



Roles, Scope, Criteria, Standards and Procedures
of the
College of Education, Health and Human Development
(Name of Department/School/College)

Effective Date: July 1, 2019

APPROVALS SIGNATURE DATE

Department Faculty

Chair, Primary Review Committee

N/A

Primary Administrative Reviewer

Department Head/Director

N/A

Intermediate Review Committee

Chair, Intermediate Review Committee

Alison Harmon



4/25/19

Intermediate Administrative Reviewer

College Dean

Dawn Tarabochia



4/25/19

College Review Committee

Chair, College Review Committee

DAVID J SINGEL



University Retention, Tenure and Promotion

Chair, University Retention, Tenure and Promotion

Robert L. Mokwa



5-7-19

Provost

Role and Scope Document for The College of Education, Health and Human Development April 4, 2019

Article I. Role and Scope of Unit

Mission of EHHD

The mission of the College of Education, Health and Human Development is to prepare highly qualified professionals through exemplary programs; advance knowledge about education, health, and human development; and serve the people of Montana and the nation through outreach and practical application of its expertise.

Role and Scope of EHHD

The faculty, staff, and administrators of the College of Education, Health and Human Development support the fulfillment of the University's teaching, scholarship, and service mission in the preparation of teachers, preschool through graduate school, educational leaders, and experts adult and higher education; and the preparation of professionals for careers in nutrition, health and human performance, early childhood education and child services, human development and family studies/ family and consumer sciences, community health, counseling, health enhancement, family and financial planning, sustainable food systems, and hospitality management.

Through an integrated approach to scholarship, teaching, and outreach, faculty members in the College of Education, Health and Human Development seek to enrich human well-being through health and hospitality industries in Montana and beyond; and seek to inform educational practice within public schools, the teaching profession, colleges and universities, and society at large.

Article II. Appointment and Advancement of Research Faculty

Not applicable

Article III. Annual Review Process

Annual reviews are conducted at the departmental level

Article IV. Primary Review Committee and Administrator

Primary Review in the College of Education, Health and Human Development is conducted at the departmental level in Department of Education and in the Department of Health and Human Development.

Section 4.01 Primary Review Committee-Composition and Appointment

The primary review committees will be comprised of three tenured faculty in each respective department. For composition and appointment of committee members, see the Role and Scope Documents of each Department.

In the College of Education, Health and Human Development, a minimum of 25% (1 member) of each primary review committee will be female, and normally at least one member will have attained the rank of full professor. Faculty members will serve no more than two consecutive years on the committee. Committee members and primary review administrators will attend review trainings offered by the University for the review cycle.

Section 4.02 Primary Review Administrator

The primary review administrator is the Department Head in either Health & Human Development or Education.

Section 4.03 Identification of responsible entities

The primary review administrator will facilitate the election and appointment of primary review committee members; select external reviewers and solicit those reviews; select internal peer reviewers and solicit those reviews; and ensure that the appropriate materials are included in the dossier. These responsibilities are listed below and are also detailed in the departmental level Role and Scope Documents.

The Primary Review Administrator (the Department Head) is responsible for the following tasks:

- (a) Establishing the Primary Review Committee by facilitating the election and/or appointment of the members as described.
- (b) Selecting external reviewers of scholarship, soliciting review letters, and ensuring review letters are uploaded to the review platform.
- (c) Selecting a reviewer for the in-depth assessment of teaching performance, soliciting a review letter, and ensuring the assessment letter is uploaded to the review platform.
- (d) Soliciting evaluation letters from advisees, if appropriate given the candidate's advising duties, and ensuring advisee letters are uploaded to the review platform.
- (e) At the request of the candidate, soliciting stakeholder (e.g. community member, public official, K-12 partner, collaborator) statements of impact regarding the candidate's scholarship, teaching, service, and/or integration efforts, and ensuring the letters of impact are uploaded to the review platform.
- (f) Ensuring a short bio-sketch of each external reviewer of scholarship is uploaded to the review platform.

- (g) Assuring the following materials are included in the Dossier:
 - i. Applicable Role and Scope Document.
 - ii. Letter of hire, any Percentages of Effort changes, all annual reviews, and all Evaluation Letters from prior retention, tenure, and promotion reviews at MSU.
 - iii. In an appendix, the candidate's teaching evaluations from the review period.
- (h) Maintaining copies of all review committee Evaluation Letters and internal and external review letters after the review.

Section 4.04 Next Review Level

College of EHHD RTP Review Committee

Article V. Intermediate Review Committee and Administrator

Section 5.01 Intermediate Review Committee - Composition and Appointment

The College of Education Health and Human Development RTP Review Committee conducts the intermediate review. The committee will include five members total, all of whom are tenured faculty in the College, excluding any faculty away on leave. Membership on the College of Education, Health and Human Development RTP Review Committee is determined by election for 2-year terms (3 members), and by dean appointment for 1-year terms (2 members). A minimum of 25% (2/5 members) of the intermediate review committee will be female. Normally, 2-3 members of the committee will have achieved the rank of full professor, otherwise approval will be sought from the URTPC Chair to make an alternate tenured faculty appointment. Committee members will attend orientation offered by the provost's office for the review cycle as well as training that promotes bias-literacy in retention, tenure, and promotion reviews.

Section 5.02 Intermediate Review Administrator

The intermediate review administrator is the Dean of the College of Education Health and Human Development. This review is independent of previous reviews.

Section 5.03 Level of Review following Intermediate Review Administrator

The level of review following the intermediate review administrator is the University Retention, Tenure, and Promotion Committee (URTPC). The College of EHHD elects a primary and alternate member of the URTPC committee in accordance with the University Role and Scope document. When needed, the election occurs after Departmental and College Committee elections and appointments have been made for any given academic year. Appointment to the URTPC is a 3-year term, except when circumstances result in the member being ineligible to serve.

Article VI. Review Materials

Required review materials are specified in each departmental Role and Scope Document.

Section 6.01 Materials submitted by Candidate

Candidates will submit materials for External Review, for tenure and promotion, to the primary review administrator by the deadlines established by the provost. These materials include:

1. A comprehensive Curriculum Vitae (CV) with teaching, scholarship, and service activities of the candidate.
2. A brief statement that identifies the candidate's area of Scholarship.
3. Five items that may include selected articles, publications, creative endeavors, or other evidence from the review period that best represents the candidate's Scholarship.

Candidates prepare and submit their materials for the Dossier to the primary review administrator by the deadlines established by the provost. These materials include:

1. The "Cover Sheet", obtained from the Provost's office
2. A comprehensive CV with Teaching, Scholarship, and Service activities of the candidate.
3. A Personal Statement that includes a description of the candidate's area of Scholarship.
4. Separate self-evaluations for teaching, scholarship, service, and integration summarizing the evidence demonstrate that the candidate meets the standards for the attainment of retention, tenure, or promotion, as applicable. Each self-evaluation shall include a summary of activities, selected products or accomplishments, and evidence of recognition itemized by year over the relevant Review Period.
5. For tenure and promotion reviews, only scholarly products that have been accepted for publication, performance, or exhibition within the Review Period may be considered. For retention reviews, departments will establish within their Role and Scope documents requirements regarding publication status. Candidates will provide documentation of the acceptance for publication, performance, or exhibition.
Scholarly products that have been accepted for publication but not yet published or published in a journal not readily available through university data bases must be included among the candidate's materials.

Materials submitted should correspond with the format defined by the Office of the Provost. The candidate will be responsible for confirming the format of the materials to be submitted with the departmental or college Administrative Assistant in charge of Retention, Promotion, and Tenure, and the Office of the Provost. Additional policies regarding the submission of materials, the addition of materials, responses to negative evaluations, and formal grievances are detailed in the Faculty Handbook.

Section 6.02 Documentation of Collaborative Scholarly Contributions

The candidate will include documentation of collaborative scholarly contributions in the statement of research.

Section 6.03 Peer Review Solicitation Procedure

Procedures for solicitation of peer reviews are detailed in departmental Role and Scope documents.

Article VII. Applicable Role and Scope Documents

Section 7.01 Retention Review – Candidates for retention are reviewed under the standards and indicators in the Role and Scope Documents in effect on the first day of employment in a tenurable position.

Section 7.02 Tenure and Promotion to Associate Professor Review – Candidates for tenure are reviewed under the standards and indicators in the Role and Scope Documents in effect on the first day of employment in a tenurable position. Candidates may select a more recent, approved Role and Scope Document by notifying the primary review committee

Section 7.03 Promotion to Professor Review – The faculty member will be reviewed using standards and indicators in the Role and Scope Documents in effect two (2) years prior to the deadline for notification of intent to apply for promotion.

Article VIII. Retention Reviews

Section 8.01 Timing of Retention Review. Faculty are reviewed for retention in the academic year specified in their Letter of Hire, unless extended under the Extending Tenure Review Period policy.

Section 8.02 University Standard. The standards for the retention of probationary faculty members are:

- (a) effectiveness in teaching, scholarship, and service during the review period, and
- (b) integration of no less than two of the following during the review period: teaching, scholarship, and service, and
- (c) satisfactory progress towards meeting the standards for tenure by the candidate's tenure review year.

Section 8.03 Performance Indicators and Weighting

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 8.04 Quantitative and Qualitative Expectations

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 8.05 Evidence of Performance Indicators

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 8.06 Status of Scholarly Products

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Article IX. Tenure Review

Section 9.01 Timing of Tenure Review

Faculty are normally reviewed for tenure in the academic year specified in their Letter of Hire, unless extended under the Extending Tenure Review Period policy.

Section 9.02 University Standard

The University standards for the award of tenure are:

- (a) sustained effectiveness in teaching and service during the review period, and
- (b) integration of no less than two of the following during the review period: teaching, scholarship, and service, and
- (c) accomplishment in scholarship.

Section 9.03 Performance Indicators and Weighting

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 9.04 Quantitative and Qualitative Expectations

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 9.05 Evidence of Performance Indicators

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Article X. Promotion to Rank of Associate Professor

Section 10.01 University Standards

The University standards for promotion to the rank of Associate Professor are the standards for the award of tenure. Appointment at the rank of Associate Professor or Professor does not demonstrate, in and of itself, that standards for tenure have been met.

Article XI. Promotion to Rank of Professor

Section 11.01 Timing of Review.

Normally, faculty are reviewed for promotion after the completion of five (5) years of service in the current rank, however, faculty may seek promotion earlier if they can establish that they “meet the same standards of effectiveness and accomplishment or excellence used in evaluating candidates after five (5) years in rank.”

Section 11.02 University Standard

The University standards for promotion to the rank of Professor are:

- (a) sustained effectiveness in teaching and service during the review period, and
- (b) sustained integration of no less than two of the following areas during the review period: teaching, scholarship, and service, and
- (c) excellence in scholarship.

Section 11.03 Performance Indicators and Weighting

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 11.04 Quantitative and Qualitative Expectations

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Section 11.05 Evidence of Performance Indicators

Please refer to the Role and Scope document of the Department of Education or the Department of Health and Human Development.

Article XII. Procedures for Update and Revision of the Unit Role and Scope Document

Article XIII. Approval Process

Section 13.01 Primary Academic Unit Role and Scope Document

- (a) tenurable faculty and administrator of the primary academic unit;
- (b) promotion and tenure review committee and administrator of all associated intermediate units (usually colleges);
- (c) University Retention, Tenure and Promotion Committee (URTPC); and
- (d) provost.

Section 13.02 Intermediate Academic Unit Role and Scope Document

- (a) promotion and tenure review committee and administrator of the intermediate unit;
- (b) University Retention, Tenure and Promotion Committee (URTPC); and
- (c) provost.

Section 13.03 University Role and Scope Document

- (a) University Retention, Tenure and Promotion Committee (URTPC);
- (b) Faculty Senate;
- (c) Deans' Council; and
- (d) provost.