

**SYSTEMS ECOLOGY
INTERCOLLEGIATE GRADUATE PROGRAM**

**COLLEGE OF HUMANITIES AND SCIENCES
and
COLLEGE OF FORESTRY AND CONSERVATION**

**Administered in
College of Forestry and Conservation (CFC)**

Faculty Guidelines for Policies and Procedures

**SYSTEMS ECOLOGY INTERCOLLEGIATE GRADUATE PROGRAM (SEIGP)
FACULTY GUIDANCE**

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I. Overview

This document has been generated to outline and describe the rights, privileges, and requirements associated with faculty participation in the Systems Ecology Intercollegiate Graduate Program (SEIGP or Program); it presents the guidelines under which the faculty will engage in the shared governance of the Program. All faculty members who participate in the Program constitute the ‘sitting faculty’. From the character body, the SEIGP Director (Director) and the faculty have formed the Faculty Guidelines Committee (FGC) to develop these guidelines to address, among other things, types of faculty affiliation, election and responsibilities of the Director, graduate student mentorship and advising, SEIGP faculty review, and the issue of future admission to the faculty. It is recognized that agreement to join the faculty includes acknowledging this document as guidance for the implementation and administration of the Program until it may be subsequently modified.

II. Rights, Privileges, and Responsibilities for SEIGP Faculty Members

A. Voting Rights and Privileges

1. Voting Rights—All issues of governance, promotion, and other business that require voting will result in a recommendation to the governing entities (i.e., College Deans and Associate Deans, the Faculty Evaluation Committees of the Division of Biological Sciences and other home departments and units of participating faculty, the Director, and SEIGP Committees). Hereafter, ‘voting’ is understood to generate approval for those recommendations. All faculty members may cast a single binding vote addressing all matters of business called to vote by the Director during the execution of SEIGP business.

The participation in voting is dependent on the issue addressed by the voting process, and by rights and privileges that are enjoyed by faculty of different classifications (see Appendix) as conditioned by the Collective Bargaining Agreement (CBA) between The University of Montana University Faculty Association and the Montana University System and the UM Policy 101.2 on Non-Tenurable Academic Appointments. Table 1 (below) describes these rights and privileges for issues of: selection of the Director, sponsorship and acceptance of new faculty into the Program, faculty evaluation, and graduate student advising and mentoring. These rights and privileges are further discussed in this section.

Table 1. SEIGP Faculty Voting Rights and Privileges.

	<i>Tenurable</i>	<i>Vote for Director</i>	<i>Sponsor New Faculty</i>	<i>Vote New Faculty</i>	<i>Faculty Evaluations</i>	<i>Graduate Committees</i>	<i>Advisor (sole)</i>	<i>Co-Advisor</i>
<i>Adjunct</i>	NO	YES	YES	YES	YES	YES	NO	YES
<i>Lecturer</i>	NO	YES	YES	YES	YES	YES	NO	YES
<i>Affiliate</i>	NO	See a below	See b below	YES	YES	YES	NO	YES
<i>Research</i>	NO	YES	YES	YES	YES	YES	YES	YES
<i>Regular</i>	YES	YES	YES	YES	YES	YES	YES	YES

- a. The Director is a tenured faculty member of the Systems Ecology Intercollegiate Graduate Program and serves at the pleasure of the Associate Dean of DBS and Deans of the College of Humanities and Sciences and College of Forestry and Conservation. The Director will serve for a renewable 3-year term and be drawn from the tenured SEIGP sitting faculty. All SEIGP sitting faculty members, with the exception of faculty affiliates who are not directly employed by the University in any capacity, have the right and privilege to nominate and vote for the Director.
 - b. Sponsorship and voting for the acceptance of new faculty into the Program is a right and privilege that extends to all members of the sitting faculty excluding faculty affiliates who are not directly employed by the University in any capacity. The procedures for sponsorship and acceptance of new faculty in the SEIGP are described in Section IV below.
 - c. All sitting faculty members have the right and privilege to participate in the SEIGP faculty review/evaluation process (further described in Section III below).
 - d. Graduate student advising and mentoring privileges are extended to all members of the sitting faculty, but with the following condition: only members of the SEIGP faculty that are University of Montana employees on tenure-track appointments and those who have appointments as ranked Research Faculty, may serve as sole advisor (i.e., Professor of Record) for graduate students pursuing M.S. or Ph.D. degrees through the SEIGP as guided by the SEIGP Graduate Student Guidelines. Co-advising is an acceptable method of mentoring graduate students, but requires by Graduate School guidelines that one co-advisor be a tenure-line or research faculty member of the Program to serve as the Professor of Record.
2. Voting Process—For all matters requiring a vote of the sitting faculty, the following procedure will be followed:
- a. The Director will electronically disseminate appropriate materials or information pertaining to any item or issue requiring a vote for the consideration of the sitting faculty two weeks prior to any meeting of the whole at which said item or issue is to be considered; the item or issue is to be introduced to the sitting faculty as a seconded motion.
 - b. The Director will lead discussion on the item or issue at hand.

- c. The Director or the SEIGP administrative support staff will disseminate the minutes of the meeting of the whole for further consideration of the sitting faculty.
- d. The Director will call a vote at the meeting if a quorum of the SE faculty is present. For voting purposes, a quorum is defined as a simple majority of the total non-affiliate faculty members of the SE program. If a quorum is present at the meeting, faculty will vote on the item or issue at hand, specifying the issue/item and a vote of 'aye' or 'nay' or 'abstain'. If a sitting faculty member is unable to attend the meeting, they may designate their vote by proxy to another member of the sitting faculty. The Director and/or the SEIGP administrative support staff will tally and communicate the results of the vote to the sitting faculty. A vote on any issue is decided by a simple majority of votes cast.
- e. If a quorum is not present at the faculty meeting, the Director will email the members of the sitting faculty to call to a vote on the matter at hand within a minimum of one week of the dissemination of the aforementioned meeting minutes.
- f. The sitting faculty will submit electronic votes on the item or issue at hand, specifying the issue/item and a vote of 'aye' or 'nay' or 'abstain' to the Director's SEIGP email address (for example, 'Acceptance of Jane Doe into SEIGP – Aye') within two weeks of the dissemination of the minutes. If a sitting faculty member is unable to submit such a vote they may designate their vote by proxy to another member of the sitting faculty.
- g. The Director and/or the SEIGP administrative support staff will tally and communicate the results of the vote to the sitting faculty within two weeks of the dissemination of minutes. A vote on any issue is decided by a simple majority of votes cast.

B. General Faculty Responsibilities

As part of maintaining good standing within the SEIGP (see below), all members of the sitting faculty are expected to:

1. Demonstrate interest and intent supporting the mentoring of graduate students through the Program as per the Graduate Student Guidelines.
2. Contribute to faculty business associated with the administration and execution of the Program by serving on one or more of the Program committees (i.e., the Faculty Guidelines, Graduate Student Guidelines, Graduate Student Admissions and Annual Review, Curriculum, and Faculty Review committees).
3. Other service, teaching, and/or scholarly activity.

C. Director Responsibilities

The responsibilities of the Director will be to provide leadership in addressing administration and execution of SEIGP business by:

1. Coordinating with participating unit administrators regarding mutual needs and goals via:
 - a. Managing and directing of DBS administrative support staff activities as they relate to SEIGP business.
 - b. Representing the needs of the Program to the Dean of the College of Humanities and Science and the Dean of the College of Forestry and Conservation.
2. Manage and promote development of the SEIGP's curriculum by:
 - a. Overseeing development of new SEIGP courses, and coordinating with relevant unit administrators in assigning faculty members to teach those courses
 - b. Working with the faculty in the Program to develop and maintain the highest quality systems ecology curricula at all levels
 - c. Publicizing the Program to grow the number of students.
3. Nurturing the development of high quality mentoring and advising to faculty and students by:
 - a. Ensuring that effective mechanisms for advising of graduate students are developed and maintained.
 - b. Enhancing expertise to the mentoring of junior SEIGP faculty in collaboration with their respective academic unit administrators.
4. Participating in SEIGP governance, including:
 - a. Conducting business affairs for all faculty meetings (i.e., direct meetings via Robert's Rules).
 - b. Guiding and coordinating the business of Program committees (i.e., oversight of committees and their progress).
 - c. Serving on the SE Program's Faculty Review Committee for annual review of sitting faculty.
 - e. Coordinating and participating in all SEIGP faculty admission business.

D. Electing a New Director

The Director of the SEIGP is appointed by the Dean of the College of Humanities and Sciences and the Dean of the College of Forestry and Conservation; however, this appointment

is based on the recommendation of the faculty. The following is the mechanism by which SEIGP faculty shall make recommendation to the Deans. At a time not less than one month before the end of term for the sitting Director, the Associate Dean of DBS will electronically request nominations for a new Director from the sitting faculty. Nominations may be accepted or rejected by the nominees. Members of the sitting faculty who nominate candidates accepting their nomination will serve as sponsors and present the candidates to the sitting faculty.

1. Step 1: Candidate Presentation

Within a reasonable time frame (2-4 weeks) following the acceptance of the nomination, sponsors of each candidate will collect presentation materials. Presentation materials will include two items, both generated by the candidate. This material is intended for use by the sitting faculty in the process of candidate evaluation. The sponsor should interact with the Associate Dean of DBS to ensure that these materials be made available in electronic form to the sitting faculty.

Presentation materials:

- a. A complete curriculum vitae;
- b. A statement of the candidate's goals as Director along with their qualifications to meet those goals.

2. Step 2: Candidate Evaluation

Scheduling the evaluation meeting: The Associate Dean of DBS will schedule an evaluation of candidates at the next meeting of SEIGP. At this time, the sitting faculty will address the candidates' proposals and evaluate all candidates. Evaluation will include the sponsors' oral statements, and discussion and evaluation of candidates.

- a. Sponsor's oral statement—A narrative that provides the name, title, and current affiliation of the candidate, and the candidate's qualifications and goals.
- b. Discussion and evaluation—Upon completion of the sponsors' statements, the sitting faculty will ask any questions it may have of the nominees. Then, nominees will be dismissed so that the sitting faculty may discuss the candidates' strengths and weaknesses in the context of the position of Director. The Associate Dean of DBS will direct the discussion and move to close the discussion and evaluation activity when all comments and opinions are provided.

3. Step 3: Vote

Within one week of completing the discussion and evaluation, the Associate Dean of DBS will call for an electronic vote for candidates. Votes will be directed to the administrative support staff for SEIGP specifying 'vote for new Director' in the subject line and the name of the candidate of choice in the body of the email. Voting will be open to all members of the sitting faculty (see Table 1). Sitting faculty will have one

week to respond. The new Director will be elected by a simple majority vote of support by the faculty. The Associate Dean of DBS shall notify the Dean of the College of Arts and Sciences and the Dean of the College of Forestry and Conservation the outcome of the election. This shall serve as the recommendation from the faculty for appointment of the new Director.

III. Standing Criteria, Evaluation, and Review

The Systems Ecology faculty recognizes that evaluating faculty participation and mentoring in SEIGP is valuable. However, SEIGP faculty evaluation is an activity independent of the formal IPR and FEC process described in the CBA. All sitting faculty shall provide annually a summary statement of their contribution to the SE graduate program to cover the previous year's activity (9/1 - 8/31). This statement shall be provided to the SEIGP Director no later than October 1, each year. The SEIGP Director will serve as Chair of a SEIGP Faculty Assessment Committee composed of the Committee Chairs of each of the SEIGP standing committees (i.e., Faculty Guidelines, Graduate Education, Graduate Student Admissions and Review, and Curriculum) to review each faculty's participation in the support and sustaining of the SEIGP. Following this review, the Director will provide each sitting faculty member a letter that reflects the faculty's contributions and standing in the SEIGP by October 15. The SE faculty may use the letter from the Director as supplemental documentation to the Individual Performance Record (IPR) that faculty member is submitting in that year.

A. Sitting Faculty of the SEIGP

Standing Criteria—On an annual basis, each member of the sitting faculty will submit documentation that provides evidence for participation in the SEIGP:

1. Demonstrated interest and engagement in graduate student mentoring, including information on the academic standing of Systems Ecology graduate students for which the faculty serves as advisor or co-advisor. This may be in the form of direct mentoring, serving on a graduate committee, or general efforts on behalf of graduate student program quality.
2. Participation in and execution of SEIGP business.
3. Other service, teaching, and/or scholarly activity.

B. Evaluation Materials

To conform to deadlines associated with faculty evaluation under CBA Section 10, documentation addressing activity and participation in the SEIGP will be submitted to the Director as electronic documents by October 1. The documentation will consist of a signed

narrative statement of not more than one page in length describing the faculty member's efforts in each of the areas outlined as 'standing criteria' above. The narrative should be specific to the past academic year and exclusively describe activities directly associated with the Program. The Director shall provide an electronic call for these materials no less than 2 weeks before this established date to include a version of these instructions and an explicit statement of the schedule to be applied for faculty review.

C. Review of Sitting Faculty

1. The Faculty Review Committee—The FRC will be made up of five members, including the Director and Chairpersons of the four SE standing committees. The FRC will carry out the Program's faculty review process. The FRC will complete its review of the sitting faculty by October 7.
2. Faculty Representatives—Each of the faculty members to be reviewed will be assigned a primary and secondary faculty representative designated among the sitting FRC members.
3. Presentation—The primary representative will present an oral description of the faculty member's activities relevant to the Program. The secondary representative will then be given an opportunity to add any information or assessment considered relevant.
4. Voting—After the Director determines that all relevant discussion is complete, each member of the committee will be polled to provide a qualitative assessment associated with each of the evaluation criteria as follows:
 - a. Outstanding
 - b. Satisfactory
 - c. Less than satisfactory
5. Standing—For good standing, the results of the review process must indicate at least satisfactory performance in two of the three areas. The Director will note the results of the review (specifying the specific criteria and the corresponding evaluations) in a letter to the member under review. Any faculty member receiving a 'less than satisfactory' review in any two or more of the standing criteria will be notified of this evaluation outcome by the Director. An evaluation producing a similar outcome in the following year will result in the faculty member being placed on probation. A third consecutive similar outcome will result in the dismissal of the faculty member from the SEIGP faculty as indicated in a letter of termination from the Director.
6. Appeal—A faculty member has the right to appeal an evaluation that is considered to be inaccurate by providing a letter of appeal to the Director specifying the specific criteria and the corresponding evaluations in question and brief arguments (i.e., no more than two pages in length) for reconsideration. The Director shall address the review

committee at his or her discretion and retains the right to grant or deny appeal independently.

D. Review of the Director

The FRC will perform an annual review of the performance of the Director considering the Director's responsibilities specified in Section II.C of this document. The Director will submit to the FRC an annual report on his or her activities in relation to the Program by September 15, and the four remaining FRC members will perform a review of these and prepare a letter of evaluation to be submitted to the Director, the standing faculty of the SEIGP, and the Associate Dean of the Division of Biological Sciences.

IV. Faculty Admission to the SEIGP

The following steps are required for faculty to be included in the SEIGP. An individual under consideration for inclusion is hereafter referred to as the 'candidate'. Sitting SEIGP faculty members in good standing other than Affiliate faculty members who are **not** directly employed by the University in any capacity may sponsor potential new members (such affiliates are encouraged to work with other faculty classifications to broaden participation). All candidates must be represented by a SEIGP faculty member in good standing, hereafter referred to as the 'sponsor'. The sponsor will present the candidate's application to all members of the SEIGP sitting faculty.

A. Step 1: Sponsor Recognition and Process Initiation

Upon identification of a candidate, the sponsor will communicate his/her intent to propose admission to the Director to initiate the admission process. This communication will include the following:

1. Name and title of the individual considered for inclusion.
2. Statement of the position and rank requested.
3. Background description—A brief description of history, expertise, current activities, and why the individual would like to be on the SEIGP faculty.
4. An abbreviated (i.e., two page) curriculum vitae.

This identification acts to inform the Director to communicate electronically to the members of the sitting faculty to request their opinions regarding proceeding with the admissions process within one week of the communication from the sponsor. Such opinions shall be communicated electronically by the sitting faculty within two weeks of the Director's request. Within two weeks following the receipt of the opinions of the sitting faculty, the Director will communicate the outcome to the sponsor and he or she can, in the event of a positive outcome, proceed with the presentation of the candidate; or in the event of clearly stated opposition to the proposal, the issue will be addressed by the Faculty Guidelines

Committee (FGC) which can decide whether or not the opposition has merit and if the application should be denied or the process continued.

B. Step 2: Candidate Presentation

Within a reasonable time frame (2-4 weeks) following Step 1, the sponsor will complete two tasks: collect and disseminate presentation materials described herein and schedule an evaluation meeting time (see Step 3 below).

Presentation materials will include the following items. This material is intended for use by the sitting faculty in the process of candidate evaluation. The sponsor should interact with the Director to ensure that these materials be made available in electronic form in a location readily accessible to all SEIGP faculty.

1. Full Curriculum Vitae
2. Statement specifically describing their potential involvement in the program including the following as appropriate:
 - a. Their history as a mentor to graduate students specifically program, degree level, entrance year, graduation year, and statement of success.
 - b. Whether their courses support or could support the SEIGP curriculum.
 - c. Teaching evaluations.

C. Step 3: Candidate Evaluation

Scheduling the evaluation meeting: The Director will disseminate presentation materials to the sitting faculty for its consideration and schedule an evaluation at the next meeting of that body.

At the time indicated immediately above, the sitting faculty will meet to address the sponsor's faculty inclusion proposal and evaluate the candidate in that regard. Evaluation will be a three-step process, including the sponsor's oral statement, discussion and evaluation, and vote on acceptance.

1. Sponsor's Oral Statement—An introduction and synopsis of inclusion requested, including:
 - a. Name, title, and current affiliation of candidate.
 - b. Statement of the position and rank requested.
 - c. Justification for inclusion.
2. Discussion and Evaluation—Upon completion of the sponsor's statement, the sitting faculty will discuss the candidate's strengths and weaknesses in the context of the

proposed faculty inclusion. The Director will direct the discussion and move to close the discussion and evaluation activity when all comments and opinions are provided.

3. **Vote**—After completing the discussion and evaluation, the Director will call for a vote on the proposed inclusion of the candidate in the Program as per the Voting Process described in Section II.A.2 above. Voting will be open to **all** members of the sitting faculty. Inclusion of the candidate in the SEIGP faculty requires a simple majority vote of support by the sitting faculty.

D. Step 4: Candidate Inclusion, and Further Sponsoring

Given a successful vote to include the candidate in the position or rank designated by the sponsor's statement, the candidate will be provided a written letter of appointment to the sitting faculty by the Director. The candidate will then assume the title and rank afforded by the inclusion process. The letter of appointment will be valid for a period of one year, ending October 15 of each year and renewed based upon faculty review recommendation occurring during the regular faculty review period.

Appendix

SEIGP Faculty Classifications

Regular Faculty: Tenured/tenurable faculty members employed by The University of Montana.

Research Faculty: “Persons appointed as ranked members of the faculty primarily to conduct research with support from grants, contracts, or outside funding sources susceptible to discontinuance by persons or entities other than the University.” (Source: UM Policy 101.2, available: <http://www.umt.edu/policies/100-AcademicAffairs/Non-TenurableAcadAppts.aspx>, last accessed 10/16/12)

Faculty Affiliates: “Faculty Affiliates are persons not principally employed by the University, or principally employed by the University in other than an academic capacity, who contribute to the instructional, research and creative activity, or service functions of the University, usually with no or minimal compensation, who hold courtesy appointments. Schools, Departments, and Programs recommend these appointments annually for approval by the Provost.” (Source: UM Office of the Provost Faculty Affiliate Information and Procedures, available: <http://www.umt.edu/provost/fdo/chairs/FA/default.aspx>, last accessed 10/16/12)

Adjunct Faculty: “Persons appointed as ranked members of the faculty primarily to provide classroom teaching supported by instructional program funding.” (Source: UM Policy 101.2, available: <http://www.umt.edu/policies/100-AcademicAffairs/Non-TenurableAcadAppts.aspx>, last accessed 10/16/12) For the purpose of engagement with the SEIGP, and for continuity that benefits the Program and its students, Adjunct Faculty with appointments of one semester during any academic year may retain their SEIGP faculty membership during that year.

Lecturer: “Persons appointed as members of the faculty with duties devoted primarily to teaching, subject to reappointment annually at the University's discretion. Lecturers can qualify for salary increases on the basis of performance. On occasion, Lecturers may engage in service activities as part of assigned duties.” (Source: UM Policy 101.2, available: <http://www.umt.edu/policies/100-AcademicAffairs/Non-TenurableAcadAppts.aspx>, last accessed 10/16/12)