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Union AFT (American Federation of Teachers) AFL-CIO

Local 4323

Occupations Represented
Teachers—postsecondary

Bargaining Agency The Board of Regents of Higher Education Montana University System

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Notes

Contact

Full text contract begins on following page.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE UNIVERSITY OF MONTANA -WESTERN
FACULTY ASSOCIATION

LOCAL 4323, MEA-MFT, NEA, AFT, AFL-CIO

AND

THE BOARD OF REGENTS OF HIGHER EDUCATION
MONTANA UNIVERSITY SYSTEM

JULY 1, 2001 THROUGH JUNE 30, 2003

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1.000 PREAMBLE

This agreement is entered into by the Commissioner of Higher Education as agent for the Board of Regents of Higher Education on behalf of The University of Montana- Western hereinafter referred to as Commissioner, and The University of Montana- Western Faculty Association, Local 4323, MEA-MFT, NEA, AFT, AFL-CIO, hereinafter referred to as the Association, and has as its goals the furtherance of quality education, the establishment of an equitable procedure for the resolution of grievances and the formal understanding with regard to salaries, hours and conditions of employment.

The parties recognize that good faith collective bargaining is a means of achieving these goals through a process which gives legitimate expression to the concerns of the faculty members as represented by the Association and of The University of Montana- Western Administration and the Board of Regents as represented by the Commissioner of Higher Education.

2.000 DEFINITIONS

For the purposes of this agreement "Parties" shall mean the Board of Regents and its agents, including the Commissioner of Higher Education and the Administration, and the Association and its agents.

2.010 For the purposes of this agreement "Commissioner" shall mean the Commissioner of Higher Education as agent for the Board of Regents on behalf of The University of Montana-Western.

2.020 For the purposes of this agreement "Administration" shall mean the Chancellor and other appointed administrative officers of The University of Montana-Western who are not members of the bargaining unit.

2.030 For the purposes of this agreement the "Board of Regents" shall mean the Board of Regents of Higher Education of the Montana University System.

2.040 For the purposes of this agreement "Association" shall mean The University of Montana-Western Faculty Association, Local 4323, MEA-MFT, NEA, AFT, AFL-CIO.

2.050 For the purposes of this agreement "Faculty" shall mean all instructional faculty represented by the certified exclusive bargaining agent.

2.060 For the purposes of this agreement "Students" shall mean all matriculated students attending The University of Montana-Western during the term of this agreement.

2.070 For the purposes of this agreement "Adequate Cause" is defined as:

1. conviction of any felony or of a crime involving moral turpitude since the date of initial appointment at the institution or the willful concealment of such crime in making application for employment;
2. uncorrected failure to carry out the responsibilities of a faculty member as listed in 3.600 Academic Responsibility, but not limited to those responsibilities so listed. Such failure must be directly and substantially related to the fitness of the faculty member in the faculty member's professional capacity as a teacher or researcher;
3. obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities or of other authorized activities on College premises;

4. theft or deliberate damage to College property or the property of a member of the College
community or a campus visitor;
5. fraud or willful 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
6. Forgery or fraudulent alteration of College records or documents.

3.000 COMMISSIONER - ASSOCIATION RELATIONSHIPS

RECOGNITION

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PAYMENT OF DUES OR REPRESENTATION FEES

DUES CHECKOFF

NONDISCRIMINATION

ACADEMIC FREEDOM

ACADEMIC RESPONSIBILITY

3.100 UNIT DETERMINATION

The bargaining unit covered by the agreement shall be composed of all faculty holding academic rank who regularly teach seven (7) or more credit hours per semester or fourteen (14) or more hours per academic year whose current appointment is with The University of Montana-Western, excluding employees teaching in extension, continuing education, or off-campus programs such as the early childhood program; chancellors; deans; executive assistants; the library director; registrar; coaches and others whose responsibility is primarily and regularly administrative. Faculty not meeting the above criteria for membership in the bargaining unit may be added with the mutual consent of the Administration and the Association.

3.200 RECOGNITION

The Commissioner recognizes the Association as the exclusive collective bargaining representative of the unit as regularly determined by the Board of Personnel Appeals except as modified by this collective bargaining agreement or any subsequent agreement.

3.300 DUES DEDUCTION AND AGENCY SHOP

3.310 PAYMENT OF DUES OR REPRESENTATION FEES

All current faculty members covered by this agreement who are not members of the Association shall, as a condition of continued employment, pay to the Association a representation fee as a contribution toward the administration of this agreement. New faculty shall be allowed thirty (30) calendar days after employment in which to comply with this requirement. Any faculty member who

fails to comply with this requirement shall be discharged by the employer within seven (7) calendar days after receipt of written notice from the bargaining agent.

The Association shall indemnify and hold the employer harmless against any claims that result from action taken by the employer in compliance with this Article.

3.320 DUES CHECKOFF

The Administration agrees, upon receipt of written authority from any faculty member, to deduct from the pay of the faculty member the monthly amount of dues or service fee in lieu of dues, as certified by the appropriate officer of the Association. The aggregate deductions of all faculty members shall be remitted, together with an itemized statement, to the appropriate officer of the Association on or before the 15th of the succeeding month.

3.400 NONDISCRIMINATION

Neither the Commissioner, the Administration, nor the Association shall discriminate on the basis of race, creed, color, national origin, religion, gender, physical disability, age, marital status or political beliefs.

This agreement shall be applied equally in all cases with respect to salaries, hours and terms and conditions of employment.

The Association agrees that it shall admit to membership and represent equally all persons within the recognized exclusive bargaining unit.

3.500 ACADEMIC FREEDOM

The parties agree and declare that academic freedom shall be guaranteed to faculty members subject only to accepted standards of professional responsibility, including but not limited to those herein set forth.

1. The parties to this agreement recognize and accept the importance of academic freedom to faculty members and students. Academic freedom is the right of scholars to study, discuss, investigate, teach and publish.
2. Academic freedom applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom with regard to instruction is fundamental for the protection of the rights of the faculty member in teaching and of students to freedom in learning.

3. The faculty member is entitled to freedom in research and in the publication of the results, subject to
the adequate performance of other academic duties.
4. The faculty member is entitled to freedom in the classroom in discussing the subject, but should
be careful to present various scholarly views related to the subject and should avoid presenting
totally unrelated material.
5. The concept of academic freedom should be accompanied by an equally demanding concept
of responsibility. Faculty members are citizens, members of learned professions and representatives
of an educational institution. When they speak or write as individual citizens, they must be free
from institutional censorship or discipline, but their special position in the community imposes
special obligations. As men and women of learning and as educational representatives, they should
remember that the public may judge their professions and their institutions on the basis of their
utterances. In a situation where a reasonable person might believe that the faculty member is
speaking on behalf of The University of Montana-Western or the Montana University System, the
faculty member shall make it clear that he/she is speaking, writing, or acting as an individual and not
as a representative of UM-W or the Montana University System. However, in public discussions of
issues related to UM-W or Montana University System business wherein the faculty member's
position may be relevant to his/her perspective, the faculty member, after indicating that he/she is not
representing UM-W, the University System, or his/her colleagues, may publicly identify themselves
by title and rank.

3.600 ACADEMIC RESPONSIBILITY

In addition to their general academic responsibilities the faculty members accept the following specific responsibilities with respect to that portion of their professional duties which are performed on campus. The faculty member shall:

1. maintain professional competence and keep personal knowledge current by continuous reading,
and/or research and/or continued education;

2. perform the duties of a faculty member:
 - a. to meet all assigned classes and to inform the Vice Chancellor for Academic Affairs (VC-AA) of any absences;
 - b. to maintain posted office hours, and be available to students for advising and discussing academic assessment including the evaluation of performance and final grades;
 - c. to keep current the content of all courses assigned and to teach each course according to high professional standards, recognizing that styles and techniques vary among individual faculty members and disciplines;
 - d. to accept departmental and College duties; and
 - e. to participate in the efforts to improve the quality of The University of Montana- Western;
3. present to the students and the VC-AA, within the first week of class each semester, a written course syllabi indicating the faculty members' objectives, the students' responsibilities and specific criteria for the grading system to be utilized. Faculty members have control over the specific content of all syllabi, so long as they are consistent with published catalog descriptions of the course, program requirement, program sequence, and relevant state and national accrediting standards.
4. adhere to the code of ethics set forth in state law.

4.000 COMMUNICATIONS

INFORMATION AND DATA **ACCESS TO INFORMATION** **ADDRESSING THE BOARD**

4.100 LABOR-MANAGEMENT COMMITTEE

A joint labor-management committee to discuss mutual concerns shall be established and shall meet during the academic year. The committee shall consist of proportionate representation from faculty and Administration, but in no circumstances shall there be fewer than two faculty and two Administration members. The parties agree that the President of the Associated Students of The University of Montana-Western may be invited to participate in those discussions not concerned with personnel actions of a private or sensitive nature. It is not the purpose of this committee to negotiate items in this agreement, and the committee shall not be used as a by-pass of grievance procedures laid down in the agreement. One of the purposes of the labor-management committee is to attempt to resolve disagreements regarding policy changes which involve faculty benefits and working conditions not covered by this agreement. The Commissioner and the Administration have and shall retain all rights conferred by law and current policy except as modified by this agreement. Covenants made between individual faculty members and this or any previous Administration shall not be recognized. The committee may resolve any differences by mutual agreement. Unresolved differences shall be placed on an agenda for subsequent negotiations.

4.200 INFORMATION AND DATA

The Commissioner and the Administration shall make available to the Association upon its request and within a reasonable time, such data and financial information as are normally available for use in the ordinary course of business. The Association shall reciprocally make available similar information to the Commissioner and the Administration. Neither the Commissioner, the Administration, nor the Association shall be required, without an effective written waiver, to provide the other with information which is privileged, confidential, or which would require the revelation of personal information of a private nature or which has been gathered or prepared specifically for the purposes of preparing for or conducting collective bargaining. Voluminous information shall be made available for inspection at its normal place of retention, or, upon request, will be provided to the other party at cost.

4.300 ACCESS TO INFORMATION

The Commissioner shall supply one (1) copy of the regular Board of Regents' agenda and one (1) copy of the minutes to the Association at the same time they are mailed to the Board of Regents.

4.400 ADDRESSING THE BOARD

Officers of the Association shall have the right to address the Board on relevant topics, providing that the Association notifies the Administration and the Commissioner in writing ten (10) working days in advance of any regularly scheduled Board of Regents' meeting. Such notice shall contain a statement regarding the topic which shall be placed on the regular Board agenda.

5.000 ROLE OF STUDENTS

The Commissioner, the Administration, and the Association recognize that students are a vital factor in the efforts to improve the quality of education available at The University of Montana-Western. It is understood by all parties that open communications with the student body are critical and that the inclusion of students in the decision-making process is both necessary and desirable. To this end it is agreed that students may be represented on the following committees:

1. standing committees, such as the curriculum, athletic and library committees;
2. search committees selected to fill faculty or administrative positions;
3. the Tenure and Promotion Committee.

In addition, students shall be permitted to provide input concerning pertinent matters with respect to faculty evaluation, tenure decisions, and promotion decisions as provided for in this agreement. Due consideration shall be given to such input.

All parties shall work cooperatively with the Associated Students of The University of Montana-Western Student Senate and other College-sanctioned student organizations and shall recognize in all respects the rights and responsibilities of students as set forth in the current constitution of the Associated Students of The University of Montana-Western and other applicable student documents.

6.000 ASSOCIATION RIGHTS AND RESPONSIBILITIES

BULLETIN BOARDS

CAMPUS MAIL

ANNOUNCEMENTS

DUTIES OF THE ASSOCIATION PRESIDENT

RELEASE TIME

RELEASE TIME FOR ASSOCIATION OFFICIALS

6.100 FACILITIES

6.110 ASSOCIATION USE

The Association shall have the right to use College facilities at reasonable times when such facilities are not otherwise in use and shall reimburse the Administration for the reasonable cost of all materials and supplies used.

6.120 MEETING ROOMS

The Association has the right to meet in rooms of the College which are unscheduled for other use. The parties also agree that the Association may contact any member of the bargaining unit at that person's work location. The Association agrees that it will not disrupt the educational process at such locations.

6.130 BULLETIN BOARDS

The Administration shall assign space on official bulletin boards for the purpose of posting Association notices.

6.140 CAMPUS MAIL

The Association shall be permitted to use the College mailroom facilities for the distribution of Association communications. Such communications shall be given the same attention as other campus mail.

6.150 ANNOUNCEMENTS

Upon request, the Association shall be provided time at College faculty meetings to make brief reports and announcements.

6.200 DUTIES OF THE ASSOCIATION PRESIDENT

The Association President shall be allowed to perform such duties related to the Association which cannot be performed properly other than during normal College hours or which are a result of an emergency situation, provided that such duties do not interfere with the Association President's or other faculty member's instructional or other College responsibilities.

6.300 RELEASE TIME

Any elected or appointed officer of the Association shall upon request to the Administration and Commissioner, be granted an Association-affairs leave of absence without pay for not less than one semester nor more than two semesters. Association members granted such leave shall receive credit toward annual salary increments as provided in this agreement. No more than one faculty member may take such leave during the same time period.

6.310 RELEASE TIME FOR ASSOCIATION OFFICIALS

The Board and the Association agree that Association officials may be released from other duties for Association activities. Association officials shall arrange for all classes to be covered during any necessary absence subject to the approval of the VC-AA, and no student shall be disadvantaged because of such absences. The Association agrees to reimburse the employer for any and all expenses incurred because of the absence of any Association official who is released under this provision.

7.000 WORKING CONDITIONS

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7.100 FACILITIES

7.110 BUILDING USE

Faculty members may have access to College buildings when the College is not in session. Faculty members shall be responsible for making their own arrangements through appropriate security personnel.

7.120 OFFICE SPACE AND FURNISHINGS

A private, lockable office shall be provided for every full-time faculty member, where available. Each office shall be furnished within available resources and include a telephone and computer. The parties agree to respect the privacy of faculty members' drawers and files.

7.200 CLASS AND COURSE ASSIGNMENT

Each faculty member shall be given the opportunity, before tentative class schedules have been prepared, to specify preferences as to the teaching schedule for the coming year.

The assignment of courses and the expression of the faculty member's preference in the scheduling thereof shall be the responsibility of the VC-AA. Changes in a faculty member's program may be made if necessary. In making necessary changes, the VC-AA shall consult with the affected faculty member in

the interest of arriving at the best solution for all concerned. Faculty shall have the right to refuse Saturday teaching assignments.

7.210 SUMMER SESSION ASSIGNMENTS

Faculty members shall receive a written announcement of all proposed summer session teaching openings no later than March 15th of each year.

Summer session teaching assignments shall be determined in accordance with procedures devised by the Administration. Procedures shall include consideration of a system for equitably and fairly distributing summer session teaching assignments from year to year, as desirable and/or feasible. The Administration shall accord proper consideration to those faculty who have qualifications and/or experience directly relevant to the summer session courses planned.

Summer session letters of appointment will normally be issued no later than April 15, except in legislative years when such notification will be provided no later than 45 days after the signing by the Governor of the university system appropriations. Summer session compensation shall be provided in accordance with the provisions of this agreement.

7.220 WORKLOAD

All faculty members shall be notified in writing of their tentative course schedules at least six (6) weeks in advance of the ensuing academic period. All regular, assigned on-campus (non-extension, non-continuing education) classes will be considered part of the faculty member's workload. Faculty members required by the Administration to substitute in class for absent faculty members shall be reimbursed at 1.33 times the rate of the continuing education rate per class hour.

The normal teaching workload for full-time tenured and tenure-track faculty will typically be twenty-four (24) credit hours per academic year. If the faculty workload committee determines that a tenured or tenure-track faculty member is carrying an inequitable workload, such faculty member shall be eligible for additional compensation at the rate of 1.33 times the rate of the current continuing education rate per class hour. It is understood workload includes but is not limited to teaching, lab and studio activities, committee assignments, and advising.

Any alleged inequity of workload may be referred to the faculty workload committee within the first two (2) weeks of the semester. The committee shall consist of two (2) Association appointees and two (2) Administration appointees. Any differences unresolved by the committee shall be decided by the Chancellor

of the College. The committee shall consider all alleged inequities in light of campus workloads. The committee may prescribe forms for reporting assignments.

At the option of a faculty member, a limited amount of independent study may be offered without consideration as overload. The faculty member shall present the request along with the independent study contract through appropriate channels for approval. Three (3) independent study courses per academic year will be the maximum allowable per faculty member. An independent study course may not duplicate a regularly offered catalog course.

At the option of a faculty member, a limited amount of directed study may be offered. The faculty member shall present a request along with the directed study contract through appropriate channels for approval. Directed study courses may duplicate a regularly offered catalog course and may be offered for up to five (5) students. Credit for directed study courses shall be discounted by 50% when included in the calculation of the faculty member's workload.

7.230 EDUCATION MATERIALS

Instructional faculty shall select the course materials and texts for courses for which they are professionally responsible, but such selection shall conform to distributed course syllabi, catalog course descriptions and institutional policies.

To the extent feasible, subject to budgetary limitations, faculty members shall be provided with materials and equipment for their daily instructional or supportive responsibilities. Faculty shall be provided a copy of required text books at no charge.

7.300 OTHER EMPLOYMENT/ETHICAL PRACTICES

Faculty members may consult or hold other employment which does not interfere with the proper discharge of their professional duties under the terms and conditions of this agreement. Earnings derived from consulting and outside employment are the property of the faculty member. If such consulting or outside employment involves the use of institutional facilities, the institution name or personnel, the faculty member shall obtain prior approval from the Administration. In all private consulting engagements, the client must be informed that The University of Montana-Western is in no way a party to the contract or liable or responsible for the performance thereof. No official stationery or forms of The University of Montana-Western shall be used in

connection with such work nor shall the name of the College be used in any other way without the express consent of the Chancellor.

No employee of The University of Montana-Western may undertake consulting or professional practice assignments which would result in a conflict of interest with his/her assigned College duties.

A faculty member must file a statement with the Chancellor prior to accepting a research or consulting assignment not under the control of the College.

7.400 PAYROLL DEDUCTIONS

Upon proper authorization, the Administration shall administer the following payroll deductions: Association dues, U.S. Government Savings Bond, approved credit unions, approved tax sheltered annuities, approved personal retirement and/or investment programs, or others which may be agreed upon.

7.500 PERSONNEL FILES

The Administration shall maintain in the Chancellor's office one (1) official personnel file for each faculty member. Personnel files are those records, both confidential and public, which relate to any faculty member's personal and professional characteristics, record of experience, evaluations of performance or potential not contained in the separate confidential personnel file, and summaries of the material contained in the separate confidential personnel file. Any information which is a matter of record elsewhere, e.g., salaries as reflected in the official minutes of the Board of Regents, shall be considered public information.

Unsolicited laudatory letters may or may not be considered part of the personnel file at the discretion of the Administration. Complaints or criticisms which have not been made known to the individual concerned cannot be placed in any individual's file or considered in any personnel action.

A faculty member shall have the right to make additions or responses to material contained in the official personnel file and shall have the right to receive a copy of all material placed therein at the faculty member's own cost. Requests for review of the official personnel file shall be made in a manner which does not disrupt the normal routine of the office. Under no circumstances shall the official personnel file be removed from the office by the faculty member, and a faculty member's access to the file may be only in the presence of the proper official or a designee in the office. In addition to the faculty member, only the Chancellor or his/her designee(s) shall have access to the official personnel file without express written approval of the faculty member.

In order to protect the confidentiality of the writers, evaluations by students as provided for in this collective bargaining agreement may be kept in a separate confidential personnel file. No other material may be placed in the separate files. Accurate summaries of this information shall be placed in the official personnel file. In the event that a faculty member intends to file a grievance pertaining to the evaluation, the President of the Association and a faculty member designated by the grieving party shall also have access to this file. If a formal grievance proceeds beyond step 1, designated representatives of the Commissioner, the Association, and the arbitrator shall also have access to this separate confidential file.

Material may be culled from the official personnel file upon agreement of the Administration and the faculty member. Material which is more than seven (7) years old may be removed from the separate confidential files upon agreement of the Administration and the faculty member.

In addition to the official personnel file and the separate confidential file, there may be one pre-employment file which also shall be confidential and shall contain only letters of reference and recommendations and/or material related thereto secured from sources outside the College. After appointment of a faculty member, such file shall not be used in subsequent personnel actions at the College. The faculty member shall have no right of access to the pre-employment file unless a particular document contained therein is necessary to the proper resolution of a grievance, in which case the faculty member shall have access to the necessary documents through the proper application of the grievance procedures.

7.600 SAFE WORKING CONDITIONS

The Administration shall identify a safety officer. Faculty shall notify the safety officer as soon as possible of any safety hazard or threat incident to their employment. Faculty members shall not be required to work under hazardous conditions or to perform tasks which endanger their health or safety, nor will they require their students to do so. Protective devices and first aid equipment shall be provided faculty members who practice in hazardous instructional environments. A faculty member shall be responsible for the proper use of each device and for insuring proper use by students under the faculty member's supervision.

7.700 SAFETY AND HEALTH

The parties agree that faculty members shall be provided well maintained facilities, equipment and a general educational environment which does not endanger or otherwise jeopardize the health or safety of students or faculty members.

7.800 PATENT RIGHTS AND COPYRIGHT INTERESTS

The patent rights and copyright interests of faculty and Administration shall be governed by current Board of Regents' policy. Policy changes in these areas are subject to Association review and approval.

7.810 OWNERSHIP OF ELECTRONIC COURSE MATERIAL

Ownership of electronic course material shall be in accordance with Regent policy in effect July 1, 2001.

7.900 PROGRAM GRANTS

Faculty members who, with the approval of the Administration, initiate, develop and/or design financial grant requests shall have priority to operate programs funded by such grants.

7.910 FACULTY AWARDS

The Administration shall make a formal announcement at a faculty meeting or in a newsletter to the faculty regarding recognition given to any faculty member. Such announcements should include, but are not limited to, the following:

1. new appointments,
2. promotions,
3. awarding of tenure.

It is the responsibility of the individual faculty member to inform the VC-AA of any awards received which are not granted by the Administration.

8.000 APPOINTMENT PRACTICES

[SEARCH COMMITTEE](#)
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8.100 HIRING PROCEDURES

The right of the faculty to participate in the selection of new faculty members is recognized and will be implemented by the procedures in Sections 8.105 and 8.110.

8.105 JOB DESCRIPTION

When the Administration has determined that there is a vacancy in an existing position or that a new position is to be created and such a position will be a tenure track position with academic rank, the Administration shall after comment from faculty in the appropriate academic discipline and/or search committee, determine the nature of the position and formally adopt an appropriate job description. The appropriate terminal degree shall be determined by the appropriate academic discipline subject to approval of the VC-AA. The determination of the appropriate terminal degree may be modified prior to the initial appointment of a faculty member upon agreement of the VC-AA and the appropriate academic discipline.

8.110 SEARCH COMMITTEE

A search committee shall be formed by the VC-AA and charged with the responsibility for reviewing the applications and recommending candidates. The search committee shall be composed of faculty members who shall constitute a majority, administrators, and students. Where practical, at least one half of the faculty members' representatives to the search committee shall have tenure. At least one member of the committee shall be a faculty member from the discipline in which the open position exists and at least one faculty member shall be from a different discipline. When the search is completed the committee shall make its recommendation in writing to the Administration. The recommendations shall be accompanied by the supporting data, including but not limited to:

1. the candidates' credentials;
2. samples of any publications or other scholarly work;

3. written statements from faculty and administrators from other institutions where the candidates have been employed, if such are not included in the credentials; and
4. written statements from all persons who took part in the interview.

The Administration may decline to make an offer to a candidate however, if all of the candidates recommended by the search committee are rejected by the Administration, the reasons for such rejection shall be communicated to the search committee in writing. The salary offered shall be consistent with the salary provisions of this agreement.

8.115 HIRING OF NEW FACULTY

The minimum requirement for appointment to the rank of assistant professor is possession of a terminal degree as specified in the applicable unit standards. The minimum requirements for appointment to the rank of associate professor are an appropriate terminal degree and at least four (4) years of prior college teaching experience. The minimum requirements for appointment to the rank of professor are an appropriate terminal degree and at least nine (9) years of prior college teaching experience. Related professional-level work experience may be counted toward years of experience for rank on the basis of two (2) years related work experience for one (1) year of college teaching experience. Credit for related work experience is limited to a maximum of two (2) years. No faculty member has the right to appointment to a specific rank merely because he/she meets the minimum requirements specified herein.

8.119 TYPES OF APPOINTMENTS

All faculty appointments shall be either tenurable or nontenable. Unless otherwise provided, all full-time appointments at the rank of professor, associate professor, assistant professor, or instructor shall be tenurable. All tenurable appointments shall be either probationary or tenured. Appointments to adjunct, research, acting or visiting positions; to lecturer; and to faculty affiliate and courtesy positions are nontenable. A faculty member in a temporary or nontenable position may be appointed to a similar tenurable position without a search provided they were appointed to the temporary or nontenable position through a normal search in accordance with 8.110. Faculty hired to tenurable positions who lack the terminal degree must complete all requirements of the terminal degree within the time frame established by the Administration in order to continue their probationary appointment.

8.120 TEMPORARY PERSONNEL

The parties recognize that the Administration may have to hire full-time faculty members on a temporary basis for limited purposes, such as a replacement for a full-time permanent faculty member with an extended illness, a sabbatical leave

replacement, etc. The Administration whenever practicable before making a temporary appointment, shall seek input from the department to which the appointment will be made regarding candidates under consideration. During the period of temporary employment other terms of the agreement shall apply. Appointments made pursuant to this section are nontenurable.

8.125 APPOINTMENT OF ADJUNCT FACULTY

The Chancellor of The University of Montana-Western is authorized to appoint adjunct faculty members, using the ranks of adjunct professor, adjunct associate professor, adjunct assistant professor and adjunct instructor. The criteria for determining the rank and salary level for adjunct faculty shall be the same as the criteria used to determine the rank and salary of new faculty members. In order to insure that curricular integrity is not compromised, the Administration whenever practicable before making an adjunct appointment, shall seek input from the department to which the appointment will be made regarding candidates under consideration.

Persons holding these ranks are not eligible for tenure, and service in these ranks does not count toward probationary service for tenure. All adjunct appointments automatically lapse at the end of the fiscal year or the specified contract term, whichever occurs sooner.

The adjunct faculty ranks shall be used in two situations.

1. Where the person involved is a full-time or essentially full-time employee of another agency and is participating in the instructional program or cooperating in a joint project. These appointments have in the past been referred to as courtesy appointments or faculty affiliates.
2. Where a position is funded by an outside grant or contract and there is no commitment by the College to continue the position if the funding stops, or where the position is temporary even though supported by state funds.

If the adjunct faculty member is engaged entirely in research, the titles of research associate, senior research associate or other appropriate title containing the word "research" may be used. These titles are not restricted to adjunct appointments.

8.200 STATEMENT OF EMPLOYMENT

All faculty members shall be provided with a written statement of employment specifying rank, salary, tenure status, and other terms and conditions of employment at the time of appointment or reappointment. In particular, the statement shall specify, where appropriate, the terminal degree required for

tenure and promotion. Once the terminal degree is specified, it may not be changed without the approval of the affected faculty member, the Chancellor, and the tenure and promotion committee unless such change is made pursuant to the terms of this agreement or future negotiated agreements.

Rights and benefits of faculty members set forth in this agreement shall be incorporated into and made part of all individual letters of appointment with the Board of Regents. In the event of conflict between the terms of an individual letter of employment and the terms of this agreement, the latter shall be controlling. This agreement shall be referred to in the letter of employment issued to each faculty member or shall be attached thereto.

Unless an individual letter of employment expressly provides otherwise, the contract term for tenurable faculty is the academic year. Regardless of the terms of an individual letter, no tenurable faculty member has or shall acquire a right to employment for a term in excess of the academic year.

Unless collective bargaining is in process, the institution will normally notify tenurable faculty members of the terms and conditions of their renewals for the coming academic year on or before May 1 in non-legislative years, or within sixty (60) days after the appropriation bill is signed by the Governor in years the legislature meets.

9.000 TENURE, PROMOTION, MERIT, EVALUATION, AND UNIT STANDARDS

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9.100 PROBATIONARY APPOINTMENTS

A probationary appointment is an appointment with a fixed term and no right to reappointment. A probationary employee has the right to serve the specified term of the appointment and may not be terminated without adequate cause during that term. Reappointment of probationary appointees is at the discretion of the Administration.

9.200 TENURED APPOINTMENTS

Tenure is the right to re-employment from year to year 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 re-employment 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. Tenure is with the institution and resides within a specific academic discipline and not with The University of Montana or the Montana University System. The academic discipline to which the faculty member is tenurable shall be identified in each faculty member's individual contract. Tenure is awarded by the Board of Regents, following peer review and recommendation by

the President in accordance with Board of Regents' policies and procedures established by each institution.

9.300 EVALUATION OF FACULTY

Each probationary appointee shall in each year of probationary appointment, other than a year of terminal appointment, be evaluated. If the appointee is receiving a review for tenure and/or promotion as provided in Section 9.430 of this agreement, then the evaluation shall be as provided in that section. Tenured faculty shall be evaluated every other year after the year in which the granted tenure application was submitted. More frequent evaluations can occur at the request of the faculty member or the Vice Chancellor for Academic and Student Affairs (VC-AA). Evaluation of temporary appointees and adjunct faculty shall be done at the discretion of the Administration in accordance with applicable unit standards.

Any evaluation of faculty members for purposes of promotion, tenure, salary determination, or recommendation for retention shall involve consideration of appropriate institutional requirements as well as unit standards of the respective academic units. Distribution of approved institutional requirements and unit standards to appropriate faculty prior to initiating the evaluation process will be done by the Vice Chancellor for Academic and Student Affairs or his/her designee.

The documentation or evidence of performance required by the unit standards and applicable sections of this agreement shall be prepared by every member of the bargaining unit as required. Faculty members shall submit documentation for all annual and biennial evaluations on or before May 15. The performance period, consisting of one or more years of record each running from August 1 to July 31 is to be documented for the respective types of advancement as follows:

1. Promotions: All service in the current rank or since the documentation was prepared for the last promotion.
2. Tenure: The entire probationary period including credited prior service.
3. Annual and Biannual Review: The previous year(s) of record.

The Tenure and Promotion Committee or the VC-AA may request and consider any evidence from any source, including the faculty member to be evaluated, provided that any evidence relied upon for evaluation purposes shall be incorporated into the record and the faculty member shall be afforded an opportunity to respond. No individual to be evaluated may be sanctioned, suspended, disciplined, or discharged for failure to comply with a request to provide additional information.

9.310 USE OF EVALUATIONS

The evaluation of faculty by the VC-AA is intended to ascertain the fitness and potential of the appointee for tenure, promotion and/or merit and to provide guidance in assisting faculty to overcome perceived problems or weaknesses and improve their professional performance. Faculty evaluations are also meant to aid the identification and recognition of exemplary faculty performances.

9.312 USE OF STUDENT EVALUATIONS

Student input shall be included in all evaluations of faculty. This shall include summaries of student evaluations of classes pertaining to the period of evaluation. Faculty shall be given an opportunity to see and to respond to all summaries of evaluations submitted by students as specified in Sections 7.500 and 9.315.

In cases where student evaluations may have a negative determining effect on the outcome of an evaluation, the evaluator(s) shall make an effort to verify negative material found in a student evaluation before relying on such information to arrive at decisions or recommendations.

9.315 EVALUATION PROCEDURES

The evaluation of faculty shall involve the following steps:

1. Each faculty member shall submit to the VC-AA a professional development plan, based on the appropriate unit standards, on or before September 15 of each year. The faculty member will assess progress toward the goals listed in the plan(s) in the evaluation portfolio as specified in section 9.300, and may present relevant and concise material in support of having attained these goals to the VC-AA.
2. At least one peer, agreed upon by the faculty member and the VC-AA, will evaluate each faculty member each academic year. The VC-AA or the faculty member may also contact additional faculty members to perform peer reviews and shall inform each other of other peer reviews to be conducted. Peer reviews should be included in each evaluation portfolio.
3. Students will evaluate faculty classroom performance each semester in a course chosen by the VC-AA in the fall and the faculty member in the spring. Additional classes to be evaluated may be added by either the faculty member or the VC-AA by mutual consent. The evaluation form shall allow faculty members to add evaluation criteria of their choosing to the standard evaluation criteria. Specified forms shall be used in the evaluation procedures. New forms may be implemented upon agreement of the VC-AA and the Association President.

4. After receipt of the evaluation portfolio, the VC-AA shall compile an evaluation summary (annually or biannually, as appropriate), based on: teaching; scholarly and creative activities; and professional service, both on and off campus, as defined in the appropriate unit standards. The faculty member shall receive a copy of the evaluation summary by September 1.
5. The peer, student, and VC-AA evaluations shall be made available to the Tenure and Promotion Committee when the faculty member is considered for tenure and/or promotion.
6. The VC-AA shall appoint a substitute evaluator for any case where the evaluator may not be able to give a fair and impartial evaluation. Faculty may appeal the VC-AA's choice of a substitute evaluator to the Chancellor who may select a different substitute evaluator.

9.320 FACULTY SUPPORT FUNCTION

A formative support committee shall be appointed by the Association and shall assist faculty in overcoming perceived problems and improving their professional performance. The committee may ask the Administration or other faculty members to assist it in carrying out its duties under this section. The VC-AA or the tenure and promotion committee may refer a faculty member to the formative support committee, and any faculty member may request assistance of the formative support committee.

9.400 TENURE AND PROMOTION

9.410 ELIGIBILITY FOR TENURE APPLICATION

The normal probationary period is six years and consideration for tenure will normally occur when an appointee is in his/her sixth year of full-time service at The University of Montana-Western. However, up to two (2) years of credit for full-time service in tenurable ranks at accredited United States four-year institutions of higher education may be awarded at the time of hire. Further, the applicant must have the appropriate terminal degree for the discipline and unit in which tenure is to be awarded and the minimum academic rank of associate professor. Tenure shall not be awarded in absence of application by the eligible faculty and approval of tenure by the employer. Application for tenure must be in accord with unit standards. Except in unusual circumstances the probationary period shall not exceed six (6) years of service at the institution. These tenure eligibility standards will apply to faculty hired for academic year 1998-99 and beyond. Tenure eligibility for other faculty will be governed by the tenure eligibility standards set in the 1993-1997 agreement.

9.420 ELIGIBILITY FOR PROMOTION APPLICATION

The following institutional requirements must be met regarding each of the respective types of advancement or salary determination as indicated. For purposes of determining years in rank, pro rata credit shall be given all full-time service for any academic term except summer session. Up to two (2) years of credit toward promotion for professional experience other than full-time academic university service may be given at the time of hiring based on the recommendation of the Administration in consultation with the appropriate academic unit. Credit towards promotion and tenure is granted by the VC-AA at the time of hire and must be stated in writing.

1. To Assistant Professor: Requires possession of the appropriate terminal degree or its equivalent as defined by the unit standards of each discipline.
2. To Associate Professor: Except in unusual circumstances, four (4) or more years of full-time service in rank as assistant professor are required prior to the date of promotion (application may be made during the fourth year in rank), and possession of the terminal degree in the appropriate discipline is required consistent with applicable unit standards. The character of the service in rank as assistant professor shall be such that there is a clear demonstration of continued professional growth and valuable contribution to the institution.
3. To Professor: Except in unusual circumstances, five (5) or more years of full-time service in rank as an associate professor are required prior to the date of promotion (application may be made during the fifth year) and possession of the terminal degree in the appropriate discipline is required consistent with applicable unit standards. The character of the service in rank as associate professor shall be such that there is a clear demonstration of continued professional growth and valuable contribution to the institution.
4. In all applications for promotion, performance in teaching, professional service both on and off-campus and scholarship are all important and essential. For promotion, a faculty member must have a satisfactory record of teaching competence, scholarship, and service. No faculty member may be promoted to full professor on the basis of teaching and service alone.

9.430 TENURE AND PROMOTION REVIEW PROCEDURE

Responsibility for submitting an application for tenure and/or promotion rests with the faculty member. Any faculty member quantitatively eligible for tenure and/or promotion and who wishes to apply for the same shall submit a letter of intent to apply for tenure and/or promotion to the VC-AA on or before September 15. Eligibility for tenure and/or promotion shall be determined by October 1. The VC-AA shall forward the letter of intent to apply to the tenure and promotion committee. Tenure and/or promotion applications shall be submitted to the VC-AA on or before October 15 and shall include at least the following: (1) a statement of the teaching, research and/or creative activity, and professional service performed by the

applicant both on and off campus during the probationary period; (2) a vita of the applicant's publications and/or creative works; and (3) any other information the applicant deems relevant to his/her professional development, competence or performance. Portfolio contents may be described more fully in applicable unit standards. If not eligible for tenure and/or promotion a portfolio for annual or biannual review must be submitted to the VC-AA by the faculty member on or before October 15.

The procedures shall permit all interested parties to submit written documentation. The deadline for soliciting such input from interested parties is January 1. If the Tenure and Promotion Committee is to solicit input from current or former students, the deadline for this solicitation is also January 1. If after reviewing the file the committee perceives any weaknesses or negative documentation, the faculty member under tenure and/or promotion review shall be informed of the perceived weaknesses or negative documentation and given the opportunity to provide additional documentation that responds to the perceived weaknesses or negative documentation. The committee shall make a recommendation as to the granting or denial of tenure and/or promotion to the VC-AA on or before February 1 of the academic year and shall forward the tenure and/or promotion review file to the VC-AA at the same time. The VC-AA shall review the file and make a recommendation to the Chancellor. In the event the VC-AA determines the file is incomplete or insufficient, the file may be returned to the tenure and promotion committee for appropriate action.

If the file is returned, the VC-AA shall indicate the date on or before which the committee is to return the file to the VC-AA with its recommendation. The VC-AA may concur with or reject the committee's recommendation. The VC-AA's recommendation shall be made to the Chancellor with sufficient time to permit the Chancellor to review the recommendation and the file and forward a recommendation to the President. The recommendations of the committee, VC-AA, and the Chancellor as well as a summary of the accomplishments of the faculty member shall be forwarded to the President. The President may request additional supporting documents from the faculty member, Tenure and Promotion Committee or the Administration. In the event that tenure and/or promotion is to be recommended by the President, the recommendation of the President shall be forwarded to the Board of Regents for final review. No recommendation for tenure and/or promotion becomes final without approval by the Board of Regents. The President's decision is the final University decision. The Chancellor shall notify the faculty member of the Chancellor's and President's decision in writing.

9.440 GRIEVANCE OF TENURE OR PROMOTION PROCEDURE

A faculty member shall have the right to grieve, in accordance with the grievance procedure incorporated in this agreement, any irregularity in the tenure and/or promotion procedure, but no person shall be awarded tenure and/or promotion solely because the procedures herein were not followed.

9.450 EFFECTIVE DATE OF TENURE OR PROMOTION

Tenure and/or promotion recommendations become effective at the beginning of the next academic year.

9.460 TENURE AND PROMOTION COMMITTEE

The Tenure and Promotion Committee shall consist of five (5) tenurable faculty members appointed for a two-year term from October 1 through September 30, and the committee members may be re-appointed. The committee shall also include one student from a list of three nominated by the Associated Students of The University of Montana-Western and selected by the Association to serve a one-year term. Members of the committee should serve staggered terms to promote continuity.

Two (2) of the appointees shall be named by the Administration. The Association shall name the remaining three (3) appointees.

Vacancies shall be filled for the remaining term by the appropriate appointing body. The chairperson of the committee shall be selected by the members.

The Tenure and Promotion Committee shall be convened by the most senior, highest ranked appointee as soon as membership in the committee has been announced. The committee members will then select the chairperson of the committee and notify the VC-AA.

9.465 REPLACEMENT OF COMMITTEE MEMBERS

In those matters where a member of the Tenure and Promotion Committee believes that he or she has a conflict of interest or that he or she cannot participate in an unbiased manner, the member shall notify the appropriate appointing authority and shall not act on the matter. The appointing authority shall name another tenurable faculty member to replace the disqualified member, with respect to the relevant matter.

When the affected faculty member believes a conflict of interest or the possibility of bias exists, the faculty member may request that the committee member not participate on the relevant matter. The VC-AA, after seeking input from the affected faculty member and appropriate Association representatives, shall determine if a conflict of interest or bias exists. If a conflict or bias is perceived by the VC-AA to exist, the appointing authority shall appoint another tenurable faculty member to participate with respect to the relevant matter.

9.500 UNIT STANDARDS FOR FACULTY EVALUATION

1. Units for Which Evaluation Standards are Required: The current academic units under the respective headings of The University of Montana-Western for which unit standards for faculty evaluation are required are as follows:

- Business/Industrial Technology
- Education
- English
- Environmental Sciences
- Fine Arts
- History, Philosophy and Social Sciences
- Mathematics

2. General Activities for Unit Standards:

The following general activities as defined in the unit standards of each academic unit, including those with an interdisciplinary and/or international focus, shall be given consideration in any evaluation for purposes of promotion, award of tenure, determination of salary increment, or recommendation for retention.

- a. teaching effectiveness;
- b. creative and scholarly activities;
- c. professional service both on and off campus.

3. Preparation and Approval of Unit Standards: Unit standards will be prepared and proposed by the faculty of each respective unit. The unit standards for each respective unit must:

- a. be consistent with Institutional requirements;
- b. address the general activities;
- c. address all academic appointments to the unit;
- d. specify the documentation or other evidence required to support evaluation of teaching, research or creative activity, and professional service;
- e. guarantee peer review;

f. ensure consultation between faculty members and the VC-AA before each individual recommendation is made final;

g. be approved by the Standards Committee, as defined in 9.510, prior to application for evaluation purposes. The chair of the Standards Committee shall be elected by the committee from the membership of the committee.

4. In the event that a unit lacks approved unit standards, evaluators will be expected to use their own best judgment as to the expectations of the faculty member in a manner similar to what has been used under previous contracts.

9.510 STANDARDS COMMITTEE

The Standards Committee shall consist of one representative of each academic unit and the VC-AA. The unit delegate for each academic unit shall be elected by the academic unit and must be a tenured or tenure-track member of that academic unit. The chair of the Standards Committee shall be elected by the committee from among the committee membership. The Standards Committee shall have the responsibility of reviewing unit standards for each academic unit at least every five (5) years. An academic unit may request additional reviews of its own unit standards. The VC-AA may also request additional reviews of unit standards. Approval of the unit standards shall be by a simple majority of the faculty members of the Unit Standards Committee and by the further approval of the VC-AA.

9.600 MERIT PROCESS

A Merit Committee consisting of three representatives appointed by the Association and two representatives appointed by the Administration shall review all applications for merit awards. Applications for merit awards shall be submitted to the Merit Committee by February 1 of each year. The Merit Committee shall have access to the most recent VC-AA evaluation of the faculty members applying for merit awards. Faculty members may also submit other relevant material. Decisions of the Merit Committee shall be based on approved Unit Standards. The Merit Committee shall make its preliminary recommendations by March 1 of each year. Appeals to the preliminary recommendations of the Merit Committee must be submitted to the Merit Committee by March 15. Final recommendations shall be forwarded to the Chancellor by March 22. The Chancellor will make a final decision on merit awards by March 31.

10.000 REASSIGNMENT, SUSPENSION, DISCIPLINE, AND TERMINATION OF EMPLOYMENT

DISCIPLINE

REASSIGNMENT AND SUSPENSION

REASSIGNMENT OF ADMINISTRATIVE PERSONNEL

TERMINATION OF NONTENURABLE FACULTY

TERMINATION OF PROBATIONARY FACULTY

TERMINATION OF TENURED FACULTY

RESIGNATION

NONRENEWAL OF PROBATIONARY FACULTY

TASK FORCE ON PROGRAMMATIC CHANGES

RETRENCHMENT

RETRENCHMENT PROCEDURES

RETRENCHMENT CRITERIA

DISCHARGE FOR CAUSE

APPOINTMENT OF HEARING OFFICER

STATEMENT OF CHARGES

FACULTY MEMBER RESPONSE

SUPPLEMENTAL PAPERS

HEARING - TIME AND PLACE

HEARING - OPEN OR CLOSED

HEARING - PROCEDURE

HEARING OFFICER DECISION

EXCEPTIONS

DECISION OF THE CHANCELLOR

10.100 DISCIPLINE

A faculty member may be disciplined for adequate cause. Discipline consists of warning letters and formal reprimands. Warning letters and formal reprimands may become part of the faculty member's personnel file and may be used in conjunction with subsequent personnel considerations.

10.110 REASSIGNMENT AND SUSPENSION

The Administration may reassign or suspend with pay any faculty member whose continuation in an assigned duty presents an unreasonable risk to the safety and welfare of persons and property at the College or who is failing to carry out the assigned duty. The Administration may suspend without pay any faculty member absent without authorization or justification for a period in excess of five (5) class or regular workdays. The faculty member shall be notified in writing of the reassignment or suspension.

Except as provided in Section 10.120, a decision to reassign or suspend a faculty member is grievable and the decision is considered to occur on the date the faculty member receives notification of reassignment or suspension.

10.120 REASSIGNMENT OF ADMINISTRATION PERSONNEL

Persons performing administrative functions serve in those capacities at the discretion of the Chancellor and may be removed at any time and reassigned to other duties for the balance of the individual contract term. This action is not grievable. Faculty who are appointed to administrative positions do not have tenure to those positions, the salary of the position, the term (AY/FY) of the contract, or any other provisions or prerequisites of that administrative position.

A faculty member must resign his or her faculty position to accept a full-time nonacademic administrative position with the College after the date of final approval of this agreement and relinquish all tenure rights previously acquired in the faculty position. If such person wishes to rejoin the faculty, the person must go through the same procedures as any other new applicant for a faculty position.

With respect to appointments to administrative positions made prior to the date of final approval of this agreement and to appointments to academic administrative positions made on or after the date of final approval of this agreement, in the event any of the foregoing individuals have tenure in an academic position, and are removed or resign from an administrative position, but are to remain employed at the institution, 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 a negotiated amount. 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 discipline in which the individual holds tenure.

10.130 TERMINATION OF NONTENURABLE FACULTY

The employment relationship with respect to nontenurable faculty is terminated upon the occurrence of one of the following events:

1. death, retirement, or resignation:
2. expiration of contract period; or
3. discharge for adequate cause.

The Administration is not required to give any notice of nonreappointment to nontenurable faculty. In the absence of reappointment, nontenurable faculty are terminated upon expiration of the contract of employment.

10.140 TERMINATION OF PROBATIONARY FACULTY

The employment relationship with respect to probationary faculty is terminated upon the occurrence of one of the following events:

1. death, retirement or resignation;
2. nonrenewal; or
3. discharge for adequate cause.

10.150 TERMINATION OF TENURED FACULTY

The employment relationship with respect to tenured faculty is terminated upon the occurrence of one of the following events:

1. death, retirement, or resignation;
2. expiration of a terminal contract period; or
3. discharge for adequate cause.

10.200 RESIGNATION

Any faculty member who does not intend to return for the following academic year should notify the Administration at the earliest possible time, preferably before April 1. A faculty member who does not sign and return the faculty member's individual statement of employment within thirty (30) calendar days of receipt of the letter is considered to have resigned at the expiration of the current or most recent term of employment, unless prior to the expiration of the 30-day period the Administration granted an extension. In the event of a resignation occurring in the middle of a semester, the resigning faculty member's salary will be prorated based on the percentage of days taught during the semester.

10.300 NONRENEWAL OF PROBATIONARY FACULTY

Reappointment of probationary appointees shall be at the discretion of the employer. Written notice of nonrenewal of a probationary appointment shall be mailed or given to the faculty member on or before March 1st of the first year of service, on or before December 15th of the second year of service, and on or before June 30th 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 to reappointment 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.

10.400 TASK FORCE ON PROGRAMMATIC CHANGES

Whenever the Administration believes that the elimination or the transfer of tenurable positions may be necessary or appropriate, the Association shall be notified. The Chancellor shall appoint a task force of faculty, students, and administrators to examine the situation giving rise to the possible elimination or transfer, to formulate alternative approaches to the situation, and to make recommendations to the Administration. Due consideration shall be given to such recommendations. The final decision as to such elimination or transfer of tenurable positions shall be made by the Chancellor. This section shall only apply to the elimination or transfer of a tenurable position, not to nonrenewal or discharge of individual faculty.

10.410 RETRENCHMENT

Retrenchment means the termination of tenured appointments at the institution for either financial or academic reasons. The necessity for retrenchment arises from three situations:

1. when the budget for faculty personal services is insufficient to sustain the current number of tenured positions without reducing current salaries, taking into account reductions due to normal attrition; or
2. when the number of tenured faculty members in a program or discipline is in excess of the number required to meet the teaching, research and public service obligations of the program or discipline; or
3. when a program or discipline is discontinued at the institution.

In making the determination that probable cause for retrenchment exists the Administration shall plan for a balanced institutional effort which is responsive to the needs of the students and the state. This planning shall include a review of the required level of service activities, non-academic staff, and non-tenured academic staff.

10.415 RETRENCHMENT PROCEDURES

The following steps constitute conditions precedent to the termination of any tenured faculty:

1. a committee of five (5) faculty members at least three (3) of whom are tenured has been appointed by the labor-management committee and said committee has been informed by the Administration of the relevant appropriation and

budget information, the reductions of personnel planned by the Administration, and the number of nonrenewals of tenured appointments recommended by the Administration.

2. the faculty committee has reviewed the information provided as well as other relevant information which they may request and has communicated to the Chancellor those aspects of the Administration's plans and recommendations with which they do and do not concur as well as the reasons in each instance in which they do not concur, and any specific changes recommended by the committee; and
3. the Chancellor has reviewed the statements and recommendations of the committee and forwarded a statement to the committee which reflects and explains the reasons and extent to which the original recommendations and plans of the Administration have been modified.

10.420 RETRENCHMENT CRITERIA

The following criteria shall be observed in the retrenchment plan:

1. no tenured faculty member shall be terminated if nontenured faculty members are retained in the same discipline to teach courses the tenured faculty member is qualified to teach;
2. arrangements shall be made so that presently enrolled upper division and graduate students shall be able to complete degree requirements;
3. a tenured faculty member shall be reassigned rather than terminated under the following circumstances:
 - a. the faculty member is qualified to teach different courses or courses in a different discipline; and
 - b. additional or replacement staffing would otherwise be required; and
 - c. not more than two semesters of released time at one-half pay would be required for the faculty member to complete preparation for teaching the new course;
4. Any tenured faculty member selected for termination shall be notified of his or her right to apply for any existing open non-academic positions at the institution, and in the absence of a candidate with clearly superior qualifications, the faculty member shall be given employment preference. In this situation the faculty member shall receive the salary established for the new position.
5. The position of any tenured faculty member terminated because of retrenchment shall not be filled for a period of two (2) years unless the terminated faculty member has been offered reinstatement at previous rank and tenure and a reasonable time in which to accept or decline. Each tenured faculty member selected for termination shall be so informed and given a statement of the reasons for his or her selection a minimum of one (1) contract year prior to the date of termination. Each tenured faculty member selected for termination under

the terms of this selection shall have the opportunity to appeal his or her selection through the regular avenue of appeals for faculty personnel decisions as stated in Board of Regents' policy. Each such faculty member may grieve in accordance with this agreement's grievance procedure any failure to follow the aforesaid procedures.

10.500 DISCHARGE FOR CAUSE

If it is determined that a faculty member should be terminated for adequate cause the faculty member shall be notified in writing. This notice shall inform the faculty member of the last date of employment and the basis for the discharge. The affected faculty member may request a hearing on the matter within 30 working days of receipt of the notice of termination. Such a request must be in writing, addressed to the VC-AA.

10.510 APPOINTMENT OF HEARING OFFICER

If the affected faculty member has requested a hearing, the VC-AA shall notify the Commissioner within ten (10) working days of receipt of the request. The Commissioner or the Commissioner's designee shall select a hearing officer to preside at the hearing. The Commissioner shall notify the VC-AA and the affected faculty member of the selection in writing within fifteen (15) working days of the Commissioner's receiving notification.

For good cause, either the VC-AA or the affected faculty member may request that the hearing officer be disqualified. Such a request shall be addressed to the Commissioner in writing within five (5) working days of receipt of the name of the Commissioner's selection. The Commissioner shall rule on the disqualification request within five (5) working days of receipt, and if the Commissioner determines that it is appropriate to disqualify and replace the hearing officer, this shall be done within ten (10) working days of the Commissioner's determination.

If the VC-AA and the affected faculty member can agree to a mutually acceptable hearing officer, they may submit the name to the Commissioner with a request that such person be named hearing officer.

10.520 STATEMENT OF CHARGES

If the affected faculty member has requested a hearing, the VC-AA shall present to the faculty member a formal, written charge within five (5) working days of receipt of the request for a hearing.

The charge shall specify the acts or omissions upon which the discharge is based, giving the relevant dates, times, places and persons involved. Additionally, the charge shall provide the names of any persons who will testify and the substance of their testimony, and copies of any documents that will be submitted shall be attached to the charge or otherwise made available to the

faculty member. The charge shall contain a concise statement of the relevant facts that will be placed in evidence.

10.530 FACULTY MEMBER RESPONSE

Within twenty (20) working days of receipt of the formal charge and at least ten (10) working days prior to the hearing date, the faculty member shall respond in writing to the VC-AA. The response shall contain a concise statement of the faculty member's defense and a list of witnesses to be called, with a brief statement of their testimony. Any documents the faculty member intends to introduce into evidence shall be attached or otherwise made available to the VC-AA.

The faculty member shall indicate in the response a preference for an open or closed hearing.

10.540 SUPPLEMENTAL PAPERS

Either the VC-AA or the affected faculty member may supplement the formal charge or the response. In the event that the formal charge is supplemented, the faculty member shall respond as provided in Section 10.530 within ten (10) working days of receipt of the supplement. If the 10-day period is insufficient, the faculty member may request and shall be granted an additional 10-day period to respond.

If a supplemented formal charge is presented to the faculty member less than twenty (20) working days prior to the hearing date, the faculty member may request and shall be granted a postponement of the hearing. A request for postponement must be submitted in writing to the VC-AA within five (5) working days of receipt of the supplement.

10.550 HEARING - TIME AND PLACE

After selection, the hearing officer shall establish a date, time, and place for holding the hearing. The hearing shall be held as soon as possible.

10.560 HEARING - OPEN OR CLOSED

If the affected faculty member prefers a closed hearing, the hearing shall be closed. If the faculty member prefers an open hearing, the hearing shall be open unless a witness or the VC-AA requests a closed hearing. If such a request is made, the hearing officer shall rule on the request and may close all or a portion of the hearing.

10.570 HEARING - PROCEDURE

The faculty member has the right to choice of representation, a verbatim record of the hearing available at cost, and assistance from the Administration in obtaining evidence or cooperation of witnesses. The Administration shall have the burden of going forward with the evidence and the burden of proof shall be a preponderance of the evidence. The strict rules of evidence are not to be applied. Witnesses and documents in addition to those specified in the formal charge, response, and supplements may be presented at the hearing. However, either party shall have the right to request postponement in the event of valid surprise. Both parties shall have the right to cross-examine witnesses and to make both opening and closing remarks.

Any member of the bargaining unit may be requested by either party to testify or present evidence. Giving testimony or presenting evidence when so requested shall be an academic responsibility to assist in the proper Administration of College affairs within the meaning of Section 3.600.

At the close of the hearing, the hearing officer may request the submission of post-hearing briefs. If such a request is made, the hearing officer shall establish a time framework for submittal.

10.580 HEARING OFFICER DECISION

Within fifteen (15) working days of the close of the hearing or submittal of post-hearing briefs, the hearing officer shall issue a recommendation in writing. The recommendation shall specify whether adequate cause exists for discharge or not and shall provide the basis for the recommendation. A copy of the recommendation shall be sent to the Chancellor, the VC-AA, and the faculty member.

10.590 EXCEPTIONS

The faculty member may, within ten (10) working days of receipt of the hearing officer's decision, file written exceptions with the Chancellor and request a meeting with the Chancellor to discuss the faculty member's objections. This meeting is not an evidentiary hearing and shall be scheduled within five (5) working days of receipt of request for the meeting.

10.600 DECISION OF THE CHANCELLOR

Within fifteen (15) working days of receipt of the hearing officer's recommendation, receipt of the faculty member's exception, or holding a meeting as provided for in Section 10.590, whichever occurs later, the Chancellor shall issue a decision in writing and shall send a copy of the decision to the faculty member.

In making the decision, the Chancellor shall consider the recommendation of the hearing officer, the hearing record, and the exceptions of the faculty member, if any. The Chancellor's decision shall state the basis for the decision if it is determined that discharge is appropriate.

The Chancellor's decision is the final administrative decision and may be grieved only with respect to procedural matters.

It is not the intent of this agreement to infringe upon the faculty member's right to seek redress in the courts, provided the faculty member first exhausts administrative remedies provided in this section. It is the intent of this agreement to protect the faculty member's rights to due process and to all other remedies at law.

11.100 MANAGEMENT RIGHTS

SELECTION OF PRESIDENTS **ACADEMIC YEAR**

The Board of Regents through its agent, the Commissioner of Higher Education, acting in this agreement on behalf of The University of Montana-Western, shall have the following rights, as set forth in the Montana Public Employees Bargaining Act, to determine the structure, mission, policies, and purposes of The University of Montana-Western. The policies of the Board and the College shall extend, but not be limited to, the following:

1. direct faculty;
2. hire, promote, transfer, assign and retain faculty;
3. relieve faculty from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive;
4. maintain the efficiency of The University of Montana-Western operations;
5. which The University of Montana-Western operations are to be conducted;
6. take whatever actions may be necessary to carry out the missions of The University of Montana-Western in situations of emergency; and
7. establish the methods and processes by which work is performed.

The Administration shall appoint chairpersons and deans after consultation with the appropriate faculty.

11.200 SELECTION OF PRESIDENTS

All search and screening committees for unit presidents shall include representatives of faculty, students, alumni, non-academic staff and administrative staff. The Board of Regents retains the prerogative of disapproving the recommendations of the search committee for a president on each campus.

11.300 ACADEMIC YEAR

The academic year will be from 1 August to 31 May unless an alternative period is mandated by the Board of Regents. The obligations of the faculty member on an academic year contract shall start with the first day of the fall semester faculty workshop and shall extend until the date that the faculty member submits his/her spring semester grades to the registrar's office.

Holidays shall be those designated by the Board of Regents. The length of the semester will not exceed seventy-five (75) days of instruction plus a maximum of five (5) days for final examinations unless a longer period is mandated by the Board of Regents

12.000 COMPENSATION

[FACULTY SALARIES](#)

[NORMAL INCREASE](#)

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12.100 FACULTY SALARIES

The salary base for determining the salary increase for faculty members currently employed shall be the faculty member's preceding academic year contract amount excluding any extra compensation increments paid under this agreement. The order of receipt of the various salary adjustments found in this agreement is: 1) normal percentage raise found in 12.121 based on the previous year's base salary; 2) the promotion increment; 3) the permanent market adjustment found in 12.122; 4) if 1, 2 and 3 do not bring a faculty member to the salary minimum then the salary of the faculty member is brought to the appropriate minimum for the rank found in 12.128 below. For AY 2001-02 and 2002-03 the raises will all take effect on November 1 of the respective fiscal year. Merit awards shall be in addition to any salary increase resulting from bringing a faculty member's salary to the salary minimum.

12.121 NORMAL INCREASE

The normal increase for all faculty members will be zero in both the 2001-02 and 2002-03 academic years.

12.122 PERMANENT MARKET ADJUSTMENT

There will be two components of the permanent market adjustment in both academic years 2001-02 and 2002-03. The first component of the adjustment will be based on a comparison of the average salary by rank of Western faculty with faculty at comparable institutions. This component of the raise for academic years 2001-02 and 2002-03 respectively will be \$1479 and \$1601 for all Professors, \$1212 and \$1311 for all Associate Professors, \$1008 and \$1100 for all Assistant Professors, and \$821 and \$996 for all Instructors.

The second component of the raise recognizes that faculty with longer years of service at Western tend to be paid less than comparable faculty with fewer years of service at Western. Therefore, the second component of the market adjustment will be based on the years of service that individual faculty members have at UM-Western. For academic years 2001-02 and 2002-03 this amounts to \$13.30 and \$16.56 per year of service, respectively. For academic year 2002-3, \$9,702 will be set aside to cover the estimated costs of promotions in salary increases. If some of this money is not actually used for salary increases due to promotions, then it shall be devoted to market adjustments in the same proportion as the already fixed market adjustments.

12.123 LESS THAN NORMAL INCREASE

Any faculty member receiving an unsatisfactory annual or biannual evaluation as called for in 9.300 shall not receive a normal increase as called for in 12.121 in the year(s) following the unsatisfactory annual or biannual evaluation.

12.124 PROMOTION AND AWARD OF APPROPRIATE TERMINAL DEGREE

1. Promotion

Faculty members promoted to the rank of Assistant Professor or Associate Professor consistent with the promotion procedures in effect under this agreement shall receive additional compensation added to their base salaries of \$2064 in 2001-02 and \$2147 in 2002-03. Faculty members promoted to the rank of Professor consistent with the promotion procedures in effect under this agreement shall receive additional compensation added to their base salaries of \$2772 in 2001-02 and \$2882 in 2002-03.

2. Award of Appropriate Terminal Degree

All tenurable faculty members obtaining their appropriate terminal degree in their assigned teaching fields shall have \$1,500.00 added to their base salary starting in the academic year following receipt of the degree. This salary increment shall be in addition to the salary increase under paragraph 1 for the same period. Faculty hired for AY 1994-95 and thereafter are ineligible to receive a salary incentive for obtaining their appropriate terminal degree.

12.125 MERIT COMPENSATION

The funds available for merit awards shall be \$0.

12.126 MARKET ADJUSTMENT - CRITICAL AREA ADJUSTMENT

For purposes of retention, salary increases may be authorized at the discretion of the Administration to tenured or tenure-track faculty who receive offers of employment from other institutions or present compelling evidence of their marketability. Before granting any such increase, the matter will be discussed by the Labor-Management Committee. Monies used to fund such market adjustments will not be drawn from funds committed to campus-wide faculty raises.

12.127 SALARY MINIMUMS

The salary for the first year instructors, Assistant Professors, Associate Professors, and Professors on academic year and fiscal year contracts shall be determined using the schedule of salary minimums included in this section. The Chancellor has discretion to hire a new faculty member at a salary above that established in the schedule below by an amount not to exceed \$6000. If the Chancellor wishes to exceed the \$6000 limitation, the Chancellor must secure the approval of the President of the Association. If the President of the Association approves, the Chancellor may offer an additional amount not to exceed \$10,000. The schedule of salary minimums applies to full-time academic and fiscal year faculty. In no case shall any such faculty member receive less than the minimum compensation rates established herein. Salary minimums shall be prorated for appointments of .50 FTE and above.

Rank	2001-02	2002-03
Professor	\$45,414	\$47,230
Associate Professor	\$38,704	\$40,252
Assistant Professor	\$34,108	\$35,472
Instructor	\$26,968	\$28,047

12.128 CONTRACT CONVERSION

Any employee within the bargaining unit who is changed from an academic year appointment to a fiscal year appointment within the bargaining unit shall thereafter receive at least 1.22 times the academic year salary received at the time of the change and shall be entitled to accrue vacation leave as provided by Regent's policy. Any employee within the bargaining unit who is changed from a fiscal year appointment to an academic year appointment within the unit shall be compensated at a salary determined by dividing the fiscal year salary by 1.22, after subtracting any stipend for administrative or other special duties. That employee shall cease to be entitled to take or accrue annual leave, but shall be entitled to payment for previously accrued annual leave not to exceed twice the annually accruable.

12.200 SUMMER SESSION

The rate for summer session shall be at the rate of two-ninths ($2/9$) of the regular academic year salary for full-time teaching. The summer session salary for a full-time teaching workload shall not exceed a maximum of \$9000 for summer 2002 and a maximum of \$9360 for summer 2003. The summer salary for less than full-time teaching workload shall not exceed the full-time maximum multiplied by the ratio of the actual workload to the full-time workload. A full-time teaching workload for summer term is nine (9) semester credits. Faculty teaching in excess of nine (9) semester credits in summer session shall have their salary increased proportionately. When courses are offered on an enrollment contingent basis and enrollment is below the required minimum, the faculty member and the summer school director may mutually agree to a reduced level of compensation."

12.310 GROUP INSURANCE

Employer contributions for eligible employees of the Montana University System group plan shall be equivalent to the contributions set forth in state statutes for the years covered by this agreement.

13.000 LEAVE POLICY

[SICK LEAVE](#)

[EMERGENCY SICK LEAVE](#)

[PERSONAL LEAVE](#)

[CHILDBIRTH LEAVE](#)

[MILITARY LEAVE](#)

[PUBLIC SERVICE LEAVE](#)

[JURY SERVICE AND SUBPOENA](#)

[PROFESSIONAL IMPROVEMENT LEAVES](#)

[SABBATICAL ASSIGNMENT](#)

[FACULTY SABBATICAL](#)

[RULES AND CRITERIA GOVERNING SABBATICAL ASSIGNMENT](#)

[LEAVES OF ABSENCE AND EDUCATIONAL LEAVES WITHOUT PAY](#)

[PAID EDUCATIONAL LEAVE](#)

13.100 SICK LEAVE

Each full-time faculty member is entitled to and shall earn sick leave credits from the first full pay period of employment. Proportionate sick leave credits shall be earned and credited at the rate of one (1) working day (8 hours) for each month of service without restriction as to the number of working days that may be accumulated.

A faculty member may not accrue sick leave credits during a continuous leave of absence without pay except while serving on jury duty. Faculty members are not entitled to be paid for sick leave until they have been continuously employed for ninety (90) days. Upon completion of the qualifying period, the faculty member is entitled to the sick leave credits earned.

A faculty member who terminates employment with The University of Montana-Western is entitled to a lump-sum payment equal to one-fourth (1/4) of the pay attributed to the accumulated sick leave. The pay attributed to the accumulated sick leave shall be computed on the basis of the faculty member's salary at the time of termination. Accrual of sick leave credits for calculating the lump-sum payment provided for in this subsection begins July 1, 1971.

A faculty member who receives a lump-sum payment and who is again employed by the College shall not be credited with any sick leave for which compensation has previously been given.

Abuse of sick leave is cause for disciplinary action under the provisions of 2-18-618, M.C.A.

Sick leave credits will be used on a first-earned first-charged basis.

A faculty member on sick leave shall inform the appropriate academic supervisor as soon as possible.

Other sick leave provisions:

1. sick leave charges in excess of earned sick leave credits may be charged to leave without pay;
2. eight (8) hours of sick leave usage must be reported for each full day absent due to illness whenever a faculty member is unable to meet assigned courses, attend departmental or committee meetings or be available to meet with students or colleagues;
3. a physician's certificate or other evidence to substantiate a sick leave charge may be required by a faculty member's academic supervisor or appointed authority;
4. disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and should be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment;
5. any holidays that fall during a period that a faculty member is on sick leave will be charged as a holiday and not taken off the total accumulated sick leave;
6. abuse of sick leave occurs when a faculty member misrepresents the actual reason for charging a absence to sick leave, when a faculty member uses sick leave for unauthorized purposes, or when a faculty member neglects to report sick leave;
7. the Administration must be able to substantiate any charges of sick leave abuse which result in disciplinary action;
8. substitutes necessitated under this section are subject to the approval of the Administration. Substitutes will be paid by the College;
9. employees may donate a portion of their sick leave for use by another employee in accordance with campus policy.

13.110 EMERGENCY SICK LEAVE

Emergency sick leave is defined as a necessary absence due to (1) illness of a member of the faculty member's immediate family requiring the attendance of the

faculty member until professional or other attendance can be obtained; or (2) the death of a member of the faculty member's immediate family.

Emergency sick leave shall be deducted from an employee's sick leave balance.

The faculty member's immediate family shall consist of spouse, parents, brothers, sisters, children, household members, and the same relatives of the faculty member's spouse in like degree.

Substitutes necessitated under this section are subject to the approval of the Administration. Substitutes will be paid by the College.

13.200 PERSONAL LEAVE

Leaves for personal purposes, not to exceed three (3) days per academic year, shall be awarded with the prior approval of the Administration. In all cases where substitutes are utilized the faculty member taking the leave shall secure the replacement subject to the approval of the Administration. Such leaves shall be noncumulative and nonreimbursable. Substitutes will not be compensated by the Administration.

13.300 CHILDBIRTH LEAVE

No employee may be terminated because of a 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. A period of leave of absence shall be agreed upon by the employer and the employee, but the maximum leave of absence shall not exceed one (1) year. The employee shall notify the employer two weeks before returning to work and upon return shall be employed at the same or a similar position held prior to the maternity leave.

Said leave shall commence at the time deemed necessary by the faculty member and the attending physician and may be charged by the faculty member as sick leave. The leave shall be without pay unless the faculty member chooses to use any accumulated sick leave.

13.400 MILITARY LEAVE

Any faculty member who is a member of the organized National Guard of the State of Montana or who is a member of the organized or unorganized reserve corps, or forces of the United States Army, Navy, Marine Corps, Air Force, or

Coast Guard, shall be given leave of absence with pay for attending regular encampments, training cruises and similar training programs, under military orders properly issued by military authorities. Such absence shall not be charged against other leave credits earned by the faculty member.

13.500 PUBLIC SERVICE LEAVE

Any faculty member subject to this agreement elected or appointed to public office shall be entitled to a leave of absence in accordance with the provisions of 2-18-620, M.C.A. Such leave shall not exceed one hundred eighty (180) days per year, while such faculty member is performing public service. Any faculty member granted such leave shall return to work within ten (10) days following the completion of the service for which the leave was granted.

13.600 JURY SERVICE AND SUBPOENA

Each faculty member who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror fees shall be applied against the amount due the faculty member from the Administration. However, if a faculty member elects to charge the juror time off against leave without pay, the faculty member shall not be required to remit juror fees to the Administration. In no instance is a faculty member required to remit to the Administration any expense or mileage allowance paid by the Court. Faculty members shall not lose cumulative benefits because of juror service.

A faculty member subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Witness fees shall be applied against the amount due the faculty member from the Administration. However, if a faculty member elects to charge witness time off against leave without pay, the faculty member shall not be required to remit the witness fees to the Administration. In no instance is a faculty member required to remit to the Administration any expenses or mileage allowances paid by the Court.

The Administration may request the Court to excuse faculty members from duty if they are needed for the proper operation of The University of Montana-Western.

These provisions are in accordance with 2-18-619, M.C.A

13.700 PROFESSIONAL IMPROVEMENT LEAVES

Faculty members shall be eligible for short-term professional improvement leaves which shall include, but not be limited to, research, scholarship, attendance at professional meetings, conferences, seminars and participation in job-related training courses and sessions. In all cases where substitutes are utilized, the Administration may require the faculty member taking the leave to secure a replacement subject to the approval of the Administration and may, at the sole discretion of the Administration, require the faculty member to reimburse the employer for the cost of the substitute. The terms and conditions of the professional employment leave shall be specified in writing prior to the commencement of the leave.

Equitable procedures and criteria for applying for professional improvement leaves shall be developed by the labor-management committee.

Subject to availability of funds, such faculty members shall be entitled to reimbursement for travel expenses incurred in attendance at such meetings and may be entitled to an appropriate stipend for research and scholarly activities as determined by the administration.

13.800 SABBATICAL ASSIGNMENT

13.810 FACULTY SABBATICAL

Any member of the academic faculty whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical assignments. The granting of such assignments shall be guided by the rules and criteria listed below.

13.820 RULES AND CRITERIA GOVERNING SABBATICAL ASSIGNMENT

1. All applications for sabbatical assignment shall be submitted to the VC-AA of Western Montana College of The University of Montana on or before December 15 of the year preceding the year for which the assignment is being requested.
2. There shall be a minimum of one (1) funded sabbatical each academic year. Other approved sabbatical assignments shall be subject to budget limitations which may exist at The University of Montana-Western at any time.
3. Criteria for eligibility for faculty sabbatical assignment:
 - a. In assessing sabbatical assignment applications, the Administration will consider the following:
 1. service which is primarily teaching or research;

2. academic rank;
 3. total length of service at The University of Montana-Western; and
 4. the type and quality of the proposed program.
- b. Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organizations, or other activities which the Administration, with the concurrence of the Board of Regents, agree will improve the staff member professionally, or will directly or indirectly benefit the institution and the state.
 - c. Sabbatical assignments shall be for a period of not less than one academic semester or more than one academic year, except that upon approval of the Chancellor, sabbatical assignments may be granted for a period less than one academic semester. The salary paid during an assignment shall not exceed two-thirds of the academic year contract amount established for the individual at the time the leave is approved. Payments during the period of leave shall be received in equal monthly installments.
 - d. Recipients of sabbatical assignments from The University of Montana-Western may avail themselves of fellowships, assistantships or other sources of limited income; however this policy shall not permit full-time employment for any person while on sabbatical assignment and receiving payments from The University of Montana-Western.
 - e. Any faculty member receiving a sabbatical assignment will be expected to return to the College for at least one academic year or to repay money received from The College while on assignment.
 - f. Within 90 days from the faculty member's return from sabbatical assignment the faculty member shall submit a report summarizing activities and results of the sabbatical assignment to the VC-AA.
 - g. Unused sabbatical funding may be awarded to faculty to support scholarly activity in the summers. Such use of sabbatical funds shall not affect a faculty member's eligibility for a regular sabbatical. Application for such support shall follow the same criteria and time schedule as application for regular sabbaticals.

13.900 LEAVES OF ABSENCE AND EDUCATIONAL LEAVES WITHOUT PAY

After two (2) years of continuous service, members of the faculty shall be eligible to apply for a leave of absence without pay under the following procedures.

1. Request for leaves of absence without pay shall be made to the VC-AA of the College on or before March 1 for the next academic year and shall include a plan of the project or endeavor which the applicant intends to pursue while on leave.
2. Satisfactory programs or projects for such leave may include research, education, travel or related work in other institutions, private or business organizations, or other activities which the Administration agrees will improve the faculty member professionally or will directly or indirectly benefit the institution or the state.
3. Every faculty member on leave from the College must inform the VC-AA's office in writing on or before February 1 of the proposed date of return from leave or must, on or before February 1, request an extension of the leave. Failure to do so may result in the lapse of the contract of employment and loss of tenure rights. Prior to any loss of tenure rights, the Administration will send written notice of its intention to the faculty member by certified mail. The faculty member shall have thirty (30) calendar days to respond to the Administration's letter and confirm the date of return from leave in order to retain tenure rights.

The time period for this leave shall not exceed two (2) years. There shall be no loss of rank or tenure status during the period of the leave of absence. The faculty member on leave shall be permitted to contribute to the group health insurance plan during the period of absence in accordance with applicable state law and regulation. Retirement credit may be purchased for the period of leave in accordance with applicable state law and regulation. Refusal to grant said leave must be for good cause; however, the Administration may limit the number of leaves per department.

13.910 PAID EDUCATIONAL LEAVE

Eligible faculty may apply for a paid educational leave for the purpose of improving teaching or professional competence in areas pertaining to professional assignment in ways promising to increase contributions to the welfare of the college. Application for paid educational leave shall be made to the VC-AA on or before December 15 of the preceding academic year.

Any faculty member receiving a paid educational leave must return to the College for at least one (1) academic year or repay money received from the college while on leave.

Any paid educational leave shall be for a period of not less than one (1) academic semester or not more than one (1) academic year. The salary paid during a leave may be up to two-thirds (2/3) of the prorated academic year contract amount. Salary entitlements shall be established at the time the leave is approved. Payments during the period of leave will be made on a monthly basis.

Recipients of paid educational leaves may avail themselves of fellowships, assistantships, or other sources of limited income; however this policy shall not permit full-time employment for any person while on paid educational leave. In addition, the recipient of a paid educational leave must report each semester to the VC-AA on the study in progress.

14.000 GRIEVANCE PROCEDURE

[INFORMAL PROCEDURE FOR FACULTY COMPLAINTS](#)

[FORMAL PROCEDURE FOR FACULTY GRIEVANCES](#)

[MISCELLANEOUS PROVISIONS](#)

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14.100 GRIEVANCE PROCEDURE

The parties agree that they will make every reasonable effort to encourage the informal and prompt settlement of complaints which may arise between them. The orderly process hereinafter set forth will be the method used for the resolution of all grievances.

14.200 DEFINITION

A "grievance" is a formal written allegation setting forth the redress sought, filed by a faculty member or by the Association, and stating that there has been a breach, misinterpretation or inequitable application of the terms of this agreement.

14.300 INFORMAL PROCEDURE FOR FACULTY COMPLAINTS

Any faculty member may present and discuss a complaint with the Administration with or without a representative of the Association. Any settlement, withdrawal or disposition of a complaint at this informal state shall not constitute a precedent in the settlement of similar complaints.

14.400 FORMAL PROCEDURE FOR FACULTY GRIEVANCES

A grievance must be filed within thirty (30) working days from the date the faculty member or the Association knew or should have known of the circumstances which occasioned the grievance. Any grievance not processed in accordance with the time limit specified herein shall for the purpose of this agreement be deemed null and without further recourse.

Step One: Grievances shall be filed in writing with the VC-AA. The VC-AA shall, within ten (10) working days of receipt of the grievance, meet with the grievant and an Association representative for the purpose of discussing the grievance. The VC-AA shall, within ten (10) working days after the grievance meeting, issue a decision with reasons in writing to the grievant and to the Association.

Step Two: If the grievance has not been settled at step one, then within ten (10) days after receipt of the written decision of the VC-AA, the Association and the

faculty member may submit a written grievance to the Chancellor of the College together with a copy of the decision of the VC-AA. The Chancellor shall, within fifteen (15) days after receipt of the grievance, issue a decision with reasons in writing to the Association and the faculty member.

Step Three: If the grievance has not been settled at step two, then within ten (10) days after receipt of the written decision of the Chancellor or the expiration of the time limits for making such a decision, the grievant and the Association may file the grievance in writing with the President or his/her designee, together with a copy of the decision of the Chancellor. The President shall within fifteen (15) days after receipt of the grievance issue a decision with reasons in writing to the grievant and the Association.

Step Four: If the grievance has not been settled at step three, then within ten (10) days after receipt of the written decision of the President or the expiration of the time limits for making such a decision, the grievant and the Association may file the grievance in writing with the Commissioner or his/her designee, together with a copy of the decision of the President. The Commissioner shall within fifteen (15) days after receipt of the grievance issue a decision with reasons in writing to the grievant and the Association.

Step Five: If the grievance has not been settled at step four, then within ten (10) days after receipt of the written decision of the Commissioner or his/her designee, the Association may initiate arbitration by giving written notice to the effect, by registered mail, directed to the Commissioner with copies to the Chancellor. The arbitrator shall be selected in the following manner.

1. The parties shall confer and may mutually agree upon any arbitrator.
2. If the parties are unable to agree upon an arbitrator they shall request the Federal Mediation and Conciliation Service to furnish a list of seven (7) recommended arbitrators. The parties may select an arbitrator from the list so provided by first striking the names of any who are unacceptable. In the alternative, either party may request a new list of potential arbitrators but in such instance is responsible for the cost of the new list. A representative of the Administration and a representative of the Association shall alternately strike the name of an arbitrator from the agreed upon list until one name remains, and that person shall be designated the arbitrator. The determination of which party shall strike the first name shall be made by agreement of the parties or if no agreement is reached, by the flip of a coin.
3. The arbitrator shall establish procedural rules, conduct necessary hearings, and issue findings and awards to both parties within thirty (30) days of the termination of the hearings. The arbitration award shall be final and binding on both parties.

Within five (5) days after receipt of the arbitrator's awards, the parties will meet to discuss the findings and to work out procedures for implementation of the awards. Each party will bear its own costs. The actual and necessary costs of the arbitration proceedings will be shared equally."

14.500 MISCELLANEOUS PROVISIONS

The parties agree to make known to each other upon request and in a timely fashion all data relevant to the resolution of a grievance. The admissibility of any data knowingly withheld by any party from disclosure may be challenged in arbitration.

The parties agree that all grievance proceedings shall be kept confidential to the extent permitted by law, with the understanding that agents of both parties must confer with appropriate parties in interest and with each other.

In the event the parties mutually agree to stipulate to all relevant facts concerning a grievance, they may submit the grievance to the arbitrator in writing, and in such cases a formal hearing shall be considered waived.

No record relating in any manner to the processing of a grievance shall become part of the personnel records/files of any grievant or witness.

No reprisals shall be taken through action or omission against any participant in the grievance procedure because of such participation.

Any faculty member whose presence is required for disclosure, preparation or presentation of a grievance shall be granted release time upon written request by the Association substantiating the need for such release time.

References to days regarding time periods in this procedure shall refer to working days. A working day is defined as any week day which is not designated as a holiday. When computing any period of time prescribed herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. Time limits specified herein may be extended by mutual agreement of the parties involved at that step of the procedure.

Upon the failure of the employer to provide a decision within the time limits provided, the employee grievant and the Association may appeal to the next step. Upon the failure of the employee grievant and the Association to file an appeal within the time limits provided, the grievance shall be deemed to have been resolved by the decision at the prior step.

14.600 FORMS

Such printed forms as are used in the implementation of the grievance process shall be jointly developed.

15.000 GENERAL CONTRACT PROVISIONS

[WAIVER CLAUSE](#)

[NON-NEGOTIABLE MATTERS](#)

[LEGISLATIVE ACTION](#)

[PRINTING COSTS](#)

[CONTROLLING CLAUSE](#)

[ENTIRE AGREEMENT](#)

[EXHAUSTION OF REMEDIES](#)

[NO STRIKE -- NO LOCKOUT](#)

[STATUTE CHANGES](#)

[TRAVEL EXPENSES](#)

[PERFORMANCE BY DESIGNEE](#)

[PREVIOUS LETTERS OF AGREEMENT](#)

15.100 SAVINGS CLAUSE

If any provision of this agreement or any application of the agreement to the parties to this agreement shall be found contrary to law by competent authority, then such provision or application shall not be deemed valid, except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

The parties will meet no later than thirty (30) calendar days after any such holding for the purpose of re-negotiating in good faith the provisions affected.

15.200 WAIVER CLAUSE

Regardless of any procedure set forth in this contract the signatory parties shall have the right to mutually agree upon any method for achieving goals; or for the resolution of any question, controversy, claim or matter of difference related to this agreement or the performance or breach of any part thereof. No action taken under the provisions of this section shall constitute a past practice for future negotiations.

15.300 NON-NEGOTIABLE MATTERS

Any matter which is held to be illegal or non-negotiable at the execution of this contract but becomes legal or negotiable during its term, is a proper matter for the labor-management committee to discuss. If no resolution of the matter is reached without formal negotiations, the matter shall be placed on an agenda for future negotiations. The parties by mutual agreement may meet and negotiate any such matter.

15.400 LEGISLATIVE ACTION

The Commissioner, the Administration and the Association agree that any provision of this agreement requiring legislative action to permit its implementation shall not become effective until the legislature has given approval. The Board and the Association will cause to be introduced and will lend their support to the necessary proposed legislation. The parties agree that should such legislative action not be forthcoming, they will meet to renegotiate any affected provisions.

15.500 PRINTING COSTS

Costs for printing of this agreement and all attachments herein shall be shared equally by the parties.

15.600 CONTROLLING CLAUSE

In the event of a conflict between existing or future Board of Regents, Administration and/or Association policies or practices and this agreement, the terms of this agreement shall apply during its duration. No change, revision, alteration or modification of this contract shall be valid unless mutually agreed upon by both parties and endorsed by written addendum hereto, any other provision of this agreement notwithstanding.

15.700 ENTIRE AGREEMENT

This agreement constitutes the entire negotiated agreement between the Commissioner, the Administration and the Association and supersedes any previous regulations, faculty contracts, previous practices, or policies which are in conflict with the expressed terms of this agreement. This agreement shall constitute the master agreement for all faculty members in the bargaining unit.

15.800 EXHAUSTION OF REMEDIES

Failure by any faculty member or by the Association to exhaust any remedial procedure existing within the policies or procedures of the College, excepting those provided or incorporated herein, shall not in any manner affect the faculty member's right or the Association's right to litigate.

15.900 NO STRIKE - NO LOCKOUT

The parties agree that bargaining unit members shall not strike or engage in a work slowdown or stoppage and that the Administration shall not lockout bargaining unit members during the term of this agreement.

15.910 STATUTE CHANGES

Any change in state statutes brought about by legislative action which modify these benefits will be applied forthwith by the Administration.

15.920 TRAVEL EXPENSES

Expenses incurred for travel, meals, lodging, and miscellaneous items shall be reimbursed in accordance with 2-18-501, M.C.A., as amended.

15.930 PERFORMANCE BY DESIGNEE

Any responsibility assigned to a specific representative of the Administration may be performed by a designee of such representative.

15.940 PREVIOUS LETTERS OF AGREEMENT

Previous letters of agreement, sidebar agreements, and letters of understanding between the Administration and the Association that are executed prior to the effective date of this agreement that are not incorporated into this agreement by specific reference or inclusion are null and void.

16.000 ACADEMIC GOVERNANCE

16.100 FACULTY SENATE

The MEA-MFT, as the elected bargaining agent, retains exclusive right to negotiate and reach agreement on all matters pertaining to salaries, benefits, and terms and conditions of employment. Without waiving this right, the MEA-MFT and the Board recognize the desirability of a democratic governance system for Faculty in areas of academic concern. Such a governance system shall be implemented through a democratically elected body, herein called the Faculty Senate, in which only tenure-track members of an academic unit who regularly teach seven (7) or more credit hours per semester are eligible to serve. The Chancellor, VC-AA, and academic deans are ex officio non-voting members of the Faculty Senate. As such they may attend all regular Faculty Senate sessions but may attend executive sessions by invitation only. Matters of academic concern may be initiated by the Faculty, Faculty Senate, VC-AA or by the Chancellor. The matters which shall be reviewed and recommended by the Faculty Senate, in accordance with regulations of the Board, shall include:

1. specific curricular changes submitted by the faculties of the various academic units through the appropriate College committee;
2. general requirements for various degrees and nomination of candidates for graduation;
3. general requirements for admission and retention of students and guidelines for student recruitment;
4. development, curtailment, discontinuance, or reorganization of academic programs;
5. issues that pertain to the academic affairs of the College and matters of critical concern about the welfare and administration of the College; and
6. establishment of committees and other bodies deemed necessary to carry out the responsibilities under this provision.

In accordance with Board policy, faculty representatives shall have the right to address the Board at their meeting in support of the Faculty Senate positions. Nothing in this article shall be interpreted or held to contradict the Management Rights spelled out in Section 11.100 of this agreement, or block the administration from timely action on any matter presented to the Faculty Senate without a recommendation from the Faculty Senate. It is understood that the role of the Faculty Senate is to make recommendations to the administration on academic issues. While giving consideration to these recommendations, the administration is not required to adhere to any Faculty Senate recommendation.

17.000 FUTURE NEGOTIATIONS

17.100 PREBUDGETARY NEGOTIATIONS

Prebudgetary negotiations may commence upon mutual agreement.

17.200 DURATION CLAUSE

This agreement shall be in full force and effect from the date of July 1, 2001, to and including June 30, 2003, and shall be considered renewed from year to year thereafter unless either party to this agreement notifies the other party in writing not later than sixty (60) days prior to the expiration of the agreement of its desire to modify or terminate the agreement. Negotiations on proposed modifications shall commence at the earliest possible time.

17.300 NEGOTIATIONS FORMAT

Negotiations shall be scheduled at times and places that provide minimal interference with the instructional, administrative and other employment duties of the negotiating teams.

APPENDIX 1

EVALUATION FORMS

PEER EVALUATION FORM

Peer Evaluation of _____

Rank/Title _____

The following is a peer assessment of the professional performance of the above named faculty member.

1. Describe the effectiveness of the faculty member's teaching.
2. What has the faculty member contributed in service to the college and community?
3. What has the faculty member contributed to scholarship, research, and creative activities?

Faculty Evaluator _____

Rank _____

Evaluator's Signature _____

Date _____

FACULTY EVALUATION BY THE VC-AA

Faculty Member's Name _____

DATE _____

1. Describe the effectiveness of the faculty member's teaching.
2. What has the faculty member contributed in service to the college and community?
3. What has the faculty member contributed to scholarship, research and creative activities?

4. Describe how the faculty member has met professional goals.

VC-AA's Signature_____

Date_____

APPENDIX 2

MEMORANDA OF UNDERSTANDING

NEW LECTURER CATEGORY OF FACULTY

MEMORANDUM OF UNDERSTANDING: FACULTY STATUS

This Memorandum of Understanding, entered into by the Commissioner of Higher Education as agent for the Board of Regents of Higher Education on behalf of The University of Montana-Western Faculty Association, Local 4323, MFT, AFT, AFL-CIO, is for the purpose of clarifying and interpreting certain provisions of the collective bargaining agreement between the parties for the period July 1, 1997 through June 30, 1998.

1. The definitions employed in the above-referenced collective bargaining agreement apply to this memorandum of understanding.
2. With respect to tenure status as provided for in Section 9.200 et. seq., it is the intent of the parties that the following named individuals, all of whom were employed by Western Montana College of The University of Montana prior to the 1983-84 academic year may remain on probationary 1.status beyond the time periods provided for in 9.210 TENURE REVIEW. While in such probationary status these individuals shall be subject to all applicable provisions of the collective bargaining agreement. However, these individuals will not be terminated solely on the basis that they lack the appropriate terminal degree(s) for their disciplines. Should any of these individuals obtain the appropriate terminal degree, they may apply for tenure review to the VC-AA. In such case the review shall be as provided for in Section 9.200 et. seq.
3. The University of Montana-Western shall provide assistance, within the limits of its resources, to any individual seeking to implement a plan of study leading to the award of the appropriate terminal degree(s). The University of Montana-Western shall assist these individuals in seeking non-campus sources of funding to pursue plans of study leading to the appropriate terminal degree(s).
4. With respect to consideration for promotion as provided for in 9.300 et. seq., it is the intent of the parties that the following not be adversely affected solely because of the adoption of a terminal degree requirement for promotion: David L. Kendall and Bonnie J. Sheriff. These named tenured individuals, all of whom were employed by The University of Montana-Western at the rank of assistant professor prior to the 1983-84 academic year, shall be eligible for consideration for promotion to the rank of associate professor as follows.

It is expected that most candidates for an associate professorship will have received the appropriate terminal degrees in their fields. However, it is also understood that on occasion an individual who has not received such a degree may merit a promotion based upon exemplary performance. Furthermore the candidate must have demonstrated above average academic maturity and judgment. There must be concrete and indisputable evidence of the candidate's dedication to the profession and above all the candidate should possess irreproachable integrity as a scholar. Promotion is not automatic but must be earned through meritorious service and academic excellence. The provisions of 9.300, 9.310, other than the terminal degree requirement, apply to these individuals.

It is the intent of the parties that promotion to full professorship requires possession of the appropriate terminal degree.

MEMORANDUM OF UNDERSTANDING: NEW LECTURER CATEGORY OF FACULTY

The Labor/Management committee is charged with developing new procedures, working conditions, conditions of employment, etc., with regard to establishing a new lecturer category of faculty.