Faculty Senate Agenda
11/5/2019
4:00-5:00 pm
Mill 201

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

Approvals for October 24, 2019

Action Items

II.   None at this time

Informational Items

III.   Request for help in selecting CLSPS nominees for the Collegiate Evaluation Committee (see below for requirements).

IV.   Request to help communicate/identify a faculty member who would be interested in serving on the NWCCU accreditation core group. This person would attend a training session in November and engage in assembling the report due this spring. There is a possibility that some adjustment could be made to the teaching load of the person who takes on this role.

Discussion Items

V.   Activities and priorities for the upcoming year
  a.   Campus Committee Assessment
  b.   Other
     i.   Technical Report Series
     ii.   Faculty Yearbook
     iii.   Workload (see below for requirements)
     iv.   Lack of food services at Highlands
  c.   Scheduling Full Faculty Meeting

VI.   Other Items
  a.   Leadership and Experience Development (LEAD) Initiative Update
  b.   Discuss what constitutes an action item, etc. on faculty senate agenda

Request for help in selecting CLSPS nominees for the Collegiate Evaluation Committee (see below for requirements).

The following information is from the Montana Tech Faculty Staff Handbook:

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/VCAA. 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 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 carried to the Provost for consideration and for the continuation of the evaluation process. This committee will not rank or prioritize portfolios being reviewed.

Workload Requirements (Faculty Staff Handbook and CBA):

- Faculty Staff Handbook
    - o 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;
    - o 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.
    - o The Department Head, in consultation with the faculty of the department, is responsible for the continuing development of the curriculum and for its oversight. If it 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.
- CBA
21.100 WORKLOAD ASSIGNMENT

    Department Heads are responsible for assigning faculty workload, subject to the approval of the Dean and P/VCAA. 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.

    While it is not expected that the teaching portion of workloads be identical within and among departments, assignments will be made relative to the total activity of faculty including research, scholarship, creative activity, service and administrative duties. When assigning a faculty member's workload, the Department Head may take into consideration such activities as listed below and make adjustments as deemed necessary:

    1. Contact hours 2. Unfunded or funded research 3. Funded research buyouts 4. Advising responsibilities 5. Labor intensive committee assignments 6. Large student credit hour loads 7. Department Head 8. Additional administrative assignments

    The above list is not intended to be all inclusive and the Dean or Department Head may make adjustments for additional activities as deemed appropriate. Normally, a full-time faculty member's teaching load shall not be reduced to less than 12 credits per year.

    Members of the faculty shall post office hours during which they shall be available to students.