

Faculty Senate Minutes
4/5/2021
CBB 001 and Virtual Meeting via Zoom

CBB 001: Charie Faught (Chair), Stella Capoccia

Zoom: Peter Lucon (Vice-Chair), Atish Mitra (Secretary), Bret Robertson, Jackie Timmer, Julie Hart, Ron White, Ulana Holtz, Matt Haynes, Michael Van Alstyne, Matt Donnelly, Robert Pal, Tamara Harp, Tony Patrick, Sue Schrader, Karen Wesenberg, Phil Curtiss

Quorum@ 1:00pm

- I. Welcome and Minutes (<https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html>)

Approvals for March 26, 2021 Meeting Minutes

Motion to approve, and seconded. **PASSED.**

Action Items

- II. **CRC Items**

- a. Biological Sciences (required additional information from February Meeting)

Motion to approve, and seconded. **PASSED.**

Informational Items

- III. Michael Van Alstyne - policies (see attached)

Faculty Compensation and Research Incentive Structure:

Provost and VC Van Alstyne (VC, Admin and Finance) have been working on this. Montana Tech needs to update different salary bases for base salary (IBS) and for grants. As per federal statute there needs to be a single compensation rate for each faculty member, and some faculty members are being underpaid. VC Van Alstyne discussed the proposed new compensation schemes. As per proposed scheme under discussion: 1/3 of buyout will be faculty's bonus compensation (rest 2/3 goes to dept expenses for adjuncts and other expenses); residual funds, if any, will be for startup funds and short-term adjustments. This program does not supplement summer research salary – only affects fall and spring semesters. Iniquities mentioned above are planned to be fixed from residual amounts. (for details, see attachment). This information can be shared by senators with respective departments and feedback is welcome (Provost and VC Van Alstyne can be contacted with feedback).

Montana Tech University Procedure:

This addresses delegation of authority, internal controls, purchases, signature and related issues (see attachment). Delegation summary was explained – see appendix 3 of attachment. Any feedback is welcome (VC Van Alstyne to be contacted with feedback).

IV. Faculty Resolution update

Chair will visit staff senate tomorrow about Land Acknowledgement resolution. No feedback has been received from ASMT yet.

Discussion Items

V. Faculty Senate Elections

Scheduled at next regular meeting of faculty senate (date – 23rd April 2021)

VI. All Faculty Meeting- scheduled on Friday, April 9 in the Poore Room (URC), 3:00pm

Agenda Items:

- a. Student Graduation List Approval
- b. Recognition of IT Support
- c. Land Acknowledgement Resolution
- d. Resolution on free speech, right of assembly, academic freedom, and a safe working environment (which will include discussion on HB 102)
- e. Great Places to Work Survey
- f. Fall 2021 Preparation (Provost will talk about this)

VII. Teaching and Learning Center

Chair: search group meets this week

VIII. Faculty/Staff Satisfaction Survey

Chair: the formalities for the “Great Places to Work” survey is completed. Will be launched soon.

IX. Activities and priorities for the upcoming year

- a. Faculty and Staff Recognition - roundtable
None
- b. Strategic Planning
Chair: moving forward. Still soliciting feedback on drafts.
- c. Fall semester planning
See VI.f above
- d. Review of FS Standards as Compared to MTFA Standards for Instruction, Research and Scholarly Activity, and Service
Chair: after the semester a small team will review the FS handbook and faculty contracts.
Senator: Discrepancies between union and non-union contracts should be addressed.

X. Other Items None

Motion to adjourn @ 2:00pm

Date 15/October 2020

Dept. Biology

College CLSP

Program: Organismal

CRC Representative – Joel? Me?

Description of Request: Curriculum adjustment for Organismal track of Biology

Current Course or Program Information: See: attached.

Proposed Change

Course # Name	Credits	Pre-req.
See: attached		
This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.		

List of supporting documentation attached:

- ~~1. Example: Syllabus~~
2. Example: Curriculum worksheet

Assessment Leading to Request

The Biology degree is divided into two main tracks: (1) Cell and Molecular, and (2) Organismal. Traditionally, these two tracks divide on in areas such as advanced chemistry and cellular/molecular biology classes. We would like to offer a greater level of diversity for the Organismal Track and rename the track to reflect these changes.

- 1) Students in the organismal track often go into Restoration Ecology or a similar field. Many of the advanced Chemistry, Math, and Anatomy classes are less relevant to the ecology-based profession and act as a hindrance to student success.
- 2) Curriculum changes would allow for additional ecology-based classes and better academic training
- 3) Similar programs at U of M and MSU do not require the aforementioned advanced classes, but *do* offer a greater diversity of ecology-based classes. On occasion, the Montana Tech students who struggle with the advanced Chem/Math classes transfer to these other programs.

These changes will better prepare our students for their profession of choice and help our program to be more competitive with similar programs throughout the state.

A proposed name change to the track would reflect the changes in the curriculum: Organismal and Ecological Studies. This is not a degree name change so it does not have to pass the Board of Regents and does not mimic the names of similar MUS programs.

Anticipated Impacts to "Other" Programs

This will shift the student load in some of the chemistry students by approximately 6-8 students/ year. This estimate is based on current enrollment.

Impact on Library: Stella Capoccia has consulted with Scott Juskiwicz 27/October 2020 at the Montana Tech library to ensure needed materials and media are available. (Or No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

No changes needed.

Date to take effect: 01/01/2020

APPROVALS

Department Head Approval

A. Kue...

Date 10/26/20

Dean Approval

Jane Van D...

Date 12/28/20

Graduate Council Approval

Date _____

CRC Approval

[Signature] Date 3.26.21

Date _____

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date _____

Chancellor Approval (see below)

Date _____

LEVEL of Request

Please indicate the type of request(s) by selecting *all that apply*:

Faculty Approvals (directly to CRC, then Faculty Senate):

- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor

Campus Approvals (must be approved by the VCAA prior to CRC submission):

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

Biology Department				Biology Department				Notes	
Organismal Track				Organismal and Ecological Studies Track					
Pre-req	Pre-req		Pre-req	Pre-req		Pre-req	credits		
Freshman Fall Semester				Freshman Fall Semester				Notes	
BIOB	BIOB	170	Principles of biodiversity & lab	4	BIOB	170	Principles of biodiversity & lab	4	
BIOB	BIOB	194	Freshman Seminar	1	BIOB	194	Freshman Seminar	1	
CHMY	CHMY	141	College Chemistry I	3	CHMY	121/122	Introduction to Chemistry & Lab OR	4	
CHMY	CHMY	142	College Chemistry Lab I	1	CHMY	141/142	College Chemistry I & Lab	4	
WRIT	WRIT	101	College Writing	3	WRIT	101	College Writing	3	
M	M	171	Calculus I	3	M	171	Precalculus or Calc	3	
TOTAL				15	TOTAL				15
Freshman Spring Semester				Freshman Spring Semester					
BIOB	BIOB	160	Principle of Living Systems	3	BIOB	160/161	Principle of Living Systems & lab	4	
BIOB	BIOB	161	Principles of Living Systems Lab	1	BIOB	160/161	Principles of Living Systems Lab	1	
CHMY	CHMY	143	College Chemistry II	3	CHMY	123	Intro to Organic & Biochem OR	3	
CHMY	CHMY	144	College Chemistry Lab II	1	CHMY	210	Survey of Organic	3	
COMX	COMX	111	Intro to public speaking OR	3	COMX	111	Intro to public speaking OR	3	
COMX	COMX	230	Presenting Tech Info	3	COMX	230	Presenting Tech Info	3	
XXXX	XXXX		Humanities Elective (#1)	3	XXXX		Humanities Elective (#1)	3	
TOTAL				14	TOTAL				14
Sophomore Fall Semester				Sophomore Fall Semester					
STAT	STAT	131	Intro. To Bio-Stats OR	3	STAT	131	Intro. To Bio-Stats OR	3	
STAT	STAT	216	Intro to Stats	3	STAT	216	Intro to Stats	3	
BIOH	BIOH	301/302	Anatomy & Physiology I & lab	4	BIOH	301/302	Anatomy & Physiology I & lab	4	
CHMY	XXXX		Social Science Elective (#1)	3	XXXX		Social Science Elective (#1)	3	
CHMY					NRSM	494	Restoration Seminar (1)	1	
CAPP	CAPP	156	MS Excel OR	3	CAPP	156	MS Excel OR	3	
CAPP	CAPP	158	MS Access	3	CAPP	158	MS Access	3	
BIOB	BIOB	294	Sophomore Seminar	1	BIOB	294	Sophomore Seminar	1	
TOTAL				14	TOTAL				15
Sophomore Spring Semester				Sophomore Spring Semester					
BIOH	BIOH	311/312	Anatomy & Physiology II & lab	4	BIOX		Biology Elective	3	
BIOH	BIOH	260/261	General Microbiology&lab	4	BIOH	260/261	General Microbiology&lab	4	
XXXX					NRSM	494	Restoration Seminar (2)	1	
CHMY	BIOE	305/306	Nat. hist of Vert w lab	4	BIOE	305/306	Nat. hist of Vert w lab	4	
CHMY	CHMY	210	Survey of Organic Chemistry	3	BIOE	185	Environmental and Ecological Issues	3	
TOTAL				15	TOTAL				15
Junior Fall Semester				Junior Fall Semester					
BIOB	BIOB	3946	Junior Seminar	1	BIOB	3946	Junior Seminar	1	
BIOH	BIOX		Biology Elective	3	NRSM	435	Restoration 1 OR 2 (Spring semesters)	3	
STAT	STAT	441	Experimental Design OR	3	STAT	441	Experimental Design OR	3	
STAT	STAT	435	Stats Computing *	3	STAT	435	Stats Computing *	3	
PHSX	PHSX	121	Fundamentals of Physics I	4	PHSX	121	Fundamentals of Physics I	4	
BIOX	BIOO	320	Botany and lab**	4	BIOO	320	Botany and lab**	4	
TOTAL				15	TOTAL				15
Junior Spring Semester				Junior Spring Semester					
BIOB	BIOO	380	Zoology and lab***	4	BIOO	380	Zoology and lab***	4	
BIOX	BIOB	375/376	General Genetics and lab	4	BIOB	375/376	General Genetics	3	
PHSX	PHSX	123	Fundamentals of Physics II	4	PHSX	123	Fundamentals of Physics II	4	
WRIT	WRIT	322	Advanced business Writing OR	3	WRIT	322	Advanced business Writing OR	3	
WRIT	WRIT	321	Advanced Technical Writing****	3	WRIT	321	Advanced Technical Writing****	3	
TOTAL				15	TOTAL				14
Senior Fall Semester				Senior Fall Semester					
BCH	BIOE	455	Plant Ecology and lab**	4	BIOE	455	Plant Ecology and lab**	4	
BIOB	BIOB	420	Evolution	3	BIOB	420	Evolution	3	
BIOB	BIOX		Biology/Track Elective	3	BIOX		Biology/Track Elective	3	
BIOB				3				3	
XXXX	XXXX		Humanities Elective (#2)	3	XXXX		Humanities Elective (#2)	3	
BIOX	BIOX		Biology Elective	3	BIOX		Biology Elective	3	
TOTAL				16	TOTAL				16
Senior Spring Semester				Senior Spring Semester					
BIOB	BIOB	494	Senior Seminar	1	BIOB	494	Senior Seminar	1	
BIOB	BIOB	499	Senior Thesis	3	BIOB	499	Senior Thesis	3	
BIOB	BIOE	314	Animal Ecology and lab***	4	BIOE	314	Animal Ecology and lab***	4	
BIOX	BIOX		Biology Elective	3	BIOX		Biology Elective	3	
XXXX	BIOX		Biology Elective	2	BIOX		Biology Elective	2	
XXXX	XXXX		Social Science Elective (#2)	3	XXXX		Social Science Elective (#2)	3	
TOTAL				16	TOTAL				16

* Experimental design is and linear regression are taught in spring.

** Botany and Plant Ecology are only taught in fall in opposite years (botany odd year, plant ecology even).

so you may need to switch the order in which they are taken.

*** Zoology and Animal ecology are only taught in spring 120

so you may need to switch the order in which they are taken.

**** you may also take WRIT 325 writing in the sciences but this is only Extra chem classes, genetics lab, etc. can be used as a bio-elective

cell and molecular track has 15 bio elective credits, organismal 14

students planning on medical school should take Sociology and Intro to psychology as their SS electives.

Total credits for the new track 120

Notes

Notes

New with Credits combined

New - was calc -could also be subbed for Cal.

New - Was Chem 2
New

New

New

New- was a bio-elective -

New - A & P II deleted

Reduced by 1 credit

Date 15/October 2020

Dept. Biology

Program: Organismal

College CLSP

CRC Representative – Joel? Me?

Description of Request: Curriculum adjustment for Organismal track of Biology

Current Course or Program Information: See: attached.

Proposed Change

Course # Name	Credits	Pre-req.
See: Freshman Seminar to First-Year Seminar		
This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.		

List of supporting documentation attached:

1. None needed

Assessment Leading to Request

In order to stay current with the current gender terminology, the Department of Biology would like to change the name of the first-year seminar course from **Freshman Seminar** to **First-Year Seminar**.

No changes to the course numbering, content, or curriculum.

Anticipated Impacts to "Other" Programs

None

Impact on Library:

None

Date to take effect: 01/01/2020

MontanaTech

Curriculum Change Request Form Dated 6 September 2019

APPROVALS

Department Head Approval

A. Kue...

Date 10/26/20

Dean Approval

Khan D...

Date 12/28/20

Graduate Council Approval

Date _____

CRC Approval

1/29/2021

Theresa Stack

Date _____

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date _____

Chancellor Approval (see below)

Date _____

LEVEL of Request

Please indicate the type of request(s) by selecting *all that apply*:

Faculty Approvals (directly to CRC, then Faculty Senate):

- Other: Name change only

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- Other:

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- Establishing a new postsecondary educational program
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- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval.

Meetings are Thu, by COB Monday, forward the completed form along with supporting information to the CRC chair after approval from the department chair, dean, and graduate council if necessary. Please email a word file and remember to check the request level found on the signature page. The signature page can be a PDF or bring the original with signatures to the meeting and state in the email that you are doing so.

New courses require course outcomes. Please contact the registrar before submitting a CRC request for a new course to evaluate the use of the common course numbering system. If numbers are pending, it is acceptable to use the XX notation (i.e. OSH 2XX).

Final changes are made by the registrar after senate approval.

Guidance can be found: <https://www.umt.edu/provost/faculty/curriculum/default.php>.

Student ID: _____ Student Catalog: 2020-2021 Catalog Program: Biological Sciences,
 Name: _____ Adviser Organismal Track, B.S. Minimum Credits
 Name: _____ Required: _____

Biological Sciences, Organismal Track, B.S.

Freshman

Fall Semester

Course Name: Existing Curriculum	Credits	New Curriculum	Credits	Note
BIOB 170 - Principles of Biological Diversity	4 credits	Same	4	
BIOB 194 - Freshman Seminar	1 credit	First year Seminar	1	Name change
CHMY 141 - College Chemistry I	3 credits	CHMY 121/122 Introduction to Chem & Lab *or*	4	Remove CHMY 141 & 142 Added 121/122 or 141/142
CHMY 142 - College Chemistry Laboratory I	1 credit	CHMY 141/142 College Chemistry I & Lab		
WRIT 101 - College Writing I	3 credits	Same	3	
	3 credits	M 151 Precalculus *or*	3	Added OR precalculus
M 171 Calculous 1		M 171 Calculous 1		
Total: 15		Total	15	

Spring Semester

Course Name: Existing Curriculum	Credits	New Curriculum	Credits	Note
BIOB 160 - Principles of Living Systems	3 credits	Same	3	
BIOB 161 - Principles of Living Systems Lab	1 credit	Same	1	
CHMY 143 - College Chemistry II	3 credits	CHMY 123 Intro to Organic & Biochem OR	3	Remove Chem 143 and 144 and replace with chmy 123 and 210
CHMY 144 - College Chemistry Laboratory II	1 credit	CHMY 210 Survey of Organic		
Humanities Elective (1)	3 credits	Same	3	
COMX 111 - Introduction to Public Speaking	3 credits	Same	3	
-OR-				
COMX 211 - Advanced Public Speaking				
-OR-				
COMX 230 - Presenting Technical Information		NRSM 494 Resotation Seminar (1)	1	Added one class
Total: 14			14	

Sophomore

Fall Semester

Course Name	Credits	New Curriculum	Credits	Note
BIOH 301/302 - Human Anatomy & Physiology I with Lab	4 credits	Same	4	
BIOB 294 - Sophomore Seminar	1 credit	Same	1	
Social Science Elective (1)	3 credits	Same	3	
STAT 131 - Introduction to Biostatistics	3 credits	Same	3	

-OR-

STAT 216 - Introduction to Statistics	3 credits	Same	
CAPP 156 - MS Excel	3 credits	Same	3

-OR-

CAPP 158 - MS Access	3 credits	Same	
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Total: 14

14

Spring Semester

Course Name	Credits	New Curriculum	Credits	Note
BIOH 311/312 – Human Anatomy & Physiology II	4 credits	Biology Elective	3	
BIOO 380 – Zoology	4 credits	BIOM 260/261 General Microbiology&l	4	Zoology and General Micro switched spots. Zoo is moved to Jr year, Micro to Sophomore
BIOE 305 – Natural History of the Vertebrate	3 credits	NRSM 494 Resotration Seminar (2)	1	
BIOE 306 – Natural History of the Vertebrate Lab	1 credit	BIOE 305/06 Nat. hist of Vert w lab	4	Natural history of the vertebrate has no change but re-written to reflect the lecture and lab in one line.
CHMY 210 – Survey of Organic Chemistry	3 credits	BIO 185 Envirnmental and Ecologic	3	

Total: 15

15

Junior

Fall Semester

Course Name	Credits	New Curriculum	Credits
BIOB 394 - Junior Seminar	1 credit	Same	1
PHSX 121 - Fundamentals of Physics I	4 credits	Same	4
BIOX XXX Biology Elective 3 credits	3 credits	NRSM 435 Restroation Ecology 1 or 2	3
BIOO 320 - General Botany	4 credits	Same	4
STAT 441 - Experimental Design	3 credits	Same	3
-OR-			
STAT 435 - Statistical Computing & Exploratory Data Analysis	3 credits	Same	

Total: 15

15

Spring Semester

Course Name	Credits	New Curriculum	Credits
BIOM 260 – General Microbiology	3 credits	BIOO 380 Zoology and Lab	4
BIOM 261 – General Microbiology Lab	1 credit		
BIOB 375 - General Genetics	3 credits	Same	3
BIOB 376 – General Genetics Lab	1 credit		
PHSX 123 - Fundamentals of Physics II	4 credits	Same	4
WRIT 322W - Advanced Business Writing	3 credits	Same	3
-OR-			
WRIT 321W - Advanced Technical Writing	3 credits	Same	
-OR-			
WRIT 325W - Writing in the Sciences	3 credits	Same	

Total: 15

14

Senior

Fall Semester

Course Name	Credits	New Curriculum	Credits
BIOE 455 - Plant Ecology	4 credits	Same	4
BIOB 420 - Evolution	3 credits	Same	3
BIOX XXXX Biology Elective	3 credits	Same	3
BIOX XXXX Biology Elective	3 credits	Same	3
Humanities Elective (2)	3 credits	Same	3
Total: 16			16

Spring Semester

Course Name	Credits	New Curriculum	Credits
BIOB 494 - Senior Seminar	1 credit	Same	1
BIOB 499W - Senior Thesis 3 credits needed	1 - 4 credits	Same 1-4 credits needed .	3
BIOE 314 - Animal Ecology	4 credits	Same	4
BIOX XXX Biology Elective	3 credits	Same	3
Social Science Elective (2)	3 credits	Same	3
Free Elective 2 credits	3 credits	Same	2
Total: 16			16

Minimum credits for a B.S. degree in Biological Sciences: 120

Faculty Compensation and Research Incentive Structure

Michael Van Alstyne

VCAF

Faculty Compensation

- Two separate but important issues to address with Faculty Compensation
 - **Previous practice of compensating Research activities at a higher rate than the established Institutional Base Salary has to cease to be in compliance with 2 CFR §200.430(h). This Federal Policy states that compensation for research activities has to be equal to the Institutional Base Salary.**
 - **An assessment is underway to evaluate appropriate and competitive salary ranges for all faculty and staff positions throughout the university**



Research Faculty Incentive Compensation

- **Research and external grant funding are important activities for the overall academic and financial health of Montana Tech. The university encourages and supports these activities while consistently adhering to federal and state guidelines and regulations.**
- **The university's intent is not to cause undue financial difficulty to faculty with research and grant funded projects.**
- **In order to provide incentives to continue the pursuit of externally funded projects, the following proposal will provide bonus compensation to faculty to continue these efforts within a set of constraints.**
 - The program will be offered to all faculty for the following academic year (AY22).
 - The bonus compensation is available for Fall and Spring Semester Research Buyouts only. Summer semester will be compensated at the IBS rate only.
 - Given the university resource constraints, the program has to be self funded, requiring no incremental funding from Montana Tech.
 - The program is simple, consistent and is independent of external metrics (i.e. no CUPA salary needed)



Research Faculty Incentive Compensation

Incentive Compensation Proposal for Externally and Grant Funded Research Projects

- Bonus compensation to provide incentive to pursue research projects
- Research Buyouts can occur in the Fall or Spring Semesters and are defined as the portion of the faculty salary amount to be paid by an externally funded grant as opposed to Montana Tech unrestricted funds
- Buyouts can be for any portion of the faculty member's scheduled teaching load up to 9 course credits
- Buyouts are based on the Institutional Base Salary of the individual faculty member, using a 15 credit basis as full time employment
- The total salary savings to Montana Tech from the Buyout are divided in the following manner:
 - 2/3 of the Buyout to be retained by Montana Tech for use in employing adjunct faculty and administrative expenses
 - 1/3 of the Buyout to be paid to the research faculty member as a bonus
 - Bonus Payments for the academic year to be made prior to the start of the Summer Semester



Research Faculty Incentive Compensation

Incentive Compensation Proposal for Externally and Grant Funded Research Projects, cont'd

- Residual funds remaining in the Montana Tech portion following bonus payouts each semester can be applied:
 - Short term – Used to help address undercompensated faculty members by bringing salaries to target minimums
 - Longer term – Used to create start-up fund



Research Faculty Incentive Compensation

Examples:

- **Faculty #1**
 - IBS of \$75,000
 - Fall Semester Buyout of 6 credits
 - Fall Semester Compensation - $\$75,000/2=\$37,500$
 - Total Buyout – 6 credits out of 15 total credits or 40% of \$37,500 = \$15,000
 - Montana Tech portion - $\$15,000*2/3 = \$10,000$
 - Bonus portion paid to the faculty member - $\$15,000*1/3 = \$5,000$
 - Residual amount – Montana Tech portion \$10,000-\$8,250 (adjunct and admin)= **\$1,750** to add to start-up funding or increased compensation for underpaid faculty
- **At \$75,000 IBS and an anticipated Research Salary of \$95,000 (average faculty member), the faculty member is nearly equal under this plan to the previous model**



Research Faculty Incentive Compensation

Examples:

- **Faculty #2**
 - IBS of \$90,000
 - Fall Semester Buyout of 9 credits
 - Fall Semester Compensation - $\$90,000/2=\$45,000$
 - Total Buyout – 9 credits out of 15 total credits or 60% of \$45,000 = \$27,000
 - Montana Tech portion - $\$27,000*2/3 = \$18,000$
 - Bonus portion paid to the faculty member - $\$27,000*1/3 = \mathbf{\$9,000}$
 - Residual amount – Montana Tech portion \$18,000-\$12,375 (adjunct and admin)= **\$5,625** to add to start-up funding or increased compensation for underpaid faculty
- **At \$90,000 IBS and an anticipated Research Salary of \$125,000, the faculty member would see a slight decline in total compensation under this plan compared to the previous model**



Research Faculty Incentive Compensation

Examples:

- **Faculty #3**
 - IBS of \$55,000
 - Fall Semester Buyout of 6 credits
 - Fall Semester Compensation - $\$55,000/2=\$27,500$
 - Total Buyout – 6 credits out of 15 total credits or 40% of \$27,500 = \$11,000
 - Montana Tech portion - $\$11,000*2/3 = \$7,333.33$
 - Bonus portion paid to the faculty member - $\$11,000*1/3 = \mathbf{\$3,666.67}$
 - Residual amount – Montana Tech portion \$7,333.33-\$8,250 (adjunct and admin)= **-\$916.67**
incremental expense to Montana Tech for adjunct and administration of the program
- **At \$55,000 IBS and an anticipated Research Salary of \$65,000, the faculty member would see an increase in total compensation under this plan compared to the previous model**



Research Faculty Incentive Compensation

Actual Impacts, using all current faculty members

- Incremental expenses to Montana Tech for adjunct and administrative expense occur when faculty IBS is below \$62,000 per year, 22 current faculty members (19%). Should be minimal impact to Montana Tech.
- The proposed bonus program results in 56% of the faculty having higher total compensation during the Academic Year from participation in the bonus payout.
 - Positive benefits in this program occur where the difference between the IBS and the expected Research (CUPA) Salary is <27%, 65 current faculty members.
- The proposed program was an attempt to minimize the Full Year compensation deficiency from keeping Summer Salary at the IBS level. Full year impact across all faculty members is -3.7% while Academic Year compensation is up 1.4% across the entire population.



Faculty Compensation

- Using the Residual Amounts from the Buyouts and Bonus Payments, Montana Tech can invest in increasing underpaid faculty members' base salaries
 - This will require a multi-year approach to fund and adjust
 - Total adjustments and prioritization for adjustments for Assistant, Associate and Full Professor to be determined based on:
 - Lowest overall salary or highest variance to expected CUPA salary by faculty member
 - Once faculty salaries meet minimum standards and if the bonus program continues, the residual amounts will be applied to a “start-up fund” account for faculty use to pursue additional external and grant funds



Montana Tech University Procedure

Subject:

Governance and Organization

Procedure:

Signature Authority

Revised:

Date policy is revised, if applicable. To be determined at time policy is formally adopted.

Effective date:

July 1, 2021

Review date:

June 30, 2024

Responsible Party:

Vice Chancellor, Admin and Finance.

Procedure:

I. Delegation of Authority

- A. General Scope of Delegations. Delegations of authority should be limited in scope, number and time frame to those necessary to achieve efficiency while maintaining accountability. Delegations of authority must be in writing and specifically limited by agreement type, agreement term, and dollar amount. See Appendix 1 for Delegation Document template. The department shall keep the original copy of the delegation in the department's administrative file and a copy of each delegation shall be sent to the Office of Legal Counsel at the University of Montana.
- B. Delegation Guidelines. Delegations of authority are appropriate when they will enhance the effectiveness and efficiency of an operation without risking the integrity of the internal control necessary for accountability. A Delegator may not transfer all or substantially all of the powers held by the Delegator.
- C. Delegate Qualifications. Individuals who receive delegated authority shall have active involvement with the activity being conducted; and have sufficient knowledge of the University policies, rules, laws, regulations and procedures to ensure compliance. Delegates are accountable for the documents they sign and shall be responsible for assuring payment, performance, adequate record-keeping and compliance with applicable policies.

- D. Delegate Training. Delegator will provide training to the Delegate to ensure compliance with all applicable policies and standard internal controls.
- E. Effective Dates. A delegation of authority shall become effective on the date the delegation is fully executed. The delegation must be fully executed before any documents are signed by the Delegate. Delegations shall continue until revoked or modified by the Delegator.
- F. Authority to Receive Delegations. A delegation of authority shall be commensurate with the employee's role within the organization. No delegation shall be made to any employee whose level of responsibility within the University is lower than a Department Head.
- G. Delegation Management. Each department is responsible for maintaining active and up-to-date delegations of authority. This includes maintaining official files of all delegations of authority and conducting annual reviews of all the delegations to assure that the delegations on file with the Office of Legal Counsel are current.
- H. Contract Review by Office of Legal Counsel. The Vice Chancellor of Finance and Administration, or designee, must review all contracts before the Contracts can be signed if the Contracts contain terms found in Appendix 2, unless the Contract is in a standard format previously approved by the Vice Chancellor of Finance and Administration and the essential terms have not been modified.

II. Internal Controls

- A. The Delegator remains responsible for the integrity of the delegated tasks. The Delegator shall consider and maintain appropriate internal controls such as a separation of duties, proper financial management, and actively monitoring the internal controls established.
- B. Under the University's Conflict of Interest Policy, an employee may not approve transactions that directly benefits the employee, the employee's immediate family, or in any way creates a conflict of interest with the employee's responsibilities to the University. Such transactions must be approved by the person of next higher authority.
- C. Documents signed by anyone other than those employees who have a delegation of authority on file with the Office of Legal Counsel may be declared null and void unless formally ratified by the Chancellor. Persons who improperly delegate or misuse delegated authority may be subject to removal of signature authority, disciplinary action or termination of employment. All University Contracts must be in writing, which may include electronic (but not email) form. No contract will bind the University unless in writing and signed according to this policy. Electronic signatures are acceptable unless an actual signature is required by law. Amendment and terminations of Contracts must also comply with the Signature Authority Policy and these procedures.

III. Limitations on Delegations

The University has identified some responsibilities where an employee's authority to act on behalf of the University may not be further delegated. Appendix 3 contains a summary, by general area, identifying types of contracts that must be approved by the party indicated. In the event a Delegate is unavailable to sign a Contract, the Delegator must sign.

IV. Responsible Office – Where to go for Help

- A. The responsible office for the Signature/Delegation of Authority Policy and procedures is the Vice Chancellor, Admin and Finance. Questions about this Policy can be addressed to the *Vice Chancellor, Admin and Finance*.

Appendix 1 – Sample Delegation Document

(to be printed on University letterhead)

I, < enter name and title >, hereby delegate to < enter name and title > my authority under the Montana Technological University Signature/Delegation of Authority Policy to sign the following type(s) of Contracts:

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-
-
-

This delegation is limited to Contracts involving a total University expenditure of \$_____ or less.

This delegation shall remain in effect until revoked by me or my successor. { Alternative: This delegation shall remain in effect for a period of XX years/months/days }.

Signature

Date

Title

Note: original to department files, copy to Office of Legal Counsel

Appendix 2 – When to Seek Assistance from Office of Legal Counsel

Contracts with TERMS that do any of the following:

- A. Obligate the University for \$100,000 or more (except if on a University Purchase Order,
- B. in which case legal review is needed if the aggregate committed University spending is more than \$500,000);
- C. Commit the University for three or more years (does not apply to Contracts going through UM Procurement Office);
- D. Obligate the University to defend, indemnify or hold harmless the other party(ies) or add them as additional insureds to University insurance policies;
- E. Limit the amounts or types of liability of the other contracting party, its subcontractors, agents, or successors; disclaim or limit warranties;
- F. Require University operation, facilities or employees outside the state of Montana;
- G. State that the Contract is governed by the laws of another country;
- H. Require dispute resolution anywhere outside Montana;
- I. Results in creation of a subsidiary, joint venture or partnership, or any form of controlled entity;
- J. Are commercially unusual;
- K. Inhibit or prevent publication of research by faculty;
- L. Involve export control laws;
- M. Grant the University or its faculty equity interests in a venture;
- N. State a time within which the University must make a claim (e.g. under a warranty) or bring a lawsuit.

Appendix 3 – Delegation Summaries

The tables presented here indicate types of contracts in which signature authority has been delegated and may not be further delegated. Contracts must be signed by the party indicated as having authority to sign. The job titles listed below, such as “Director,” may not correspond precisely with the actual titles held by signature authority delegates. Instead, the signature authority delegations described below are meant to reside with the relevant office manager or leader, regardless of actual title.

Table 1: Academics Delegation Summary

Academics		
Type of Contract	Typical Routing for Review	Authority to Execute
Affiliation Agreements/MOUs with Foreign institutions	Provost Legal Counsel	Chancellor
Affiliation Agreements /MOUs with other institutions/entities	Dean Dean of the Graduate School (if graduate program) Legal Counsel	Provost
Student Teaching Agreements	Department Head Dean	Provost
Internship Placement Agreements	Department Head Dean	Provost
Student Internships	Department Head	Department Head

Faculty Affiliates	Department Head	Dean
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Table 2: Athletic Delegation Summary

Athletics		
Type of Contract	Typical Routing for Review	Authority to Execute
Trade Outs	Associate AD Legal Counsel Director of Digger Athletics	Athletic Director
Game Guarantee Agreements	VCAF if >\$50,000 Associate AD	Athletic Director
Game/Event Marketing Agreements	Associate AD VCAF Legal Counsel	Athletic Director
Hotel Agreements	None	Athletic Director
Rental of external facilities (tennis, golf)	Associate AD Legal Counsel	Athletic Director
Sports Camps	Associate AD	Athletic Director

	Legal Counsel	
Athletic Scholarships	Director of Financial Aid	Athletic Director

Table 3: Construction Contracts Delegation Summary

Construction Contracts			
Type of Contract	Typical Routing for Review	Authority to Execute Contracts < \$75,000	Authority to Execute Contracts > \$75,000
Physical Plant Construction	Director of Facilities Director, Budget and Finance Legal Counsel	VCAF	State A&E
Modification or Alteration to Buildings	Director of Facilities Director, Budget and Finance Legal Counsel	VCAF	State A&E

Table 4: Facilities Use Delegation Summary

Facilities Use		
Type of Contract	Typical Routing for Review	Authority to Execute

Sports Facilities	Associate AD	Athletic Director
UC Facilities	Director of Campus Life	Dean of Students
Outdoor Use	Director of Campus Life	Dean of Students
Other Facilities Use	VCAF Legal Counsel	VCAF
Montana Tech Facilities Use	Dept Head Dean Legal Counsel	Dean
Research Facilities Use	Dean Legal Counsel	Vice Chancellor of Research

Table 5: Intellectual Property Delegation Summary

Intellectual Property		
Type of Contract	Typical Routing for Review	Authority to Execute
Invention Disclosure	Inventor Inventor's Department Head	Dean

License Agreement (University owned technology)	Department Head Legal Counsel Vice Chancellor for Research	Vice Chancellor for Research
Material Transfer Agreement	Faculty Legal Counsel Department Head	Dean
Internship Placement Agreements	Department Head	Provost
Non-Disclosure Agreement (Confidentiality Agreement)	Faculty Legal Counsel Department Head	Dean
Collaborative Research Agreement	Office of Sponsored Projects Legal Counsel Department Head	Vice Chancellor for Research
Memorandum of Understanding (MOU)	Faculty Department Head Office of Sponsored Projects Legal Counsel	Vice Chancellor for Research
Inventor Assignment Agreement	Inventor	Department Head

	Legal Counsel	
Patent Prosecution Documents	Department Head Legal Counsel	Vice Chancellor for Research

Table 6: Lease and Real Property Agreements Delegation Summary

Lease and Real Property Agreements			
Type of Contract	Typical Routing for Review	Authority to Execute	Delegated Authority
Equipment Lease/Use Agreement (Tech as lessor)	Department Head Legal Counsel Dean	Vice Chancellor of Admin and Finance	Director, Finance and Budget
Real Property (Tech as lessor)	Department Head Legal Counsel Dean	Vice Chancellor of Admin and Finance	Director, Finance and Budget
Real Property < 5 year term (Tech as lessee)	Department Head Legal Counsel	Vice Chancellor of Admin and Finance	Director, Finance and Budget
Real Property > 5 year term OR >\$25,000 annual rent (Tech as lessee)	Department Head Legal Counsel Board of Regents	Vice Chancellor of Admin and Finance	Director, Finance and Budget

Rental Housing	Director of Campus Life Director of Business Services	Director of Business Services	Director of Business Services
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Table 7: Research Agreements Delegation Summary

Research Agreements			
Type of Contract	Typical Routing for Review	Authority to Execute	Delegated Authority
Federal, State grants, contracts & cooperative agreements for performance of research	Office of Sponsored Projects Legal Counsel	Vice Chancellor of Research	Director, Office of Sponsored Projects
Sponsored Research Agreements with private entities for research	Office of Sponsored Projects Legal Counsel	Vice Chancellor of Research	Director, Office of Sponsored Projects
Subcontracts	Office of Sponsored Projects Legal Counsel	Vice Chancellor of Research	Director, Office of Sponsored Projects

Table 8: Employment Agreements/Human Resources Delegation Summary

Employment Agreements/Human Resources

Type of Contract	Typical Routing for Review	Authority to Execute	Delegated Authority
Offer/Hire Letters – Tenure/Tenure-track Faculty	Department Head Dean HR Legal Counsel Provost	Provost	N/A
Offer/Hire Letters – Non-Tenure-Track Faculty	Department Head Dean	Provost	Dean
Offer/Hire Letters – Contract Professionals – BOR	Department Head Dean HR Legal Counsel Appropriate Vice Chancellor	Appropriate Vice Chancellor	N/A
Board of Regents (BOR) Contracts	Department Head Dean HR Legal Counsel	Chancellor	N/A

	Chancellor		
Letter of Appointment (LOA) Adjunct; nontenured faculty; research professional; grant-funded professional	Department Head Dean HR Legal Counsel Chancellor	Chancellor	N/A
Graduate Research/Teaching Contracts	Department Head Vice Chancellor for Research/Dean of Graduate School	Vice Chancellor for Research/Dean of Graduate School	N/A
Severance/Separation Agreements	Director of HR Dean Legal Counsel Appropriate Vice Chancellor	Appropriate Vice Chancellor Chancellor	N/A

Purchasing Agreements

The State of Montana General Services Division entered into a Procurement Delegation Agreement (PDA) with UM – Missoula (<http://www.umt.edu/businessservices/Employees/Services/Procurement/Information/2013-2015%20DA%20Procurement%20Delegation%20Agreement.pdf>). This agreement allows the UM – Missoula Procurement Office to further delegate purchasing authority across the Missoula campus and to affiliate campuses. The authority granted below is in accordance with the Procurement Delegation Agreement. The matrix below provides signature authority levels. There

are some exceptions to this matrix, which are too extensive to include below. For example, Departments are not authorized to issue contracts for new vehicles, photocopiers, etc. When buying goods and services on behalf of your department, please ensure you are authorized to sign the contract. When in doubt, please contact the Procurement Office prior to signing any document that legally binds the University. The University must comply with the Montana Procurement Act, Title 18 of the Montana Code Annotated.

Please refer to the UM Procurement website at <http://www.umt.edu/businessservices/Employees/Services/Procurement>.

The University of Montana, including departments and affiliate campuses, must use the most current form of UM-Missoula's Standard Contract Language (Standard Statements and Boilerplate Terms and Conditions), RFP templates, Limited Solicitation forms, Sole Source/Sole Brand Justification forms, and all pertinent standard statements and standard forms in their entirety unless exceptions are approved by the General Services Division.

The UM Office of Legal Counsel must approve any contract that is not an approved UM template, prior to award.

All vendor requests for exceptions to UM-Missoula's Standard Contract Language or contract templates requirements must be approved in writing by UM Office of Legal Counsel, and in certain instances, the State Procurement Bureau.

Table 9 identifies who has authority to sign contracts as articulated in the Procurement Delegation Authority document from the State of Montana.

Table 9: Contract Execution Authority

Contract Execution			
Type of Contract	Authority to Execute Contracts up to \$25,000*	Authority to Execute Contracts up to \$50,000*	Authority to Execute Contracts up to \$500,000*
"Controlled Items" such as New Vehicles, Photocopiers, etc.	Montana Tech Procurement	Montana Tech Procurement	UM Procurement
Departmental Purchase Order (DPO)	MT Departments	MT Auxiliary Services MT Facilities	UM Procurement
Contracted Services Agreement Note: Departments must obtain ORSP signature on any CSA over \$5,000 using ORSP funds	MT Departments	MT Auxiliary Services MT Facilities	UM Procurement
Purchase Orders/Agreements	Montana Tech Procurement	Montana Tech Procurement	UM Procurement
Cooperative Agreements: Inter-governmental agreements for research purposes	MT Departments	MT Auxiliary Services MT Facilities	UM Procurement
Cooperative Agreements with Montana political subdivisions or other state or local governments Note: Departments must obtain prior approval from State Procurement Bureau	MT Departments	MT Auxiliary Services MT Facilities	UM Procurement

(SPB) prior to contract award.			
No Cost Contracts	MT Departments	MT Auxiliary Services MT Facilities	UM Procurement

 Adopted by: (Chancellor)

 Date