are not required to remit to the employer any expense allowances (per diem and mileage) received.

Employees may elect to use annual vacation leave for the time taken off to serve as jurors or witnesses. In such a case, they shall remain on the campus payroll and are entitled to retain all fees and allowances collected.

501.9 Military Training (MCA 10-1-1009)

A permanent, seasonal, or temporary full-time employee, who is a member of the organized militia or the military forces of the United States, and who has completed 6

months of continuous employment, is entitled to receive up to 15 working days of military leave per calendar year. Unused military leave must be carried over to the next calendar year, by may not exceed a total of 30 days in any calendar year. Part-time, seasonal, or temporary employees meeting the six-month requirement are eligible to receive prorated military leave.

An employee shall submit a copy of military orders with the request for military leave. Military leave shall not be charged against any other leave credit earned by an employee.

501.10 Maternity Leave (MCA 49-2-310 and MOM)

No employee may be terminated because of pregnancy or pregnancy-related disabilities. A reasonable leave of absence without pay will be granted to any employee not able to perform employment duties due to pregnancy or to post-pregnancy complications. The period of the leave of absence shall be agreed upon by the employer and the employee, but the maximum leave of absence shall not exceed six months and may be extended at the discretion of the employer, total not to exceed one calendar year. Prior to the granting of the maternity leave, the employer may require a physician's certification of need.

The employee must notify the employer fifteen days before returning to work and upon return shall be employed at the same or a similar position as held prior to maternity leave.

501.11 Parental Leave (MCA 2-18-606 and MOM)

An employee is permitted to take a reasonable leave of absence not to exceed 15 working days as parental leave immediately following the birth of a child or placement of a child with the employee for adoption. The employee may use sick leave, annual leave or leave without pay during parental leave.

501.12 Retirement System (MCA TITLE 19)

The Montana University System currently offers coverage under the Public Employees' Retirement System (PERS), Teachers Retirement System (TRS) and the Optional Retirement Plan (ORP). Classified employees are covered under the Public Employees' Retirement System (PERS) or an Optional Retirement Defined Contribution Plan. Faculty or contract professionals hired on or after July 1, 1993, are required to become a member of the ORP unless they are an active, inactive or retired member of PERS or TRS. A new employee who is an active, inactive or retired member of PERS or TRS shall elect to either remain with their current retirement system or become a member of the ORP. Additional benefits information can be found at MyMtech: then select "Administrative Services" then "Retirement and Insurance Benefits." Faculty/Staff Fee Waiver (Board of Regents Policy 940.13).

The Montana University System (MUS) has a number of tuition waivers and discounts. Board of Regents Policy 940.13 has a full description of these waivers including those

that are available to employees and dependents of employees of the MUS. A dependent includes the employee's spouse or adult dependent, as defined in the MUS Employee Benefits Plan, and financially dependent children as defined by the Internal Revenue Code who are unmarried and under the age 25. Additional information can be found at MyMtech: then select "Administrative Services" then "Retirement and Insurance Benefits."

502 PAYROLL INFORMATION

502.1 Reporting Time and Leave

Time and leave information must be submitted via the electronic portal to the Personnel/Payroll Office by the first working day following the end of each pay period for which time is being reported. All employees are paid biweekly.

502.2 Paychecks

Employees may have their paychecks mailed directly to their homes or employees may have their paychecks deposited directly into their checking or savings accounts by completing an authorization form in the Payroll Office. Check stubs for employees on direct deposit will be available electronically by logging into Cyberbear.

502.3 Change of Residence

The Personnel Office should be informed immediately of a change in address or home telephone number.

502.4 Change of Marital Status or Dependents

In order to reflect appropriate changes in insurance and payroll deductions, the Personnel Office should be informed immediately of changes in marital status or change in the number of dependents.

502.5 Extra Compensation

Occasionally extra compensation may be authorized for faculty and staff on Montana University System contracts or classified staff. Where contract or grant funds are the source of payment, contracting officer or agency approval must be sought and obtained in writing beforehand. Such requests must be approved by the appropriate Vice Chancellor or Bureau Director.

503 EQUAL EMPLOYMENT AND EDUCATION OPPORTUNITY POLICY: MONTANA TECH EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Montana Technological University (Montana Tech) to provide equal educational and employment opportunity (EEO) to all persons regardless of race, color,

religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation with the exception of special programs established by law. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance by way of grant, contract, or loan.

- Montana Tech will take affirmative action (AA) to equalize employment opportunities at all campus levels where evidence exists that there have been barriers to employment for those classes of people who have traditionally been denied equal employment opportunity.
- Montana Tech makes a commitment to provide reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job.
- Montana Tech guarantees employee protection against retaliation for lawfully opposing any discriminatory practice, including the filing of an internal grievance alleging unlawful discrimination, the filing of a union grievance, the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

The Chancellor has ultimate authority and responsibility for establishing equal employment opportunity as a policy at Montana Tech. The Chancellor pledges to promote and support practices that protect the right of equal employment opportunity.

The designated EEO Officer for Montana Tech is listed through the Title IX office. This individual is responsible for coordinating the campus' EEO/AA program and for resolving applicant/employee EEO complaints. The EEO Officer's office is in MG 205A, and can be reached at (406)-496-4322.

504 PROFESSIONAL AND STAFF PERFORMANCE EVALUATIONS POLICY AND PROCEDURES

An annual performance evaluation is required and must be completed for all professional employees and staff. They are to be evaluated with respect to all personnel matters on the basis of excellence in performance. The annual performance review is intended to support professional and staff employees in achieving excellence in the performance of their duties and responsibilities.

Supervisors are required to evaluate all employees under their direct supervision. The performance review process is an opportunity to reinforce two-way communications and objectively assess each employee's overall job performance during the period being evaluated.

Classified and Professional staff may respond to the review in writing. Responses must be attached to the review and forwarded to the Personnel Office.

Montana Tech is not required to provide performance reviews for employees with appointments that are not intended to extend beyond six months

The following guidelines are intended to assist supervisors in evaluating direct reports:

504.1 Classified Staff & Crafts

This section applies to all classified staff and crafts personnel unless performance evaluations are covered by a collective bargaining agreement.

A performance evaluation is required and must be completed for all classified staff. Prior to starting the evaluation, it is recommended that the role description be reviewed and updated as necessary. A staff evaluation form is recommended and available at the Human Resources office. Supervisors may edit the template to create a customized set or sets of appraisal forms to evaluate performance and communicate in styles and formats that best fit the types of positions held by the individuals in their respective department(s).

No matter what form is used the following principles apply:

- If an employee receives the rating of **Exceeds Expectations, Improvement required, or Below Expectations** for any area; an explanation must be given as to why the employee received the rating. If the form is used, the comment section **must** be used to explain why. In addition, an overall rating of **Improvement Required or Below Expectations** must have a written plan of improvement attached to the evaluation.
- Goals must be established for the upcoming evaluation year that are aligned with departmental and campus strategic goals. These goals will be used for the evaluation process at the end of the next performance review cycle. (June 30).
- Each performance appraisal must include an overall rating as well as signatures from the employee, the supervisor who wrote the appraisal and the manager of that supervisor.
- A copy of the completed evaluation must be submitted to the Personnel Office for the file no later than August 1, every year. However, exceptions can be made by

the Director of Human Resources if the supervisor determines they need extra time based on the needs and work cycles of their respective department.

504.2 Contract Professionals and Letters of Appointment

An evaluation is required of all contract professional employees. Supervisors may use the Performance Review template provided by human resources, or they may edit the template or a supervisor may use any form or format which adequately allows for the performance evaluation of direct reports and communicate in styles and formats that best fit the types of positions held by the individuals in their respective department(s).

Goals must be established for the upcoming evaluation year that are aligned with departmental and campus strategic goals. These goals will be used for the evaluation process at the end of the next performance review cycle. (June 30).

A copy of the completed evaluation must be submitted to the Personnel Office for the file no later than August 1 every year. However, exceptions can be made by the Director of Human Resources, if the supervisor determines they need extra time based on the needs and work cycles of their respective department.

505 FACULTY WORKLOAD APPEALS FOR THOSE NOT COVERED BY A CBA (NON-UNION)

505.1 Purpose

Department Heads are responsible for assigning faculty workload, subject to the approval of the Dean and Provost/EVCAA. The instructional portion of the workload shall be that deemed sufficient to meet programmatic needs as determined by the Department Head and Dean in consultation with department faculty. In the event that a faculty member was unable to work with their Department Head to create a workload that is mutually acceptable, this appeal process should be followed to seek resolution.

505.2 Faculty Workload Appeals

As a first step, the appellant shall attempt an informal resolution with the Dean prior to filing a formal appeal to the P/EVCAA for submission to a workload appeals committee.

Following the informal process, workload assignments may be appealed to a workload appeals committee composed of two members appointed by the faculty senate and two members appointed by the Montana Tech Administration. The four members shall unanimously select a fifth member. Workload appeals shall be submitted to the P/EVCAA who shall convene the committee within fifteen (15) days.

The Dean or Dean's designee and the appellant shall make formal proposals concerning the assignment of workload to the committee, which shall conduct a hearing within

fifteen (15) days of being formed. The committee will be charged with resolving the differences within fifteen (15) days of the hearing. Such a resolution may include selecting one of the formal proposals or a compromise assignment.

The committee shall submit its recommendations to the P/EVCAA. The Provost/EVCAA shall decide within fifteen (15) days.

During a workload appeal, the appellant will continue to perform all duties as previously assigned in that semester. If the workload appeal finds in favor of the appellant, the successful appellant will be compensated with overload compensation or a reduction of teaching workload the following semester.

506 GRIEVANCE POLICIES AND PROCEDURES FOR THOSE NOT COVERED BY A CBA (NON-UNION)

506.1 Purpose

The purpose of this grievance policy is to provide an accessible and impartial hearing mechanism for the prompt and equitable resolution of complaints through the process cited in the procedures and to provide an opportunity to resolve grievances at the earliest possible stage. Students, employees, or applicants who believe they have a grievable issue must seek resolution through this grievance procedure prior to or rather than pursuing redress elsewhere. In all such matters, appropriate confidentiality will be maintained; no public announcements should be made by any of the parties involved until the proceedings have been completed through the final administrative review.

These grievance procedures apply to all grievances from persons who are not covered by collective bargaining agreements. Members of collective bargaining units must utilize the contract grievance procedure unless the complaint is clearly outside the scope of the contract.

Grievable issues are those in which there is an alleged error in the application of Montana Tech's policies, procedures, and practices; or in varying combinations. A grievable issue becomes a discrimination complaint if a violation of any applicable nondiscrimination law or regulation is alleged. Discrimination complaints are not covered by this policy but are addressed in Montana Tech's Discrimination, Harassment and Retaliation Policy and the associated Discrimination Grievance Procedures. Student grievances not covered by policies in the Student Handbook, which allege error in application of Montana Tech's policies, procedures and practices, may be filed using this mechanism.

Whenever any person considers that he/she has been discriminated against in a manner which may have violated Title IX or any other state or federal law or regulation prohibiting discrimination, that person may discuss the concerns, and seek advice prior to executing any formal grievance procedures, directly with the Title IX

Coordinator/AA/EE Officer for resolution. Montana Tech's Title IX Coordinator/Affirmative Action Officer is charged with insuring compliance with state and federal laws and regulations dealing with unlawful discrimination. This direct access to the Affirmative Action Officer is intended to insure to ensure that the complaint, if founded, receives prompt and equitable resolution through the proper process and procedures without being constrained by administrative time limit penalties.

506.2 General Grievance Policy

506.2.1 Scope

This grievance procedure covers all persons owed a duty by the Institution which is the source of a grievance who are not covered by collective bargaining agreements. Any grievable occurrence not grieved pursuant to this policy is accepted as final and appropriate by the parties affected.

506.2.2 Objectives

The objectives of this grievance procedure are to:

a. Encourage resolution of grievances between employees and supervisors before formal grievance proceedings are undertaken;

b. Provide an orderly process for handling of grievances once they have entered the formal stage;

c. Resolve grievances as quickly as possible before they become unduly exaggerated and disruptive to the organization or to the individuals involved; and

d. Encourage correction of the cause of a valid grievance through impartial consideration of the facts and free expression of views from both sides of the dispute.

Employees presenting grievances under this policy shall be free from coercion, restraint, interference, discrimination, or reprisal. No form of retaliation against anyone filing a grievance will be tolerated by the Institution. Retaliation is cause for disciplinary action up to and including termination.

506.3 Time Limit for Grievance Filing

A grievance must be filed within 90 calendar days of the occurrence of the alleged violation or within 10 working days of denial of informal resolution, whichever is sooner. To consider a grievance filed, the Aggrieved must submit the grievance in writing to the Respondent and it must include:

- A factual description of the grievable event or circumstance

- Identification of the alleged error in the application of Montana Tech's policies, procedures, and practices; or in varying combinations that were violated and
- A statement of the remedy the grievant desires to resolve the grievance.
- When the Grievance Committee feels there are unusual circumstances and those circumstances warrant it, the Committee may extend any of the time limits in the grievance process. These extensions will be in written form.

506.4 Procedures for Settling Grievances

1. Organization for grievance Procedure

   There are four parties in the Montana Tech grievance procedure:

   - The Aggrieved -- the person who has a grievance;
   - The Respondent (s) -- the person(s) who engaged in the actions or failure to act, out of which the grievance arises;
   - The Grievance Committee -- appointed by the Chancellor to hear all sides of the grievance and recommend solutions and/or findings of fact to the Chancellor; and
   - By virtue of position, the HR Director will serve on the committee and shall coordinate the establishment and conduct of the committee in conjunction with the chair of the committee.

   At the call of the HR Director, the Grievance Committee meets at the beginning of each academic year primarily to elect its Chair. That person's name is then communicated by the HR Director to the Chancellor for approval.

   If the HR Director is the respondent or the position is vacant, the Chancellor shall appoint a professional staff member to perform the duties of the HR Director in this grievance procedure.

2. Informal Complaint Review

   The intent of any conciliation procedure is to resolve difficulties on as amicable and timely a basis as possible. Any individual who is aggrieved should try to work out the difference with the person or office involved on an informal basis, if possible. If the grievance is not resolved informally, then a formal process may be initiated.

3. Formal Complaint Process

   At each step, the following guidelines apply:

- The specific complaint must be in writing.
- The appropriate supervisor or his/her designee will meet with the Aggrieved (or following an approved local level procedure).
- If discrimination is alleged, the Title IX Officer will be notified and consulted.
- In case of failure to respond to the grievance at any level on the Montana Tech campus within the stated length of time, the Aggrieved may proceed to the next step or level at his or her own initiative.

STEP 1:

If a resolution for the complaint has not been reached or the Aggrieved is dissatisfied with the resolution, a formal appeal may be initiated. The Aggrieved must notify the respondent in writing of the decision to appeal within ten (10) working days after receipt of the informal decision. The Aggrieved states the complaint in writing to his/her direct supervisor asking for grievance consideration. The supervisor or his/her designee shall meet with the Aggrieved personally or may follow an accepted departmental procedure.

The supervisor has ten (10) working days after receipt of the Complaint Form to respond to the Aggrieved in writing.

In cases of alleged unlawful discrimination, the AA/EEO Officer will observe and participate in the conciliation effort. If the situation is not readily resolved, the AA/EEO Officer may redirect the matter to be reviewed and adjudicated under the Discrimination, Harassment and Retaliation Policy and the associated procedures.

STEP 2:

In cases unresolved at STEP 1, the Aggrieved has five (5) working days to write to the next appropriate supervisor (normally the Dean or Director) again citing the complaint. Included with the complaint should be copies of previous correspondence, and a note to the effect that STEP 1 has not resolved the complaint. This supervisor or his/her designee and the AA/EEO Officer will attempt to resolve the complaint and, as in STEP 1, may follow some locally approved procedures.

The AA/EEO Officer should again be notified and consulted if the case involves alleged discrimination. The supervisor has ten (10) working days after receipt of the Complaint Form to respond to the Aggrieved in writing.

STEP 3:

In cases unresolved in STEP 2, the Aggrieved has five (5) working days to transmit a written appeal to the Grievance Committee, setting forth the grievance in detail. Copies of all correspondence up to that point should be included with the appeal and it should be noted that STEPS 1 and 2 were unsuccessful. If the case involves alleged unlawful discrimination, such should also be noted.

The Committee will receive and review all STEP 3 formal grievance appeals. The Committee will review each case and determine whether it should be heard or rejected as outside the Grievance Committee purview. The Committee will not hear a case that involves disagreement with, as opposed to application of, established rules, regulations, or policies of Montana Tech, The University of Montana, the Montana University System, or the Board of Regents of Higher Education. Such concerns must be taken directly to the Chancellor or through him/her to the President of The University of Montana, or the Commissioner of Higher Education. The Chair of the Grievance Committee will notify the Vice Chancellor and the Chancellor of the Committee's decision to hear the appeal.

Upon receiving notification of the Committee's intent to hear the appeal, the Affirmative Action Officer shall schedule a hearing of the Grievance Committee. The hearing shall convene within ten (10) working days of receipt by the Affirmative Action Office of the Committee's decision. If a quorum cannot be assembled within this time limit, the Chair of the Committee may extend the time limit. All involved parties will be notified of the date, time, and location of the Grievance Committee Hearing by the Affirmative Action Officer.

STEP 4:

A. Grievance Committee Hearing

To guarantee due process in the formal stage, the following requirements will be observed:

- The right to adequate notice of proceedings and charges;
- The right to appear personally and with counsel;
- The right to present, confront, and cross-examine witnesses; and
- The right to an impartial decision-maker.

The Grievance Committee is a lay committee, and as such will not apply strict rules of evidence or procedure. As long as a fair and impartial hearing is provided and the basic requirements of due process are met, inconsequential or minor deviation from the set procedure will not invalidate the proceedings. As a lay group, the Committee may consult counsel at its discretion, but preference will be

given to not doing so unless the Aggrieved or Respondent gives notice that he/she will be represented by legal counsel.

The hearing shall be conducted by the Chairperson of the Grievance Committee who will be the final arbiter on all matters of procedure. In the absence of strong reasons to the contrary, the Chairperson will give preference to the Aggrieved's request regarding whether the hearing shall be open or closed.

B. Grievance Committee Recommendation

Within ten (10) working days after the conclusion of the hearing, the Grievance Committee shall prepare a written report. At a minimum, the written report must contain the following:

- A summary of the alleged grievance;
- A statement of whether the committee finds a violation of Montana Tech's policies, procedures, or practices; or a combination of these. A statement of the relief of redress sought by the Aggrieved; and
- When appropriate, a recommendation for corrective action.
- Copies of the Grievance Committee's report will be sent to the Aggrieved, the Respondent, and the Chancellor.

506.5 Grievance Committee

There will be eight regular members of the committee with two appointed from each of the following constituencies: (2) faculty, (2) administrative and professional staff, (2) nonacademic staff, and (2) students.

Appointments will be made by the Chancellor from a list of four candidates nominated by each group. The HR Director is an ex-officio member of the committee. The Chair of the committee is elected by the committee and approved by the Chancellor. Appointments will be for two years unless otherwise specified at the time of the appointment, with half of the committee members' terms expiring on alternate years. When a vacancy occurs on the committee, the group that the vacancy represents shall make nominations to fill the unexpired term. Any three of the eight regular members shall constitute a quorum for the purposes of conducting a formal hearing.

If a member of the Grievance Committee feels that he/she has a personal conflict of interest with the Grievant or the issue, he/she may request to be excused from the proceedings. Should the absence(s) of the excused member(s) bring the number of regular members below that needed for a quorum, the Chancellor may appoint a replacement(s) from the appropriate constituency for this hearing.

The Grievance Committee is charged with making a recommendation to the Chancellor for resolution of complaints by faculty, nonacademic staff, students and applicants for employment or admission arising out of an alleged violation of any applicable state of federal law or regulation or any contractual relationship, policy, or procedure the breach of which would cause a valid complaint.

Complaints will be reviewed by the committee, which after full consideration will determine the facts and make a report to the Chancellor.

506.6 Authority of the Committee

The Grievance Committee is authorized to conduct whatever reasonable investigation is required in order to make a well-considered determination of the validity of a complaint. It may require the presence and testimony of a witness and may compel the production of documents and other evidence.

The Committee may, when necessary, hold informal hearings the procedure and conduct of which are to be determined by the Chairperson in accordance with this policy.

Depending on the nature of the complaint, the committee will either make findings of fact for consideration by the Chancellor or make recommendations to the Chancellor. If the committee makes recommendations to the Chancellor, those recommendations will not be disregarded without a statement by the Chancellor to the Commissioner and/or The University of Montana President and to the Aggrieved.

There is presumption of innocence on the part of the Respondent and, without question, retains all civil liberties and rights afforded a U.S. Citizen and as a member of this academic community.

506.7 The Chancellor's Decision

Within 20 working days of receipt of the Grievance Committee's report, the Chancellor shall send written notification to the Committee, the Aggrieved and the Respondent stating whether the recommendation has been accepted or rejected and the basis for the Chancellor's decision.

If the Chancellor is unwilling to accept the recommendation of the Grievance Committee because there appears to be the denial of an impartial hearing or an abridgement of due process rights in the appeal process, the Chancellor may remand the grievance back to the Grievance Committee for corrective action; or have a new committee temporarily selected under the same selection process to rehear the appeal.

506.8 Appeal to the Commissioner of Higher Education and The Board of Regents

Any Aggrieved may, within 30 calendar days after receipt of the Chancellor's response to the recommendation of the Grievance Committee, appeal the Chancellor's decision to the Commissioner of Higher Education of the Montana University System in accordance with current Board of Regents policies governing appeals. Such appeals shall be initiated by sending a written request to the Commissioner of Higher Education, Montana University System, 2500 Broadway, Helena, MT 59620.

The Chancellor shall be notified in writing by the Aggrieved that the letter of appeal has been forwarded to the Commissioner. Upon receipt of notice of appeal, the Chancellor shall forward to the Commissioner all documents involved in the proceedings. The President of The University of Montana will be informed of all appeals to the Commissioner and/or the Board of Regents.

507 SAFETY POLICY

Safety is a shared responsibility of all members of the Montana Tech campus. In the interest of improved safety, Montana Tech shall provide, so far as possible, a facility free of health and safety hazards. To accomplish this, Montana Tech shall comply with all occupational safety, health and environmental laws mandated by relevant local, state, and federal law or regulation.

To prevent injuries to its personnel and students, and to prevent damage to property and equipment, Montana Tech shall provide training to employees and students, as appropriate, and shall require compliance with safety regulations and procedures. In turn, each person is ultimately responsible for personal safety, and shall follow safety and health policies and procedures, exercise caution in the performance of duties, use normal safe working practices, observe and obey safety postings and rules, use and maintain personal protective equipment when needed and approved, and promptly report all accidents to the appropriate authorities.

Copies of the campus Safety Policy are available from the Director of Environmental Safety and Health (406)-496-4463 or here.

508 EMPLOYEE LEGAL PROTECTIONS

Montana University System officers and employees are entitled to immunization, defense, and indemnification when sued civilly for their actions taken within the course and scope of their employment. This policy shall apply to the Commissioner of Higher Education, employees with the Commissioner's Office, and Board members themselves, as well as Presidents and other unit employees.

In addition to notifying the campus President or Chancellor, an officer or employee who has been sued civilly for actions taken within the course and scope of employment shall notify the Commissioner of Higher Education of the lawsuit. A unit may provide an internal mechanism to achieve the notification of the Commissioner. In the case of non-campus-based persons covered by this policy, employee notification that the person is being sued civilly shall be directed to the Commissioner.

If the Board of Regents, the Commissioner or Chief Legal Counsel determines that the conduct upon which the claim brought arises out of the course and scope of the officer's or employee's employment, they may so acknowledge.

No defense, indemnification nor immunity will be granted to an employee by the Board if (1) the conduct of the employee constitutes a criminal offense; (2) the employee compromises or settles the claim without the consent of the Board; or (3) the employee fails or refuses to cooperate reasonably in the defense of the case.

509 DRUG-FREE WORKPLACE POLICY

In mandatory compliance with the Drug-Free Workplace Act, Montana Tech is committed to providing drug-free/alcohol-free classrooms and workplace. The abuse or unlawful use of drugs and alcohol is not permitted at campus events and activities. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting Montana Tech or University System business is prohibited. This law applies to faculty, staff, and students.

Employees must comply with this policy and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor is responsible for notifying the Personnel Office immediately upon notice from the employee. The Personnel Office is responsible for notifying the federal granting agency, when appropriate, of the conviction within ten days of learning of the conviction.

Violations of this policy may result in disciplinary action up to and including termination and suspension and may have legal consequences. At the option of the employer, an employee violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination.

Drug dependency and the abuse of alcohol are major health problems and interfere with a learning environment and workplace productivity, safety, and security. Employees and students are encouraged to seek assistance in dealing with drug problems. Conscientious efforts to seek help for drug dependency will not jeopardize an employee's job status.

The University has contracted to provide for employee assistance counseling and referrals. The University Wellness Program, along with Human Resource Services,

provides periodic awareness training about the effects of drug use and abuse, counsels employees on available assistance under the group insurance plan, and makes confidential referrals to our employee assistance program.

This policy is included in the Student Handbook.

A copy of the Montana Tech Campus Alcohol Policy is available in PDF format.

510 TOBACCO AND NICOTINE USE POLICY

On July 1, 2010, Montana Tech became a tobacco free campus. The use of any tobacco products at Montana Tech is not permitted. Montana Tech played a leadership role in adopting this policy in the state. All of Montana Tech's property, including areas without academic buildings are tobacco free. This includes Montana Technological University, Highlands College, and the campus-owned apartment property. Please do not use tobacco products of any kind.

511 DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Montana Technological University, an affiliate of The University of Montana, (here after referred to as Montana Tech or University) commits to a learning and working environment that emphasizes the dignity and worth of every member of its community that is free from discrimination, harassment, and retaliation based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, "protected-class harm"). An inclusive environment is necessary to a healthy and productive University community.1 The University will take appropriate action to prevent, resolve, and remediate protected-class harm.

This Policy prohibits members of the University community including employees, students, affiliates, and visitors from engaging in Prohibited Conduct while engaged in activities directly related to the nature of their University affiliation. This Policy incorporates the Discrimination Grievance Procedures, which set forth the University's resolution processes for violations of this Policy.

The University encourages prompt reporting of conduct that may violate this Policy. Reports of Prohibited Conduct should be made directly to the EO/AA Officer/ Title IX Coordinator.

Informational requests and inquiries about this Policy or the Procedures, should be filed with the EO/AA Officer/Title IX Coordinator.

The EEO/AA Officer/ Title IX Coordinator is located in the Montana Tech Human Resources Services Office, Mining and Geology Building Room 205. Phone: (406) 496-4322.

For the complete policy please visit Montana Tech's Title IX page or Discrimination, Harassment, and Retaliation Policy.

512 TELEPHONE USAGE

State telephones are provided for the conduct of state business. In addition to state business, the State's telecommunication systems may be used by state employees and officials for calls to latch-key children, teachers, doctors, day-care centers and babysitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. The use of the State's telecommunication systems for essential personal business must be kept to a minimum and not interfere with the conduct of State business. Essential personal long-distance calls must be either collect, charged to a third-party non-state number or charged to a personal credit card.

513 ACCEPTANCE OF GIFTS

Corporations, foundations, and individuals are encouraged to donate real property, equipment, and financial resources to Montana Tech. Such donations are essential to the overall support of the Institution. In order to be compliant with all federal and state rules and regulations the following policy must be followed when considering and accepting any and all donations to Montana Tech. This campus policy does not supersede the existing State Statute or any Board of Regents Policy.

513.1 Policy and Rationale

The Montana Tech Foundation has been established to receive *all* gifts regardless of whether the gift is unrestricted and given for general purposes or designated for a particular purpose and/or program. Unrestricted gifts are allocated in accordance with guidelines developed by the Foundation Board. Designated gifts are credited to accounts in accordance with the stipulations of the donor and compliance with all existing laws. Scholarships are managed in conjunction with appropriate campus staff involvement. Designated gifts to departments are managed by that department.

The acceptance of any gift must involve the prior involvement and approval of the Montana Tech Foundation. While this involvement and approval will most often be proforma, there are important considerations in the decision to accept a gift. Some of these considerations include the following:

- Will the gift include stipulations that the Institution is unwilling to accept or does the donor expect reciprocity that the Institution cannot accept?

- Prior to the acceptance of the gift, the donor may need counsel regarding tax benefits that may or may not exist in conjunction with the gift. In order for the gift to be considered beneficial to the donor or the Institution, certain forms need to be filed in accordance with established procedures or timelines.
- The Institution may not have adequate physical facilities to make the gift worthwhile or the Institution may simply not wish to include the gift in its inventory or assume liability.

513.2 Procedures

All donors should be referred to the Montana Tech Foundation for the processing of their gift. Some scholarships may be accepted directly by the Institution through the Business Offices.

Faculty or staff members are encouraged to work with potential donors but should recognize that final approval for the acceptance of the gift rests with the Foundation and the Chancellor or designee.

The faculty or staff member who is directly involved in securing a gift should consult with the Foundation at the earliest opportunity. The Foundation will assess the quality of the gift with appropriate offices, programs, departments, or administrators on the campus.

The Foundation will not unilaterally deny or approve the acceptance of gifts, but rather will advise on the basis of its findings. The Chancellor will make the final decision upon the recommendation of involved and interested faculty and staff and upon whatever assessment may have occurred by the Foundation.

This policy is intended to be facilitative rather than inhibitive to the goal of increased donations to the Institution. The actual process of acceptance of gifts will be accomplished largely in an informal manner. These procedures are action-oriented and are intended to be expeditious guidelines. No recommendation concerning the value of restricted vs. unrestricted gifts is implied in this policy.

In rare instances, contributions or donations will be made directly to the college under its 501(c)3 status.

514 CHARITABLE ORGANIZATION WORKPLACE FUND-RAISING

On an annual basis, charitable, nonprofit organizations not affiliated with Montana Tech may be authorized to conduct a fund-raising campaign on the campus among employees of the Institution in accordance with the following provisions and procedures. This policy does not apply to organizations associated with the Institution, which will be authorized to conduct fund-raising campaigns in accordance with other institutional policies and procedures, and with the approval of the Chancellor of Montana Tech.

514.1 Eligibility

For the purpose of this policy, an eligible charitable, nonprofit organization is defined as one which:

- Is a single organization or a federation of organizations which is recognized by the Internal Revenue Service as tax exempt under 26 U.S.C. 501(c)(3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170;
- Has filed an IRS 990 Form for the most current fiscal year;
- Has a substantial presence and provides direct services, benefits, assistance, or educational activities within the State of Montana and/or local communities and expends at least 75% of the organization's funds within the State of Montana. Furthermore, the organization will, under normal operating conditions, use no more than 25% of its total support and revenue for fund-raising and administrative purposes and provides full disclosure of administrative and fund-raising costs and distribution of contributions. The organization must account for its funds in accordance with generally accepted accounting principles, including an audit, review or management review conducted by an independent CPA.
- Has a written policy and procedure of nondiscrimination in regard to race, color, religion, national origin, handicap, age, marital status, or sex applicable to persons served by the organization and applicable to membership on the charitable organization's Board of Directors; and
- Has a volunteer Board of Directors including representatives from the State of Montana.

514.2 Payroll Deductions

If an organization authorized to conduct a fund-raising campaign on campus wishes to utilize the Montana Tech payroll process for employee-initiated, voluntary payroll deductions, the organization must, on an annual basis, utilize a payroll deduction authorization form that has been approved by the Payroll Office. The Payroll Office will provide, at a minimum, a monthly transfer of funds to the organization.

515 FIREARM/WEAPON/EXPLOSIVE POLICY

515.1 Non-Residential Campus Property

No firearms, weapons or explosives are allowed on the general campus property except for police or similarly authorized personnel. However, certain properly scheduled and Chancellor authorized exhibits may be allowed.

515.2 Residence Halls

No firearms, bows, weapons or explosives are allowed in the residence halls and student rooms for any reason. Possession of any disallowed items in the residence halls or dorm rooms will result in immediate eviction. However, students wishing to bring firearms or bows to the campus for hunting and/or recreational target practicing must contact the Office of Residence Life to register and store such items in the Residence Life firearm/bow storage area.

All firearms or bows to be stored must be unloaded with an approved gun lock in place. Residence Life may provide free gun locks upon request. Also, ammo and arrows must be registered and stored within the Residence Life firearm/bow storage area. Firearms and bows must be fully contained in a case or container when transported to and from the Residence Life firearm/bow storage area and off campus.

Possession of any other weapon including paintball gun, BB gun, air gun, spring gun, dart gun, sword, bowie knife, dirk, dagger or similar knife or apparatus is prohibited. Additionally, the storage of fireworks, gasoline and any form of explosive fuel or device is strictly prohibited.

The intent of this policy is to allow students living in the residence halls the ability to store and use firearms/bows for hunting and/or recreational target practicing. As such, the Office of Residence Life may deny storage for items that do not meet the intent of this policy.

Violation of this policy will result in immediate termination of any dorm housing contract, and may also be cause for immediate suspension from Montana Tech and referral to law enforcement officers.

515.3 Apartment Housing

The storage of firearms and bows are permitted within the privacy of the Montana Tech Apartment Housing; however, the Office of Residence Life requires that tenants register any firearms/bows at the time they are stored in an apartment.

All firearms must be unloaded with an approved gun lock in place. Ammo must be stored in a separate container. Residence Life may provide free gun locks upon requested. All arrows must be safely covered. Firearms and bows must be fully contained in a case or container when transporting to and from the apartment.

It is the intent of this policy to allow residents of Montana Tech Apartment Housing the ability to possess and use firearms/bows for hunting and/or recreational target practicing. As such, the Office of Residence Life may deny items that do not meet the intent of this policy.

Violation of this policy will result in immediate termination of the apartment housing lease agreement and may also be cause for immediate suspension from Montana Tech and referral to law enforcement officers.

516 MONTANA TECH MINORITY AND GENDER EQUITY ACHIEVEMENT PLAN

The Montana University System and Montana Tech recognize that there are various groups which are underrepresented in educational programs and employment. Among these underrepresented groups, minority group persons and women are an especially significant component. Furthermore, it is recognized that the Montana University System has placed a special emphasis of concern upon Native Americans, who comprise the largest minority group in Montana.

517 STANDARDS OF CONDUCT FOR STATE EMPLOYEES (MCA CHAPTER 2)

All Montana State employees must adhere to and be familiar with the "Standards of Conduct" of MCA Chapter 2.

517.1 Ethical Conduct and Prohibited Political Activities

Public employees have a special obligation to carry out their duties for the benefit of the people of the state and to avoid taking actions that cause them to violate the public's trust. State law at 2-2-101 through 2-2-304 MCA includes several specific prohibitions and provides for significant penalties including fines and imprisonment for violators. Employees may also be subject to discipline for violation of public trust. Examples of prohibitions include but are not limited to: 1) using work time, facilities, equipment, supplies, personnel or funds for private business purposes including any campaign activity persuading or affecting a political decision: 2) engaging in any activity, including lobbying on behalf of an organization of which the employee is a member while performing job duties; 3) receiving two salaries as a public employee for work during overlapping hours; 4) accepting a substantial gift or economic benefit, or reward for an official action; 5) disclosing or using confidential information acquired in the course of official duties in order to further the employee's personal economic interests; 6) assisting any person for a fee or other compensation in obtaining any service, claim, license, or other economic benefit from the employer; 7) performing any official act directly and substantially affecting a business or other undertaking in which the employee has a substantial interest or is engaged as a consultant, representative or agent; 8) soliciting or accepting employment or engaging in meetings or negotiations to consider employment with a person who the employee regulates in their official duties without first giving notice to their supervisor, or 9) engaging in a substantial transaction for private business purposes with a person the employee inspects or supervises.

SECTION VI: FACILITIES AND SERVICES

600 THE LIBRARY

The Library provides information for students, faculty, and researchers through books, journals, indexes and abstracts, and a large federal document depository collection. Reference assistance is offered in locating materials or information both within the Tech Library and outside through searches in the Western Library Network database and other on-line bibliographical databases. The Library contains a computer terminal cluster, typing facilities, study rooms, individual carrels, and lounge furniture for comfortable reading and studying. It offers special collections such as the map collections and microfilm collections, the Society of Petroleum Engineers technical papers, and current U.S. and international college catalogs. The Montana Tech Library is a United States Patent Depository Library.

Research materials not held in the Library can be borrowed or photocopies can be ordered for a reciprocal charge through the Interlibrary Loan Service.

In addition to its computer cluster, which is part of the campus system, the Library maintains a supporting collection of guides and handbooks to the software, equipment, and algorithms of interest.

The Library staff offers library orientation sessions and is glad to tailor library presentations to individual classes and instructor's needs. Advance notice of library assignments for classes is appreciated. Materials for classes that are required from limited collections should be put on reserve as early as possible.

601 NEWS RELEASE AND PUBLIC STATEMENTS

Any faculty or professional staff member speaking on controversial subjects in which opinions are expressed shall preface those remarks by a statement making it clear that such are personal views and not necessarily those of Montana Tech.

Faculty and professional staff members will frequently be asked to supply factual information in response to requests from other agencies and the general public, and are encouraged to do so within the limits of available time and other assigned responsibilities. Depending on the nature of the request for information, the prior approval of a Vice Chancellor may be appropriate.

Any statement designated to represent the official position of Montana Tech shall come only from the Chancellor, Director of Marketing and Public Relations, or as designated by the Chancellor.

To assure a high degree of continuity and purpose in Tech's public relations program, all public relations efforts shall be coordinated through the Director of Marketing and Public

Relations, and not handled directly by departments or individuals unless delegated to do so. Campus news/press releases are to be sent out by the Office of Public Relations to entities, for example, newspapers, journals, magazines, radio stations, and television stations. The Director of Public Relations and Marketing counsels and advises individuals and departments in organizing and promoting special projects, which require public understanding and support.

602 REQUISITIONS AND PURCHASE ORDERS

Purchasing guidelines are available online at or from the Purchasing Office.

Montana Tech processes its purchases in conformity with the requirements of the Department of Administration, Purchasing Division. Periodically by formal agreement, the Department of Administration delegates certain portions of its purchasing authority to State Agencies. The University has delegated authority for purchasing up to $250,000 and in turn has delegated purchasing authority not to exceed $50,000 to Montana Tech. Purchases between $50,000 and $250,000 will be processed through the University of Montana and purchases greater than $250,000 will be processed through the State of Montana.

602.1 Procedures

602.1.1 Purchases of Less than $5,000

Local purchase orders *must* be issued prior to purchase in this category. Purchase orders may be issued out of Accounts Payable (for all areas), Office of Sponsored Programs (grant/contract/indirect account related), Student Union building (student activity related), Physical Plant (physical plant related), and the Highlands College (south campus related). Specifications required for purchasing in this category are:

- description of purchase
- index code
- estimated amount of purchase
- responsible person or person purchasing item

Exception: See Special Requirement Purchases in the Purchasing Guidelines manual.

602.1.2 Purchases of $5,000 or More But Less Than $25,000

Purchasing has authority to complete an Agency Purchase Order after a minimum of three competitive quotes are obtained. Quotes must include detailed specifications including manufacturer and model number, dimensions, and other information pertinent to purchasing the item. Under limited circumstances, as documented on a Sole Source Justification form, the Department may request purchase from a single vendor.

602.1.3 Purchases of $25,000 or More But Less Than $50,000

Purchasing has authority to complete an Agency Purchase Order after solicitation and evaluation of bids. Under limited circumstances, as documented on a Sole Source Justification form, the Department may request purchase from a single vendor.

602.1.4 Purchases of $50,000 or More But Less Than $250,000

Purchasing has authority to submit an Agency Purchase Requisition to U of M Purchasing who has authority to complete the purchase order after solicitation and evaluation of bids. Under limited circumstances, as documented on a Sole Source Justification form, the Department may request purchase from a single vendor.

602.1.5 Purchases Over $250,000

Purchasing has authority to submit an Agency Purchase Requisition to the State of Montana Purchasing Bureau who has authority to complete the purchase after solicitation and evaluation of bids. Under limited circumstances, as documented on a Sole Source Justification form, the Department may request purchase from a single vendor.

Special conditions exist for purchases on Term Contract, Requisition Time Schedules or from Central Stores. For specific information, refer to the Purchasing Guidelines.

For all equipment purchases, the Physical Facilities Office must be notified of the following:

- Who
    - Name of person and the department responsible for equipment.
- Where
    - Building and room number where equipment should be delivered.
- When
    - Date of delivery and arrangements for equipment.
- Physical Statistics
    - Weight (number of pieces and weight of each piece in shipment).
    - Footprint (height x width x length).
- Utilities Required
    - Electrical (voltage, phase, amperage).
    - Mechanical (plumbing: hot/cold water, drain, etc.; heating; cooling; ventilation; make-up air).

- Other (any special utility requirements not mentioned above).

- Space Modification
  - Carpentry (structural/existing surface modifications such as partitions, doors, locks, etc.).
  - Painting (new/existing surfaces, including floors, walls, and ceilings).
  - Electrical (addition/extension of the building's existing electrical service regarding switch gear, panels, branch circuits, lighting).
  - Mechanical (new or extension of the building's existing plumbing, heating, ventilation air conditioning systems).
  - Other (special systems not mentioned above).

602.2 Processing Invoices for Payment

The Accounts Payable Office will utilize the rapid invoice processing for all purchases less than $5,000. This process allows accounts payable to immediately pay an invoice upon receipt.

For all other categories, the responsible administrator verifies the goods received, signs the invoice for approval of payment, and forwards the invoice to the Accounts Payable Office for processing**.**

602.3 Validity of Invoices

All invoices submitted to the Accounts Payable Office for payment *must* have a purchase order number to be valid for payment. Any invoice being submitted without a purchase order number will not be paid by the Accounts Payable Office and will be returned to the department. Purchase order numbers will not be given after a purchase has been made.

The UM Pro Card may be used with any vendor that accepts Visa. It may be used in place of Petty Cash, Check with Order, Request and Authorization for Payment, or Purchase Orders. Cards are issued to individual employees of Montana Tech and are valid for two years. Pro Cards are required for purchasing airfare, lodging and rental vehicles. Travel only Pro Cards may be issued to individuals who have a sole purchasing need for travel. Departments determine their individual cardholders. Receipts for purchases made with the Pro Card must be sent to the Accounts Payable Office **immediately** for the redistribution of charges. A full copy of current UM Pro Card procedures may be found here.

602.4 Bookstore Purchases

Minor office supplies can be purchased through the Montana Tech Campus Store (Bookstore) with Department Head or Director authorization.

602.5 Book and Library Acquisitions

Books or periodical items that are classified as college inventory items *must be purchased through the Library*. Request cards for titles are available at the Library. These are to be filled in as completely as possible. The filled-in request cards are to be sent to Head of Materials Processing at the Library. If the book is in stock at the Bookstore, the Library should be notified on the request card. When these titles arrive in the Library and are processed, they may be checked out to the individual or to the department.

603 REPAIRS AND MAINTENANCE OF FACILITIES AND EQUIPMENT

603.1 Physical Changes in the Use or Function of a Space

Physical changes including plumbing, electrical, mechanical, structural, including outdoor uses of spaces and/ or buildings, classrooms, offices, laboratories and new equipment may be considered, planned and facilitated by the Director of Physical Facilities. In order to begin the process, send the request in the form of a memo to the Director of Physical Facilities outlining the changes/ addition of new space or equipment. Also included in the

memo, the funding source for proposed changes and associated deadlines for the proposed project. Donations of funding for furnishings or equipment would follow the same request procedure to the Director of Physical Facilities prior to the purchase or acceptance of physical donations.

603.2 Minor Cleaning, Repair/Replacement of Existing Equipment

Minor cleaning, repair/ replacement of equipment which continues or renews the function of existing facilities or equipment will be channeled through the Assistant Director of Physical facilities using a work order request preferably generated by the end user of the facility or equipment. Requests generated by email or posted notes may take longer to process or get lost. Emergency safety issues and running water or gas leaks simply require a call to physical facilities or campus security. Calls or contact directly with Facility staff is discouraged due to the great number of requests and the ability to assign tasks and keep important deadlines. Priority will be given to the students and their immediate needs to support the teaching/ learning functions and student housing functions.

604 KEYS

604.1 Key Control Policy

1. Purpose

   Montana Tech shall provide facilities access and security procedures to assist key holders in maintaining the security of Campus facilities. It is the responsibility of

each key holder to comply with Montana Tech's Key Control Policy. Key holders are responsible for physically securing access points upon entering or leaving a room or facility after normal operational hours.

2. Building Access

   The buildings and facilities of Montana Tech are available for general use by campus employees and students for educational purposes. Under normal circumstances, the buildings will be opened (outside doors unlocked) for business, scheduled activities, classes, labs and library hours, as required. In accordance with this Policy, after-hours access to the buildings may be gained via the use of a building key, an electronic key card, or by calling Security.

For the complete key policy including general provisions please visit here.

605 MONTANA TECH CAMPUS STORE (BOOKSTORE)

Located in the Student Union Building (SUB), the Montana Tech Campus Store stocks academically priced software, classroom materials, Tech branded objects and clothing, as well as a selection of office supplies.

606 VEHICLE REGISTRATION AND PARKING REGULATIONS

The chief executives of the Montana University System campuses are authorized to charge a motor vehicle registration fee or vehicle parking fee, or both, and are also authorized to enforce the rules and regulations concerning the parking and operation of vehicles upon the grounds, streets, drives, and alleys of each campus in accordance with sections 20-25-311 MCA, 20-25-312 MCA, and Board of Regents Policy 940.11.

All students, faculty, and staff must register each motor vehicle to be parked on the Montana Tech campus with the Physical Facilities Office in accordance with Montana law pertaining to parking and traffic on university grounds. Unpaid parking fines and violations can be withheld from an employee's paycheck if not paid within the specified time period. Repeated violations may result in having a boot applied.

Vehicle registration and parking regulations and information for the campus can be found through our Business Services office.

All faculty, staff and administrators may elect payroll deduction to pay their annual parking decal fees. Parking fee payroll deductions now qualify as a pre-tax deduction. Faculty, staff and administrators who continue to pay their parking decal fees directly and do not utilize the payroll deduction benefit will not be eligible for a pre-tax deduction. Payroll deduction must be elected at the time of sign-up. Applications are processed by the Physical Facilities Office.

607 CAMPUS MAIL AND POSTAL SERVICES

Official mail originating in departments of the Institution will be delivered to the Mail Room for mailing. Any mail order other than first class must have the desired classification indicated in order that proper postage can be affixed. Unless otherwise noted, mail will be posted as first class. Each department will be charged for the postage it uses. All mailings must have the name of the individual sender shown in the return address, in addition to the Institution's name. In order to properly maintain cost records, it is necessary that the Institution's outgoing metered mail be identified by department. This should be added to the campus return address of the envelope.

The Mail Room is also the shipping and receiving center for UPS and truck common carriers delivering or picking up shipments for the Institution.

The campus mail distribution service is intended for certain categories of mail as follows:

- All mail delivered by the United States Postal Service or other commercial carrier having a specific name or office indicated as destination;
- All literature and information provided by the State of Montana or any subdivision; and
- Internal communications sent by and distributed to Montana Tech faculty or staff, ASMT, and authorized faculty and student clubs, committees, and organizations.

Campus mail is not intended for the distribution of materials that promote a specific political campaign or cause, nor is it intended for commercial profit or nonprofit solicitation of funds unless the solicitation is approved by institutional policies.

608 AUDIO-VISUAL EQUIPMENT AND MATERIALS

Montana Tech has audiovisual equipment and supplies available in most classrooms and conference rooms Faculty should check with their departments since most departments have an inventory of equipment specifically for their own use. Audiovisual equipment for conferences and workshops may be requested at ext. 4335.

609 STUDENT UNION BUILDING

The Director of Student Union/Activities is responsible for the management of the Student Union Building. Guidelines, which pertain to all campus employees, students, and community users, are as follows:

1. No curricular classes, workshops, or seminars for which credit is given, tuition charged, or attendance required may be conducted in the Student Union. Exceptions may be allowed for 'short' courses conducted during scheduled academic breaks that have special need of the building facilities. Permission may be granted by the Vice Provost for Student Success/Dean of Students. The Student

Union Scheduling Office is the official contact for all non-classroom campus facility scheduling.

2. Meeting reservations are accepted on a first-call, first-served basis. The Student Union Scheduling Office reserves the right to change meeting locations/rooms as needs require.
3. The Student Union has numerous bulletin boards for noncommercial advertising purposes. All postings require an approval stamp obtained from the Student Union information desk. Maximum length of time for postings is 14 days.

610 FOOD SERVICE

Sodexo provides comprehensive information and contact information for the services they offer. Sodexo offers a full range of breakfast, lunch, dinner, and snack/beverage services. Campus employees are reminded that all catering requests go through Sodexo.

611 COMPUTING AND TELECOMMUNICATIONS

Montana Tech utilizes a telephone system that has many features. On site programming and maintenance permit customizing the user's service for maximum efficiency. Faculty and staff have access to local and state networks and a national carrier. Departments are invoiced monthly for all calls. Long distance service is limited to state business only and access to all carriers by means of a personal credit card is permitted.

To establish, discontinue or change service, set up voice mail, schedule training, or if you need a state credit card or PIN number, contact the Telecommunications Office which has contact information via Administrative Services.

The Institution has an extensive computing and telecommunications network. The main administrative software package is Banner. It is supported by Information Services and has modules for every aspect of campus administration. Access to Banner for most students, faculty and staff is provided through Oredigger Web. Enrollment Services provides training for OreDiggerWeb during orientation. Requests for faculty and staff Banner Student accounts can be directed to Information Services at ext. 4270.

The campus uses Microsoft products for general software functions such as word processing, spreadsheets and presentation development. Email service is handled by Microsoft Exchange. Faculty and staff generally access it through Outlook when on campus. Students, faculty and staff can access Outlook over the Internet when off-campus.

Delivery of distance (online) instruction is handled by the Moodle Learning Management System. Moodle is implemented through the MyMtech portal for all Montana Tech students and employees. MyMtech is also the portal for the primary software tools on

campus (Banner, Library, Moodle, Email, Scheduling, General Internet). Faculty and staff needing access to Moodle for course development or training should contact the Campus Technology Services Help Desk at ext. 4244. Access to Moodle can also be requested in the original "New Faculty Account Request" sent to Network Services.

612 DISASTER AND EMERGENCY SERVICE

In the event of a disaster, Montana Tech will attempt to keep all employees informed through their supervisors. Any questions on the Institution's closure or other action should be addressed to the employee's supervisor.

For any emergency requiring assistance, first dial H.E.L.P. (ext. 4357) on the campus. If no answer, dial 911.

612.1 Internal Disaster

If campus resources cannot adequately handle the disaster, dial 911. This could include such disasters as hazardous materials accident, bomb threat, civil disturbance, fire, or severe weather.

Additional information is included in the Emergency Action and Crisis Protocol. A copy of the plan may be requested from the Environmental Health & Safety Director at ext. 4463 or view the Emergency Action Crisis Protocol Manual.

613 MEDICAL SERVICES FOR STUDENTS AND STAFF EMERGENCIES

St. James Healthcare emergency room accepts all emergency cases brought to them by Montana Tech. If a doctor is not recommended by the patient, the hospital will contact a staff doctor or use the emergency room where a doctor is on duty 24 hours a day.

In case of emergency on campus and you cannot reach security, dial 911. This can be done by an instructor in the classroom, by proctors and head residents in the Residence Hall, or by any employee on campus.

The Director of Physical Facilities is to be notified as soon as possible in the case of an emergency. In the case of danger to persons or facilities (electrical failure, broken water lines, etc.), call ext. 4268 (switchboard) during work hours. After hours call ext. 4357 (Security) or ext. 4199 (Boiler Room).

If no one answers, or in the case of emergencies that require off-campus assistance immediately, a different procedure is required. If the problem presents no immediate fire danger, call the numbers listed below in that order. In case of any fire or medical emergency that appears to involve immediate risk to life or property, dial 911, describe the emergency, and request the appropriate services. The 911 operator will deal with the situation and notify the appropriate authorities. Next, immediately call the Security (ext. 4357) so that the proper on-campus action may be taken.

614 TORT CLAIMS AND ACCIDENT REPORTS

Specific policies and procedures must be followed at Montana Tech in the event of a loss or accident. A loss is defined in this policy and procedure as "any losses stemming from property damage, fire acts, employee theft and all other self-insured losses which result in **'property damage'** or **'bodily injury'** and may result in legal liability for the State of Montana."

Property claims typically arise due to damage caused by perils such as flood, fire, earth movement, frozen pipes, or theft. Liability damages include property damage to third parties, and legal liability stemming from negligent acts of omission or commission by Montana Tech employees or agents of the Institution.

The Risk Management Representative will represent Montana Tech in reporting to the Tort Claims Division in Helena, and for coordinating the adjustment and settlement of all claims for the Institution.

After a loss has been revealed, the responsible employee most familiar with the incident should immediately notify their supervisor who will contact the Risk Management Representative (ext. 4380).

Any loss which poses an immediate threat to institutional property or involves a fatality or severe bodily injury must be telephoned by the employee or supervisor to the Risk Management Representative (ext. 4380) and to the Director of Physical Facilities (ext. 4399) immediately. The Risk Management Representative will coordinate with the Campus Security Officer to investigate the incident.

In the event of a claim involving bodily injury or extensive property damage, all Montana Tech employees are cautioned **never to accept or acknowledge liability or furnish information on accidents or lawsuits to unauthorized persons.** Obtain names and addresses of witnesses on all potential liability claims. Only the State Tort Claims Division can make determinations of responsibility or fault. Montana Tech employees are not to make any value judgments concerning responsibility. Employees are expected to restrict their comments to an objective, factual report of the incident.

All claims require the completion and submission of a **'report of incident'** form and an accident/incident investigation statement that will be submitted to the Tort Claims Division by the Risk Management Representative. These typed reports will be forwarded to the Tort Claims Division within five working days of the date of the accident/occurrence.

Immediately following a loss, or alleged loss, the employee/supervisor will take every necessary precaution feasible to prevent further damage to Montana Tech assets, such as property or personnel, or to third parties.

For further information, please consult with the Risk Management Representative at ext. 4380. A copy of the Montana Tech Tort Claims and Risk Management Procedures is available through the Personnel Office. All Managers and Department Heads should have a copy for reference.

615 MINERAL MUSEUM

615.1 Operations

The Mineral Museum is staffed by the Montana Bureau of Mines and Geology in space provided by Montana Tech. Staffers are part-time, and include a Curator, a Program Director, and a technician who assists both the Curator and Program Director with their priorities. Students are also hired on a part-time basis. Museum operations and activities are under the general direction of the Director of the Montana Bureau of Mines and Geology and are subject to approval of the Chancellor.

615.2 Duties

Administration of the Museum collection is the primary responsibility of the Curator. The Program Director has primary responsibility for the day-to-day operation of the Mineral Museum, including establishing visitor hours, hiring and supervising students, and planning Museum outreach programs. The Program Director and Curator collaborate on Museum activities such as revisions to Museum exhibits, planning special exhibits and programs, other one-time Museum operations, the disposition of specimens, and development of Museum policy, and will solicit the assistance of other Bureau staff or other individuals as necessary and appropriate. All staff report to the Director of the Montana Bureau of Mines and Geology.

615.3 Gifts and Loans

Specimens destined for donation to the Mineral Museum will be formally received by the Montana Tech Foundation, which will acknowledge the donation if (a) the donor provides an appraised value or (b) the donor requests a receipt of the donation for tax purposes. Donations not fitting these requirements may be accepted by the Curator or Program Director. Any valuation of a donation is strictly the responsibility of the donor. No commitment will be made to a donor as to the eventual disposition of his donation. A Specimen Tracking Form will be filled out for each donation.

All loans to the Mineral Museum and the terms thereof will be subject to the approval of the Bureau Director and the Chancellor, except for loaned specimens with a replacement value of less than $1,000, which may be approved by the Museum Curator and/or Program Director. Acceptance of loans shall be based on a written loan agreement signed by the Lender and by the Curator, Bureau Director, and Chancellor on behalf of the Museum (only the Museum Curator’s signature is required for loans under $1,000).

Temporary custodianship of a collection, pending the signing of the agreement, shall be expressly stated to be without liability. No commitment shall be made which will limit the ability of the Institution to display or not to display any part of a collection, or to arrange it in two or more locations. All parts of the collection on display will carry due acknowledgment to the lender or donor in the usual form. Each loan agreement shall contain a statement requesting 30-day notice of intent to withdraw the loan and shall state explicitly that in caring for loan material, the Institution will use the same care and protection which it gives its own materials, but that it cannot be liable for loss or damage beyond such protection.

615.4 Disposition of Specimens

Specimens will be accessioned into the Mineral Museum collection, held for sale in the sales area of the Mineral Museum, used for educational purposes, or discarded if deemed to not have educational or monetary value. The disposition of the specimens will be decided by the Curator. More specific conditions regarding sale and trade of specimens follow.

615.5 Sale of Specimens

Specimens accessioned in the collection of the Mineral Museum are not to be sold unless the specimens have been properly de-accessioned*. Specimens available for sale in the sales area of the Mineral Museum will be those donated specifically for resale, those specimens from donated collections that are not suitable for the Mineral Museum collection or educational uses (which may include de-accessioned specimens), and those specimens purchased with Museum funds specifically for resale.

* No policy on de-accessioning has been established, so until a policy is written and approved, no specimens in the accessioned collection may be sold or traded.

Note: There are numerous specimens in most donated collections that are not of sufficiently high quality or scientific value to be accessioned into the collection of the Mineral Museum. When specimens are received, the donor is informed that they will be put to the best possible use, which, in addition to inclusion in the collection of the Mineral Museum, includes use for instructional purposes in the Institution, and for sale in the sales area.

615.6 Trade of Specimens

Accessioned specimens may not be traded. Even if a policy for trading is established in the future, specimens may not be traded from any of the following collections:

- Clark collection
- Gallagher (Pohndorf) collection

- Fowler collection
- Ettie Henderson collection
- Dr. Eddy collection
- Klepetko collection
- Hritsco collection
- B. Hoskins collection
- Bert Dyer collection
- Any other collection received prior to 1954

615.7 Records

All specimens and objects shall be identified clearly, and the Specimen Tracking Form will be used to record the donor, the date of receipt, status as a gift or loan, any other information provided, and the is position of the specimen. The Museum will keep the form as a permanent record, and the donor will be provided a photocopy of the form with the information provided at the time of his donation.

The Curator and Program Director will provide the Bureau Director and Chancellor with an annual statement including the following information:

1. A summary of donated specimens indicating disposition of specimens.
2. A list of specimens purchased for accession.
3. A summary of museum gift shop sales.
4. A summary of other museum activities, including programs and significant changes to exhibits

APPENDICES

APPENDIX A-Campus Committees

FACULTY COMMITTEES

For a list of current committee members please visit the committee roster. Committee chairs are responsible for informing the Provost/EVCAA office of committee membership and changes to committee membership.

Academic Freedom and Tenure Committee
The committee considers appeals by faculty of administrative decisions that impair the faculty member's academic freedom or violate the procedures for obtaining tenure. The committee attempts to resolve disputes in an informal manner, but formal hearings may also be held. Ordinarily, the committee will not offer judgments on the merits of a faculty member to qualify for tenure, but will only attempt to determine if the faculty member has had fair and due process in all proceedings. The committee may offer its judgments in matters concerning academic freedom. The committee submits a written report of its findings to the appealing faculty member and the administration.

Only tenured members of the faculty are eligible for membership on this committee.

Academic Standards Committee
The Academic Standards Committee is responsible for maintaining the academic policies established by the Board of Regents and faculty pertaining to students. It develops academic policy for approval of the faculty and hears appeals from the students who have come into conflict with those policies.

Accreditation Steering Committee
Montana Tech is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Under the direction of the Provost/EVCAA, the committee aids in the completion of accreditation activities across campus.

Athletic Committee
To provide review and counsel for the Intercollegiate Athletic Program.

Awards and Recognition Committee
Ad-hoc committee that plans award presentations ceremonies. Led by the Chancellor's Chief of Staff.

Behavioral Intervention Team (BIT)
Montana Tech's BIT is a multi-disciplinary group whose purpose is to support students, faculty, and staff. The team tracks "red flags", detecting patterns, trends, and disturbances

in individual or group behavior. The team receives reports of disruptive, problematic or concerning behavior or misconduct (from faculty, staff, students, community members, etc), investigates, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then deploys its resources and coordinates follow-up.

Benefits Committee (Inter-Unit)
The Inter Unit Benefits Committee is created for the purpose of allowing members of the University System Employee Benefits Plan a reasonable opportunity to participate in the development of policy prior to a final decision by the Commissioner on matters affecting the Plan. The IUBC shall report all of its findings and recommendations to the Commissioner.

The members of the committee are appointed by the Commissioner and must be selected from a diverse group in order to adequately represent the interests of the employees of the Montana university system. At least one-half of the members must be appointed based upon the recommendations of the labor organizations representing employees of the Montana university system. (20-15-1530 Montana Code Annotated)

The committee is an advisory council in accordance with 2-15-122 MCA. The Board of Regents is the respective "creating authority" of the council under the statutory terms. The creating authority shall prescribe the composition and advisory functions of each advisory council created, and appoint its members, who shall serve at the pleasure of the creating authority.

The Board of Regents and the Commissioner view the role of labor organizations in nominating committee members as integral to the process of effective benefits-related planning and communication. The Montana University System greatly values the leadership and participation of collective bargaining representatives in the business of the committee.

Center for Academic Innovation (CAI) Advisory Group
The CAI Advisory Committee acts as a conduit of information between stakeholders in academic technology – including, but not limited to, the LMS, classroom technology, streaming technology, and teaching and learning apps – and the Center for Academic Innovation (CAI). As a group, discussions of user friendliness, practicality, and effectiveness can help guide decisions regarding training, research, and application efforts coming out of the Center for Academic Innovation, and ultimately will lead to purchases and subscriptions that will benefit a large segment of the institution and the highest possible ROI.

Chair: Director of Center for Academic Innovation

Membership:

- One faculty from each college.
- One student representative
- One IT representative
- Two representatives from Student Affairs

Meeting frequency: No more than once a month, but at least one time per semester

Collegiate Evaluation Committee

Representation on the Committee

A Collegiate Evaluation Committee, comprised of full-time, tenured, full professors and representative of each School/College, will be established each academic year. Each School/College Dean will arrange for the election of two representatives from his/her School/College no later than October 1 and report the name of the representative to the Provost/EVCAA. In addition, each faculty member being evaluated may select a tenured faculty representative as a voting member of this committee. (This person need NOT be a full professor.) Representation of the one additional member, therefore, may differ with each case being evaluated.

Deans, Department Heads and members of the Academic Freedom and Tenure Committee or of the Grievance Committee, who might hear promotion and tenure appeals or grievance cases, are not eligible for this service.

The Provost/EVCAA will call the first meeting (only) for the committee to elect its chair on or before November 15th.

Tasks of the Committee

Following the review of the portfolio of the person seeking promotion or tenure (or both), or persons midway towards tenure by that individual's department and Dean, the Collegiate Evaluation Committee including the designated faculty representative will examine individual portfolios and will meet to discuss the materials. Those being evaluated will not be present, but the committee may choose to solicit further information or clarification of information from the individual or his/her colleagues. Ultimately, the committee will write a positive, negative or qualified recommendation to accompany each portfolio under consideration. That packet will then be delivered to the Provost/EVCAA for consideration and for the continuation of the evaluation process.

This committee will not rank or prioritize portfolios being reviewed.

Commencement Committee

The Commencement Committee works in collaboration with various campus stakeholders to plan and execute commencement ceremonies. Committee members meet to discuss and delegate the various pieces of providing a formal, fun, student-centered ceremony. They also make decisions regarding changes to commencement policy and practice, in partnership with campus administration, when needed.

Computer and Telecommunications Advisory Committee

The Computer and Telecommunications Advisory Committee is made up of representatives from across the campus; it includes student representation and advises Tech's administration. BOR Policy 940.3 requires that 50% of the committee membership is students. Additionally, the committee membership should include the director of the Center for Academic Innovation and a minimum of one faculty representative. Decisions on computer replacement schedules, software purchases, and network expansion (such as wireless, multi-media expansion to classrooms, and OS platforms) are some of the decisions discussed and recommendations rendered. Moreover, this committee has oversight for the Computer-Use-Fee which is assessed to all students each semester. The Computer-Use-Fee is used for equipment, software, maintenance, or for related items that will benefit a particular instructional program.

The use of this fee is determined through annual meetings of the Computer and Telecommunications Advisory Committee, which typically develops a computer use plan for the following five years. This plan looks at replacing all workstations in the campus computer labs at least once every four years and contains allocations for workstations, for network/departmental servers, for software, for paper/toner, and for lab printers.

Finally, guests are always welcomed to committee meetings so they can represent or voice an area of concern or expertise pertinent to a particular subject or academic area/department which is not directly represented by committee membership.

Curriculum Review Committee

The Curriculum Review Committee (CRC) functions in an oversight and review capacity. It reviews and approved all curriculum matters – both at the undergraduate and graduate level – before sending any of these matters to the Faculty Senate. In this capacity the CRC ensures the following: 1) that all curriculum changes coming from an individual department are coordinated with the curricula of other departments and do not impact negatively other curricula; and 2) that academic standards are upheld.

Thus, the Curriculum Review Committee will first review and then submit to the Faculty Senate with a positive or negative recommendation all curriculum issues submitted to it by a School/College. These matters will include all new courses, all course changes, all newly developed academic programs and all academic program changes. Before acting on anything, the CRC will circulate all proposed curriculum matters to all Deans and to the Provost/EVCAA.

The CRC, of itself, may initiate curriculum changes. However, the normal flow for curriculum matters is first from a department to its college, then to the CRC, next to the Faculty Senate, and finally to the Board of Regents. In effect, approval is required from one group before proceeding to the next group in the "flow." Following this chain of command will ensure open communication, discussion, and input and will enhance the process of "reviewing" curricula. The Chair shall be elected by the committee.

CRC Committee Composition

One member below the rank of Dean from each academic department;

One student member;

Registrar (ex-officio member);

One member from the Library (ex-officio member);

Provost/EVCAA (ex-officio member); and

Faculty Senate representative.

Diversity, Equity, and Inclusivity Committee
An Ad-hoc committee lead by the Provost/EVCAA. Committee is charged with leading campus efforts to make Montana Tech a more diverse and inclusive environment for students, faculty, and staff.

Employee Relations and Confidence ("ERC") Committee
The ERC Committee advises, informs, and produces reports to Faculty and Staff Senates, as well as the Executive Team regarding employee confidence, professional culture and relations**,** as well as shared governance matters.
Tasks:
• Recommend improvements to all elements of University governance including but not limited to strategic planning initiatives, internal communications, and routine campus operations.
• Interact with Staff Senate, Faculty Senate, and the Executive Team to strengthen employee recognition, advancement opportunities and voice.

• Propose Faculty/Staff Handbook revisions on a routine basis.
• Report workplace concerns for appropriate consideration to the correct entity.
• Review metrics to monitor progression against Great Places to Work or other employee morale surveys.
• Provide a confidential forum in which employees can discuss relevant workplace concerns.
• Consider Faculty or Staff Senate, or Executive Team actions as the Committee deems appropriate.
• Suggest events, trainings, or other actions that can provide tangible benefits consistent with the ERC's charge.

Representation, Composition, & Bylaws
• The Committee is composed of four (4) staff and four (4) full time faculty members appointed by the Staff and Faculty Senates respectively.
• Student employees may not serve as members but can communicate with the Committee as outlined below.
• The Director of Human Resources serves as an ex officio member of the committee.

• The first meeting of the academic year must occur before October 1st. The Faculty Senate Chair shall convene and preside over the first meeting.
• At the first meeting, the committee shall select a Chair, Vice Chair, and Secretary.
• The Chair presides over meetings and presents updates to the Campus Community upon request or deemed appropriate by the Committee.
• The Vice Chair fills the role of the Chair if needed or appropriate.
• The Secretary records meeting minutes and may preside if Chair and/or Vice Chair are unavailable. Further, the Secretary will upload all documents to and maintain a OneDrive folder.
• IT shall provide and maintain a Montana Tech email account for ERC that forwards any message to every committee member.
• The Staff Senate President, Faculty Senate Chair as well as any member of the Executive Team may request copies of meeting minutes from the Secretary at any time.
• Committee members are appointed for two (2) year terms.
• Committee members may not seek or designate substitutes for attendance or voting purposes.
• Committee member terms will stagger to maintain continuity.
• In order to maintain confidentiality when required or appropriate, the Chair shall ensure minutes have been redacted as needed. Further, the Chair shall use Executive Sessions to limit viewership in the room. All members must agree as a term of service to be mindful of confidential and/or sensitive information.

• Every committee member vote carries the same weight.
• A simple majority of members will constitute committee support for any motion provided a quorum is present.
• To ensure full consideration, any campus employee (including student employees) should send their concerns to the Chair at least five (5) business days prior to the meeting. At the Chair's discretion, other concerns may be added to the agenda at any point prior to the meeting.
• The quorum required for any meeting consists of a simple majority.
• Meetings may be held via any modality (face-to-face, Zoom, or hybrid for examples) as selected by the committee.

Faculty Senate
The Faculty Senate promotes stable growth and continued improvement of higher education at Montana Tech and in the State of Montana, facilitates communication and cooperation among administrative and faculty personnel, and works to ensure the continued development of institution educational programs and policies. Members are elected by the faculty each academic year for two-year (or more) terms; four members are eligible for election each year. The by-laws of the Faculty Senate are attached to the Handbook as Appendix D.

Financial Aid Appeals Committee
The purpose of the Financial Aid Appeals Committee is to review students that have been put on Financial Aid Termination…and have filed a financial aid appeal based on not meeting minimum academic standards per school and federal financial aid policy based on extenuating or mitigating circumstances. The student has to have third party documentation for the reasons they did not meet minimum academic standards. Membership is voluntary.

Faculty Service Committee
The FSC shall consist of one (1) faculty member on continuous tenure appointed by the Board of Regents, one (1) faculty member on continuous tenure appointed by the Chancellor and one (1) faculty member on continuous tenure elected by the faculty senate. The committee members shall serve a twelve-month (12) term, to commence on September 1.

General Education Review Committee
Review and accept/reject courses submitted by faculty as a General Education Requirement course. To be considered as a general education course the course needs to have been taught one semester before it can be submitted to the committee.

The committee is primarily made up of faculty from Highlands College, CLSPS, and SME. The dean of CLSPS is a member of the committee.

Graduate Council

The Graduate Council (GC) functions in an oversight and review capacity, and it serves to ensure consistency and quality in and across graduate degree programs. It reviews and approves curriculum matters at the graduate level, before sending these matters to the Curriculum Review Committee (CRC). The GC also considers and recommends action(s) to the Vice Chancellor for Research and Dean of Graduate Studies regarding academic and admissions policies and procedures affecting graduate programs and graduate students. Matters may be brought to the GC by the Faculty Senate, the CRC, an officer of the Graduate School, a member of the Graduate Council, a graduate student, a dean, or any faculty member in any of the graduate programs.

Graduate Council has a faculty rep from each department that offers grad program, and from some departments that don't. It is chaired by an elected member from the faculty with support from the Graduate School program manager-to act as a liaison to the graduate school. Provost/EVCAA, Dean of the graduate school, and enrollment services graduate representative serve as ex officio members.

Grievance Committee

The Grievance Committee is charged with making a recommendation to the Chancellor for resolution of complaints by faculty, nonacademic staff, students and applicants for employment or admission arising out of an alleged violation of any applicable state of federal law or regulation or any contractual relationship, policy, or procedure the breach of which would cause a valid complaint.

There will be eight regular members of the committee with two appointed from each of the following constituencies: (2) faculty, (2) administrative and professional staff, (2) nonacademic staff, and (2) students.

Appointments will be made by the Chancellor from a list of four candidates nominated by each group. The Affirmative Action Officer is an ex-officio member of the committee. The Chair of the committee is elected by the committee and approved by the Chancellor. Appointments will be for two years unless otherwise specified at the time of the appointment, with half of the committee members' terms expiring on alternate years. When a vacancy occurs on the committee, the group that the vacancy represents shall make nominations to fill the unexpired term. Any three of the eight regular members shall constitute a quorum for purposes of conducting a formal hearing.

Leadership and Experience Development (LEAD)

The Leadership Experience and Development (LEAD) team works towards creating opportunities to build leadership potential at Montana Tech. Our goal is to elevate a

culture of leadership and role modelling while providing professional development for both faculty and staff.

Library Committee
The purpose of the library committee is to help ensure continuing excellence in library resources and services.

The Library Committee shall consist of one instructional faculty member from each department, a representative from the Montana Bureau of Mines and Geology, a representative from the classified employees and a student representative. The Library Director serves as an ex-officio member and shall attend all meetings.

The chair, in consultation with the Library Director, schedules meetings and sets the agendas.

The Library Committee members shall:

- Attend Library Committee meetings (usually 1-2 per semester) and communicate meeting proceedings to their departments or constituents
- Serve as liaisons and exchange committee meeting proceedings, information and ideas between their departments or constituents and the library staff
- Actively encourage department members or constituents to submit titles requests for book purchases
- Promote the library resources and services

Committee members also advise the Library Director in formulating, revising and upholding major library policies and procedures as they relate to library services.

Final authority and responsibility remain with the Library; however, the input and recommendations of the committee are vital and are given appropriate consideration.

Merit Award Committee

Montana Tech Faculty Association Merit Award Committee: Merit Award applications shall be evaluated by an interdisciplinary committee drawn from faculty members that have received Merit Awards in previous years.

National Student Awards Committee
This committee works to create a campus community that fosters and supports outstanding Montana Tech students throughout their education and to nominate and assist our top students in the preparation of applications for prestigious National Awards.

Onboarding Committee
The Onboarding Committee is committed to reviewing recruiting, hiring, and onboarding practices at Montana Tech and making recommendations for improvement and

implementation that will enrich and advance the process for all. This team is led by Director of Human Resources and Chief of Staff.

Parking Appeals Committee
The Parking Appeals Committee receives all parking appeals from the business office. They review the citation and reason for the appeal, discuss the appeal, and then vote to approve (remove the citation and fine), deny the appeal (uphold the citation and fine), or uphold the citation, but reduce the fine. Once a decision has been made, they report back to the business office and the business office notifies the student (or faculty/staff member) of the committee's decision. They also hear arguments if someone decides to do a second appeal of the committee's decision (a second appeal is heard via Zoom).

The committee will also address areas of concern such as: many appeals for the same violation, violations at a specific area, etc. The committee makes recommendations on signage, curb painting and other parking-related structures to improve parking, physical plant and security.

Peer Review Committee
The Peer Review Committee is formed when a faculty member requests reconsideration of their evaluation results. Please see Section 205.4.4 for detailed information about the committee and process for appointing the three faculty to serve on this committee.

Research Advisory Committee
The Research Advisory Committee serves to ensure the quality and integrity, and promote the vitality of the research programs at Montana Tech. The committee may make recommendations to the Vice Chancellor for Research and Graduate Studies on matters brought before it by committee members or Montana Tech faculty. On occasion, the committee will be requested to review, initiate or endorse proposals that relate to research policies, practices, and budgets from the Montana Tech campus.

Assessment

The Research Advisory Committee will make a periodic assessment of the performance of the campus research effort. This assessment may include, but not be limited to, evaluation of degree production, publications, patents, sponsor feedback, faculty workloads, student scholarship and public support of academic research. The Research Advisory Committee will forward the results of this assessment, along with any recommendations, to the Chancellor for his action.

Membership

The committee shall consist of no less than 10 members selected from the research active faculty at Montana Tech by the Vice Chancellor for Research and Graduate

Studies, with the advice and consent of the Provost/EVCAA. The Faculty Senate and the Montana Bureau of Mines and Geology shall each have at least one member on the committee. The committee shall be chaired by the Vice Chancellor for Research and Graduate Studies. The Provost/EVCAA, the Director of the Office of Contracts and Grants, and the Director of Physical Facilities shall serve as the ex-officio members of the committee.

Meetings

The committee shall meet at the pleasure of the chair or by petition of any member of the committee.

Safety Committee

The Safety & Health Committee is appointed by the Vice-Chancellor of Academic Affairs and Research. According to Administrative Rules of Montana, 4.30.2542-2546, this committee shall:

- Hold regular meetings as necessary, but meet at least once every four months.
- Assess potential hazards and communicate suggested hazard control information to the campus.
- Inform employees of safety committee activities & recommendations.
- Help motivate employees to create a culture of safety in the workplace.

The Committee shall also assist in:

- The development of safety rules, policies & procedures.
- The control of hazards.
- The periodic evaluation of the safety program.
- The inspection of the workplace.
- The development of safety training and awareness topics.

In addition, the Safety & Health Committee shall:

- Coordinate the establishment of campus procedures and standards pertaining to safety, health and loss control.
- Transmit pertinent safety and health information to the Director of EH&S and to appropriate administrators as required.

Safety and Security Committee

The Safety and Security Committee screens applicants (students) who check “yes” to one

of the Safety and Security questions on the Montana Tech application. Once an applicant answers "yes" to a question, they are required to submit documentation as requested by the committee. After all of the required documents have been obtained, the committee members determine the risk involved to other students on campus in allowing the applicant to proceed with the application process. In some cases, the applicant is interviewed by the committee**.**

Scholarship Committee(s)

Scholarship Committee for Incoming Students:

The purpose of this committee is to identify scholarships that can be given to students to attract them to attend Montana Tech. This committee is comprised of the Director of Enrollment (Ex-Officio), Scholarship Coordinator (Ex-Officio), Director of Recruiting, and the Recruitment Specialists.

Scholarship Committee for Continuing Students:

This purpose of this committee is to review policies for awarding scholarships that are available through the Montana Tech Foundation, Montana Tech Alumni Association and campus funds that are either endowed or provided by private donations, to award scholarships according to the donor's wishes stated in the MOUs, to determine the best use of the funding to retain students, and to verify that all funds are used on an annual basis. This committee is comprised of the Scholarship Coordinator (Ex-Officio), a Montana Tech Foundation representative (Ex-Officio), a faculty member that serves as Chair of the Committee that is voted on by the current committee members, and at least 8 other faculty members that serve a 3-year term.

Staff Senate

Membership in the Staff Senate shall include employees at Montana Tech who are exempt, non-exempt, non-faculty, or contract professionals who have been employed for at least one year. Staff employed through temporary contracts are not eligible for membership. A person ceases to be a member upon termination of employment at the University as an employee. Please visit the Staff Senate Web Page for more information.

Purposes of the Staff Senate shall be:

- To promote an active role for the staff employees in the governing structures and decision-making process of the University;
- To achieve formal representation in the process of establishing University educational and operating procedures and policies;
- To serve as a communication conduit between staff and the administration and, through the administration, to the State Board of Regents;

- To promote continued improvement of higher education at Montana Tech and in the state of Montana;
- To promote stability and professional growth of the Montana Tech staff;
- To promote service to students by improving morale and working conditions of the Montana Tech staff; and
- To promote and develop staff-related activities, policies, and procedures that support the Montana Tech mission.

Strategic Planning Committee
The Strategic Planning Committee provides input linking strategic planning with strategic execution and facilitates the continuous evolution of the Strategic plan itself. The Chancellor is responsible for creating this committee.

Student Commission
This team works to identify barriers, obstacles, or challenges that not only impede a student's experience but may also be ineffective and/or unnecessary. This committee is chaired by the Dean of Students.

Student Judicial Appeals Board Committee
The Student Judicial Appeals Board Committee hears student appeals for students who have been found responsible for violating the Student Code of Conduct. The Student Judicial Appeals Board ("Board") will be comprised of the Provost/EVCAA, the Chair of the Faculty Senate, two students appointed by ASMT, two faculty members appointed by the Chancellor, two staff members, and the Dean of Students as an ex-officio member and resource person. There is no official "chair" of the committee. During hearings "chair" responsibility could fall on any committee member and designation of "chair" is determined at the hearing. The Board may uphold the decision of the original hearing agency, reverse that decision, or make any other recommendations deemed advisable.

Student Wellness Committee
Montana Tech's Student Wellness Committee is a multi-disciplinary group with a primary mission to educate students and the campus on current mental and physical health wellbeing.

Undergraduate Research Committee
The Undergraduate Research Committee directs all elements of Montana Tech's undergraduate research program, calling for proposals, reviewing proposals, and recommending projects for approval. The URP committee consists of a faculty from each college (Highlands, SME, CLSPS). No more than one representative per department. Members serving on this committee are not representing their departments. The committee consists of 6-12 members.

Veteran's Task Force Committee
The Veterans Taskforce members are staff, faculty and student Veterans. The goal of this committee is to consider ways to better serve Montana Tech Veterans/active military members.

WEB Guidance Committee
The Web Guidance Committee's role is to recommend policies regarding all Montana Tech web pages. The committee recommends standards, ensures that there is an ongoing process of review of content and adherence to the standards. The Montana Tech Web Guidance Committee consists of faculty, staff, students, and administration. There is currently no term limit to membership.

Wellness Champions Wellness Champion Team
The Wellness Champion Team is comprised of Montana University System (MUS) faculty and staff who support the mission of the Montana University System Wellness program. Wellness Champions help create a wellness culture at work by increasing the visibility of the MUS Wellness program and facilitating the opportunity for all employees to take advantage of our health/wellness benefits.

APPENDIX B -Tenure Progress Report Form (Tenured Faculty)

CONFIDENTIAL

Montana Tech

Tenure Progress Report

(To Be Completed by all Tenured Members of the Department)

Name: _____

Department: _____

Years of Service: _____

In my view the following progress toward tenure is being made:

Comments (Required):

Instruction:

Research:

Service:

Good Progress Satisfactory Progress Less Than Satisfactory Progress

Signed: _____ Date: _____

APPENDIX C-Tenure Progress Report (Untenured Faculty)

Montana Tech

Department Heads Certification

Tenure Progress Report

Name: _____

Department: _____

Years of Service: _____

I have discussed the attached progress toward Tenure Progress Reports with the above individual. Overall the Department judges progress toward tenure and promotion as:

Comments (Required):

Instruction:

Research:

Service:

Good Progress Satisfactory Progress Less Than Satisfactory Progress

Signed: _____ Date: _____

Faculty Member

Signed: _____ Date: _____

Department Head

APPENDIX D-Faculty Senate Bylaws

Faculty Senate of Montana Tech

Mission

To promote the stable growth and continued improvement of higher education at Montana Tech of the University of Montana and in the State of Montana; to facilitate communication and cooperation among administrative and faculty personnel; and to insure the continued development of our educational programs and policies.

If you have an issue that you would like the senate to address, please contact the senator that represents your department or Faculty Senate Chair. Issues will be placed onto the agenda for the next Senate Meeting as New Business, and the Senate will determine whether the issue is a matter that is within the scope of the Senate as defined by the Senate By-Laws. If so, the Senate will deliberate and act as it deems appropriate. Faculty participation is invited and strongly encouraged.

BYLAWS OF THE FACULTY SENATE
MONTANA TECHNOLOGICAL UNIVERSITY
Butte, Montana

(Revised according to faculty action 10/21/11)

Article I. Name

Article II. Purpose, Function & Duties

Article III. Membership

Article IV. Elections

Article V. Organization

Article VI. Meetings

Article VII. Transaction of Business

Article VIII. Amendments

PREAMBLE

To promote the stable growth and continued improvement of higher education at Montana Tech of The University of Montana and in the State of Montana; to facilitate communication and cooperation among administrative and faculty personnel; and to insure the continued development of our educational programs and policies: We the Faculty, do hereby establish and subscribe to this Constitution of the Faculty Senate of Montana Tech of The University of Montana.

Article I. Name

The name of this organization shall be the Faculty Senate of Montana Tech (the Faculty Senate) at Butte, Montana.

Article II. Purpose, Functions and Duties

SECTION 1: Purpose

The purpose of this organization shall be:

To participate as an advisory body in the formulation, implementation, and review of institutional policy and to provide the means for the faculty to initiate action on matters with which it is directly concerned.

SECTION 2: Functions

Within the framework of rules and regulations set forth by the State Board of Regents, the functions of this organization shall be:

a. To study and discuss institutional problems referred to it and, where appropriate, to make recommendations to the administration.

b. To initiate suggestions for changes in the area of institutional policies affecting the instructional program of the college.

c. To serve as a channel of communication between faculty and the administration and, through the administration, to the State Board of Regents.

d. To aid the students, the faculty, the administration, and the State Board of Regents in developing policies coordinating the total college community.

e. To consider policies concerning admissions, curricula, granting of degrees, and comparable academic concerns.

f. To consider policies concerning faculty selection, promotion, tenure, leaves, and termination of employment.

g. To advise, with the Chancellor, in the selection of administrative personnel when vacancies exist.

h. To advise, with the State Board of Regents, in the selection of a Chancellor when a vacancy exists.

i. To seek means for raising the level of all aspects of professional performance.

j. The Faculty Senate shall conduct a Faculty Satisfaction Survey every spring semester.

SECTION 3: Duties

The duties of the organization shall be:

a. To examine all matters under consideration from the point of view of the welfare and best professional interests of the college and in the light of its total educational objectives.

b. To acknowledge each recommendation or request submitted and, upon completion of its considerations, state the action recommended.

In the performance of its duties, the Faculty Senate is not to interfere with or infringe upon the academic freedom of individual faculty members.

SECTION 4: Channels and Procedures

a. To accept for consideration from the faculty or the administration any projects which fall within the scope of Article II, Sections 1 and 2 above.

b. To initiate projects which fall within the scope of Article II, Sections 1 and 2 above.

c. To submit recommendations to the faculty or the administration of the College concerning matters which have been considered.

d. To submit to conference with the entire faculty if necessary any differences of opinion which arise as a result of disagreement between the Faculty Senate and the administration concerning recommendations made.

e. To refer questions still unsolved after conference to the Chancellor or final reference to the proper agency, such as Faculty Service Committee, Attorney General, State Board of Regents, etc.

Article III. Membership

(Art. III, Sec.1 replaced by following according to faculty action 10/21/2011. Revised according to faculty action 4/24/2016 and again on 03/12/2020.)

SECTION 1:

The Faculty Senate shall consist of 26 members composed as follows:

School of Mines and Engineering Faculty.....11 Senators

College of Letters, Science, and Prof. Studies Faculty..... 8 Senators
Highlands College Faculty.....3 Senators
Research & Library Faculty.....3 Senators
Adjunct Faculty.....1 Senator

The representation shall be subdivided and elected at the department level as follows:
School of Mines and Engineering

1. Electrical Engineering
2. Geological Engineering
3. Geophysical
4. Civil Engineering
5. Mechanical Engineering
6. Metallurgical and Materials Engineering
7. Environmental Engineering
8. Mining Engineering
9. Petroleum Engineering
10. Safety Health and Industrial Hygiene
11. Computer Sci. & Software Engr. & Data Science

Highlands College

1. Business and Industry
2. Trades
3. Health Programs

College of Letters, Science, and Professional Studies

1. Biological Sciences
2. Chemistry
3. Mathematical Sciences
4. Nursing
5. Liberal Studies
6. Business

7. Network Technology
8. Writing Program

Research, Library, & Adjunct Faculty

1. Library Faculty
2. Research Faculty (2 senators)
3. Adjunct Faculty

As needed, the size and composition of the Faculty Senate shall be re-evaluated to account for changes in faculty and department structure of the College.

Article IV. Elections

(Article IV, Section 1 replaced by following according to faculty action 10/21/2011.)

SECTION 1:

Membership in the Faculty Senate shall be determined by annual elections held in March at the department level. Only persons holding faculty rank are eligible to vote, except in the case of Adjunct Faculty. Members shall be elected to two-year or three-year terms at the option of their respective departments. Vacancies created by unexpired terms shall be filled by special election.

Article V. Organization

SECTION 1: Officers

The officers shall consist of a Chairperson, Vice-Chairperson, and Secretary. These officers shall be elected from the total membership of the Faculty Senate at the initial meeting after its annual election.

SECTION 2: Duties of Officers

The Chairperson shall be the principal executive officer and shall have such powers as are appropriate to the office. The Chairperson shall appoint committees and shall be an ex-officio member of all committees except the Nominating Committee.

The Vice-Chairperson shall fulfill the duties of the Chairperson in the Chairperson's absence and shall, otherwise, serve as an assistant to the Chairperson.

The Secretary is responsible for the usual functions of the office, such as:

Keeping the minutes of all regular meetings of the Faculty Senate and making available copies to the entire professional staff and the Chancellor.

Maintaining archives of important papers of the Faculty Senate.

Furnishing notification of all Faculty Senate meetings to all faculty members.

Carrying on pertinent correspondence relative to the Faculty Senate and its activities.

SECTION 3: Committees

The duties of all committees shall be determined by the Faculty Senate. Committees shall be appointed by the Chairperson, when necessary, with the approval of the Faculty Senate body.

Article VI. Meetings

(Revised according to the faculty action 11/6/72)

SECTION 1: Regular Meetings (Open)

Regular meetings of the Faculty Senate shall be held monthly or as needed during the regular academic year) with additional meetings or cancellations of the scheduled meeting at the option of the chairperson. It shall be understood that at all open meetings an invitation to attend is extended to all of the administrative staff, all faculty members, and to a student representative. It shall be further understood that this invitation includes both the right to engage in the discussions of the committee and the right to introduce motions.

It does not include, however, the right to second nor amend motions, nor the right to vote upon them when they are placed before the Faculty Senate for final action.

SECTION 2: Special Meetings (Closed)

A special closed meeting of the Faculty Senate may be called at a designated time by the officers of the Faculty Senate or by a petition signed by one-third of the total membership of the Faculty Senate, or by a petition of ten percent of the total membership of the faculty.

Article VII. Transaction of Business

SECTION 1: Initiation of Action

The Faculty Senate shall receive written suggestions for agenda items from any member of the faculty or from the administration. In the case of delicate matters, at the discretion of the Faculty Senate, the referral items can be received by oral communication at a meeting.

Any member of the Faculty Senate may initiate debate.

Where appropriate, the agenda item shall be referred to a committee for study.

SECTION 2: Nature of Sessions

A quorum for the transaction of business shall be privileged to call members of the college community as advisors when information concerning a matter under consideration is required.

The minutes shall be as complete as the nature of the problem requires.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Faculty Senate of Montana Technological University in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Senate of Montana Technological University may adopt.

SECTION 3: Transmittal of Recommendations

The Chairperson shall direct the Secretary to transmit to the appropriate individual or body a written statement of actions and recommendations of the Faculty Senate when approved at a regularly constituted meeting.

Article VIII. Amendments

SECTION 1: Proposed Amendments

Proposed amendments shall be submitted in writing to the Chairperson of the Faculty Senate who shall submit them to the faculty for action.

SECTION 2: Notification of Amendments

The text of the proposed amendments must be circulated among the members of the faculty at least one week prior to action by the faculty.

SECTION 3: Ratification of Amendments

Ratification of amendments shall require a simple majority vote of all members of the faculty.

SECTION 4: Submission of Amendments

In keeping with Article 2, Section 2, all amendments will be submitted to the administration for review and appropriate action.

APPENDIX E-Request to Participate in Consulting Activities Form

MONTANA TECH

Request to Participate in Consulting Activities

Permission is requested to participate in consulting activities.

Name of client or sponsor: _____

Time involved (include dates): _____

_____

Arrangements for coverage of classes missed (if any):

_____

Nature of consulting activities in relation to your function at Montana Tech: _____

_____

Other current consulting commitments: _____

_____

Consulting time (hours) used to date: _____

Will Montana Tech office, lab space, computer equipment, or any other equipment be used?

Yes No If yes, explain _____

_____

Approximate cost for rental of Tech space and equipment: $ _____

Approval of VCAF for facilities use: _____

Conflict of interest: A conflict of interest is a conflict between public duty and private interest, as defined by the Montana Legislature in section 2-2-101, MCA, 1978. I have read the statement on conflict of interest on the next page. This commitment will not interfere with teaching or other duties for which I am employed, and I have or will disclose the consulting relationship on my Conflict of Interest disclosure form (https://www.mtech.edu/research/files/coi-disclosure.pdf). To the best of my knowledge, the rate of personal compensation is competitive with other, similar privately employed consultants.

Applicant's Name (please print):_____

Applicant's Signature: _____ Date: _____

Signatures of Approval:

Department chair/Supervisor: _____ Date: _____

Dean: _____ Date: _____

V.C. for Research: _____ Date: _____

V.C. for Academic Affairs: _____ Date: _____

Chancellor: _____ Date: _____

THE TOTAL DAYS OF CONSULTING SHALL NOT EXCEED 40 DAYS IN ANY ONE ACADEMIC YEAR.

(See the next page of this form for faculty consulting policy statement.)

CONFLICT OF INTEREST

1. No faculty member shall accept additional compensation for the same services that are part of his/her assigned college duties.
2. Consulting faculty clients must realize the college is in no way a party to the consulting contract or will the college be liable or responsible for the performance of the faculty consultant. All advertisements and correspondence will be made without the college name unless by consent of the Chancellor.
3. College personnel, facilities, or equipment shall not be used in connection with consulting activities unless the arrangement for reimbursement to the institution is made in advance and fully documented.
4. Faculty consultants are not allowed to use or distribute information from unpublished research funded by an external sponsor or by the campus.
5. No faculty consultant is allowed to assist a client in obtaining a contract, claim, license, or economic benefit from the college.
6. A faculty consultant may act in a supervisory relationship with the same student or staff member within the college and in an external organization, but the work cannot be done during the normal work day, week, or month of his/her contract period.

FACULTY CONSULTING POLICY STATEMENT

In compliance with the Board of Regents of Higher Education of the Montana University System, Policy 401.1, the following regulations govern consulting activities carried on by faculty.

Faculty may engage in a limited amount of private consulting (defined as any additional activity beyond duties assigned by the Institution, professional in nature and based in the appropriate discipline for which the faculty member receives additional personal compensation during the academic or contract year), provided it does not interfere with the performance of regular institutional duties.

Permission for such private consulting will normally be granted only after all academic responsibilities, including instructional and research activities, are fulfilled, and shall be obtained from the appropriate Department Head, Dean, Vice Chancellor for Research, Executive Vice Chancellor for Academic Affairs, and the Chancellor.

In order to provide maximum flexibility of the faculty in their performance of consulting assignments, the amount of time per week need not be specified. However, the total days of consulting shall not exceed 40 days in any one academic year. Permission to engage in consulting engagements totaling more than 40 days in any academic year shall be considered on their own merit and may be approved on an individual basis by the appropriate Department Head, Dean, Vice Chancellor for Research, Executive Vice Chancellor for Academic Affairs, and the Chancellor.