



Minot State UNIVERSITY

Dec. 4, 2014
3:30 p.m.
Westlie Room

Faculty Senate

FACULTY SENATE MINUTES – *Approved by Faculty Senate on January 22, 2015*

In Attendance: Steve Shirley, Lenore Koczon, DeVera Bowles, Jane la Plante, Jean François Mondon, Mikhail Bobylev, Narayan Thapa (for Stephen Hayton), Lori Willoughby, Chris Keller, Linda Cresap, Zeni Shabani, Linda Olson, Laurie Geller, Kevin Neuharth, Aili Smith, Harry Hoffman, Daniel Ngugi, Jacob Sowers, Scott Kast, Katie Kilroy (for Draza Markovic), Cheryl Nilsen, Tom Seymour, Ann Beste-Guldborg, Orlene Schroeder, Connie Geyer, Lesley Magnus, Lori Garnes (for Johnna Westby), Rebecca Porter, Kevin Gilgallon, Alyssa LaRose (for Chelsea Geis)

Absent: ShaunAnne Tangney

Guests: Susan Peterson, Shirley Cole-Harding, Vicki Michels, Warren Gamas

Meeting called to order at 3:30 pm by President DeVera Bowles

AGENDA

1. Opening / Attendance / Seating of Alternate Delegates
 - Narayan Thapa for Stephen Hayton, and Lori Garnes for Johnna Westby
 - Moved by Cheryl Nilsen, seconded by Connie Geyer; approved
2. Approval of minutes from Nov. 6, 2014
 - Moved by Cheryl Nilsen, seconded by Connie Geyer; approved
3. Agenda Updates
 - None
4. Announcements / Comments from the Faculty Senate President
 - Invitation to become involved in FYE program; looking for more people to participate; if interested or have questions about FYE, see the CETL web site; CETL has a faculty advisory committee – Laurie Geller from CAS, Linda Cresap from COB, and Lisa Borden-King from CEHS
5. Administrative Reports
 - President's Report – Dr. Steve Shirley
 - Good news – thanks for those who served on the Faculty Sabbatical Committee; commend all of those who have taken advantage in the past; congratulate Chris Keller and Erik Anderson who were awarded sabbatical for next year.

- Neil Nordquist is down to his final days. From January 1 to July 1, 2015, MSU will have two interim deans; Warren Gamas and Paul Markel will serve as co-interim deans. Warren will oversee TEHP and SPED, and Paul will oversee nursing, communication disorders, social work, psychology, and addiction studies.
- Governor's Budget Update – tentative budget, nothing set in stone; NDUS should be pleased – it is a strong budget.
 - For MSU, our capital project was not recommended and not included in his budget. We can continue to share our ideas, and they (legislature) still have the option to put it in the budget. Recommended the deficiency appropriation request from the flood for \$2 million. MSU requested \$1.3 million for ongoing safety updates; the Governor did not recommend the entire amount but recommended \$850,000. Western campuses put forth a one-time bump in salary to help with cost of living increases, and that was not included in the recommended budget.
 - Good news – 4% and 4% salary increase for each year of the biennium. One time, one year January 2016 increase in retirement—additional 1% from faculty and 1% from state. Continue with full coverage healthcare for state employees recommended for funding as well. Freeze tuition at two-year campuses. For Bottineau, recommended \$1.1 million for a building.
 - Overall, a good increase in the operating budget from previous biennium (about 15 or 16%). Student scholarship fund—they want to increase it to \$2500 per year for 4 years from \$1500 per year. Increase for needs-based scholarship funds.
 - Oil funds – 40% goes to state and 60% goes to the West instead of 75% to state and 25% to the West.
- VPAA's Report – Dr. Lenore Koczon
 - Kudos to Devin Otto and the Jazz Ensemble for their performance earlier this week
 - Congrats to the business college for Tech Day
 - Lori Willoughby has accepted assistant graduate dean position. Looking forward to working with her and with Warren Gamas and Paul Markel in CEHS.
 - NDUS AAC met this week. Dickinson State University has proposed an MAT in Education. MSU was the only institution to oppose the proposal. DSU has said they want to use the program to license teachers who are working without BSEd degree but who have degrees in a content area.
 - Added the ASPIRE cut scores for placement for dual credit courses.
 - Smarter Balance Assessment and the Common Core: There is a bill to pull out of the Common Core (the "Casper Bill").
 - CCF has been working on an autonomous academic year calendar as well as a J-term across the system. We need to consider our collaboration with other institutions, grants, and other issues.

- Wish you all a peaceful end of the semester, holiday season, and New Year.

6. Report by SGA Representative

- Separated SGA and MSU Life since MSU Life has become so big it has its own identity.
- Had meetings about a 5-year plan.
- Bingo tonight.
- Question about funding: Funding will be adjusted for SGA and MSU Life so each has their own funding.

7. Report by Staff Senate Representative – Rebecca Porter

- Cookbook sales will be in January. Funds will be added to the Staff Senate Scholarship endowment
- Holiday decorating competition – deadline December 10 and judging is December 12.
- Taking suggestions about improvements

8. Report by CCF Representative – Ernst Pijning

- Measure 3 Resolution was awesome but not sent anywhere
- State of the Faculty Conference being planned after spring final exams, but CCF is reconsidering a better time. Topics – alternate delivery of courses, research, intellectual property, art show, etc. The conference will be held at UND.
- Motor pool issues – survey will go out in January or February 2015 to get feedback regarding the policy's impact on courses and campus activities. Then CCF can make recommendations based on results.
- More autonomy for campuses – the possibility of a winter semester, like a study trip abroad. Question: Would you like something like a winter semester?
 - Discussion: Pretty tight during winter break. J-term is a perfect window for study abroad; other institutions do it. Could be a selling point for us. Could help students meet practicum requirements, internships, etc.
 - Rebecca Porter asked that we consult with financial aid about the issues surrounding a J-term.
- Could we make Devin Otto the regular CCF rep due to Audra Myerchin not being able to participate? Audra could resign her position and Devin could automatically move up.

9. **Old Business** –

- Student Evaluations to go electronic
 - The ad hoc committee that developed the form will be asked to develop the means to implement the form electronically and via best practice.
 - We'd like to pilot the electronic form in the summer.
 - For now on-campus classes will use the existing scantron forms.
 - Cheryl Nilsen moved to have the ad hoc committee reconvene to address these issues. Linda Olson seconded.
 - Replace Kodwo Annan and get student representation.
 - Motion approved.

10. New Business

- Prioritization update – Warren Gamas
 - December 31, 2014 deadline
 - Authors will be surveyed about weighting of areas.
 - Committee will apply rubric to the reports using those weights.
 - Data will be divided into quintiles.
 - The analysis must be done by the end of spring break.
 - Question about general education courses and whether they are considered a program within each major.
- Curriculum items – Linda Cresap
 - Social Work and Art changes approved.
- Implementation of Promotion revised by-laws
 - Which by-laws can and should be used for promotion?
 - The understanding was that old guidelines should be followed if changes had not been posted.
 - Discussion ensued about who should be responsible for ensuring updates are made to the website—should it be the Vice President of Faculty Senate or the outgoing President or the Secretary?
 - Daniel Ngugi moved to revise the bylaws to reflect that one of the duties of the incoming Vice President of Faculty Senate shall include updating changes to the bylaws and constitution and ensuring the website is up-to-date. Kevin Neuharth seconded. Motion approved.
 - Question: Who should Faculty Affairs report election results to?
The committee on committees can examine this.
- Distinguished Lifetime Educator Award (DLEA)
 - Nominations being sought for Distinguished Lifetime Educator Award.
 - Nominations can be sent to DeVera Bowles.
 - A decision will be made at the last meeting in February

Announcements: Hobson’s seminar on December 10, 2014
 KMSU Auction tonight, December 4, at 6:30 p.m.

11. Closure

- Lesley Magnus moved to adjourn at 5:01 p.m.

Respectfully submitted,
Laurie Geller, Ed.D.
FS Secretary

CCF ITEM: Campus Autonomy in Scheduling

Dr. Suzanne Russ

Overview: The Council of College Faculties seeks the opening of formal discussion of NDUS campus scheduling policy at the Academic Affairs Council. This proposal builds the specific case for campuses' autonomy in scheduling their own academic calendars, but a general discussion of the calendar is what is sought.

Rationale:

1. Demographic changes across the state of ND in recent years have created notably different climates for the universities located in various locations. In the western part of the state, the demographic changes associated with the oil industry have generated a notable shift in current and potential student population.
2. Campuses may be best able to serve the changing needs of their communities and regions through a calendar designed to the needs of its region rather a calendar developed to treat the entire state as a single entity.
3. Alternative calendars would be required to meet the necessary contact hours for credit as established by SBHE; this would not change.

Background:

1. According to the publicly available records, it appears SBHE's current scheduling policy has been in place since 1983. It may thus be timely to review the policy.
2. Publicly available state board policy in our neighboring states of Minnesota and Montana suggest that both states allow campus scheduling autonomy in all matters except a start date. South Dakota appears to utilize a single calendar for the entire state. I have not yet sought information from other states.

Description:

1. The calendar idea most supported by the NDUS faculty contacted is 4-1-4 scheduling, in which a 3-week January session (J-term) would inserted between fall and spring semester. Ideas for the J-term brought forward by faculty throughout the system have included:
 - a. Deep Field Experience in Education: The new accreditation guidelines for Teacher Education programs (InTasc Standards required by the Council for the Accreditation of Educator Preparation) include specific mandates regarding teachers' field experience with a range of diverse students. A J-term would allow the development of such experiences in a range of settings.
 - b. Expanded International Opportunities: A J-term would allow students with tightly scheduled academic coursework to have a monthlong international experience not otherwise possible.
 - c. Enhanced Internship Opportunities: A J-term would allow in-depth internship opportunities in industry, in the field conducting research, or on other academic investigations within and outside the U.S.

Benefits:

1. Increased likelihood of 4-year graduation: Students could gain an extra 3 credits during a J-term and therein increase the likelihood of graduating within four years, particularly if they have sought additional educational opportunities or internships that would otherwise extend their time in college.
2. Greater opportunity to maximize faculty potential: By allowing alternate schedules that include a J-term, faculty could share the full richness of their academic training with students in an in-depth firsthand experience.

Senators:

The faculty senate website does not have the current by-laws posted. Please bring your thoughts to our meeting later this afternoon. With permission from Dan Ringrose, I am sharing pertinent parts of an email conversation about whether the recently- passed by-laws regarding promotion may be considered in effect for this year. I high-lighted the grey portion in #6. Thank you, DeVera

From: Daniel Ringrose

Sent: Thursday, December 04, 2014 11:03 AM

To: DeVera Bowles; Terry Eckmann; Christopher Keller; Linda Olson

Subject: Re: Promotion

All.... it would be extremely helpful if the FS would clarify its position on which bylaws we are currently using. A statement to that effect needs to preface the current documents on the FS Web Site. These revised bylaws (approved Sept 9) need to be posted to the FS site ASAP.

Some possibly useful observations:

4. On Sept 9th, 2014 the faculty approved Bylaws revisions that included changes to promotion, but note that the peer review language (see #3) was not introduced in the most recent revisions - it was part of the 2011 changes and has been in force for several years.

5. While there is at least one other place in the Bylaws that discusses Peer Review, *from the perspective of Promotion the approved language indicates it is optional and has for several years.*

6. The Sept 9th Bylaws approved other changes to Promotion to clarify the requirements and process. These are not likely to jeopardize candidates in the system this year.

7. The changes approved by the Faculty on Sept 9th don't specify when they take effect. Chris (Keller) earlier observed that without any other indication "immediately" (as of the vote Sept 9th, 2014) is a logical interpretation.

From Chris Keller

.... The most substantive changes are to the procedure for consideration of the applications of people "going up early" (see Section 5.).

Article VI—Promotion Guidelines

Section 1. Overview

- I. **Official Promotion Guidelines are maintained in Article VI of Appendix B of the Faculty Handbook. Application deadlines shall be in accordance with the provisions of Article VI, Section 5 of the Bylaws.**
- II. The purpose of academic promotion at Minot State University is to acknowledge and reward members of the faculty for their professional competence and service to this institution. Consistent with State Board of Higher Education Policy 605.1, “Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract.”
- III. Those who are promoted are highly respected by their colleagues for their contributions to higher education and to the University. When any academic promotion is made, the faculty recipient must show continued progress as a teacher and scholar.
- IV. Academic rank at Minot State University includes four categories: instructor, assistant professor, associate professor, and professor. The criteria for promotion ~~to each of these ranks~~ include education, years of teaching at Minot State University, teaching competence, scholarly activity, and contributions to the University and community. The current contract year may not be used in determining eligibility for promotion consideration.
- V. While education and teaching experience are important factors in promotion, they serve primarily as minimum qualifications. Eligibility for promotion by reason of education and experience does not automatically lead to the granting of promotion. Promotion to all ranks is based more on qualitative judgments than on quantitative data.
- VI. Any exception to the promotion criteria must be supported by documentation, which in part must include a letter of support from the Vice President of Academic Affairs **as described in Section 5, Paragraph H of these promotion guidelines.**

Section 2. Rationale for Promotion Criteria

- I. Education: The University seeks to employ faculty members with terminal degrees; some faculty members are appointed without a terminal degree. The applicant is expected to document the required degree in her/his related field for the rank sought or provide documentation of exceptional consideration.
- II. Teaching Experience: Applicable teaching experience consists of college teaching during the regular academic year in a ranked full-time college position. The following shall not apply to the experience requirements: graduate assistantships, full-time research positions, part-time adjunct faculty positions, teaching in summer sessions, teaching extension courses, substitute teaching, and teaching in any program not associated with schools.

- III. Teaching Competence: ~~Effective Teaching is expected~~ **expectations** for faculty members include as ~~exemplified by~~ ongoing excellence, **reflection, and** innovation, ~~and appropriate academic rigor.~~
- IV. Scholarship: Faculty members at Minot State University have a continuing responsibility to do scholarly work in their specialty.
- V. Service: Faculty members have a continuing responsibility to contribute productively to the University and the community.

Section 3. ~~Minimal Criteria for Promotion Consideration~~ Education and Years of Experience

The following ~~minimal~~ criteria are required for a faculty member to become a candidate for promotion. Fulfilling these minimal criteria does not guarantee promotion: qualitative judgments shall subsequently be made by the Promotion Committee as it examines the promotion materials and evaluates each candidate's contributions in the areas of teaching, scholarship, and service. ~~Application deadlines shall be in accordance with the provisions of Article VI, Section 5 of the Bylaws.~~

A. Candidate for Assistant Professor:

Master's degree **in the discipline (discipline as determined by the program)** plus three years of college teaching in a ranked full-time college position, at least one of which must have been at Minot State University.

OR

Master's degree **in the discipline (discipline as determined by the program)** plus completion of one year of a doctoral program **or completion of one year of a program to obtain the highest degree in the applicant's discipline (discipline as determined by the program)** and two years of college teaching in a ranked full-time college position at Minot State University.

OR

~~Master's degree plus~~ Completion of a doctoral program **or completion of the highest degree ordinarily attainable in the applicant's discipline (discipline as determined by the program)** and one year of college teaching in a ranked full-time college position at Minot State University.

B. Candidate for Associate Professor:

Doctorate or highest degree ordinarily attainable in the applicant's discipline **(discipline as determined by the program)** and **at least** five years of college teaching in a ranked ~~full-time~~ **tenure track or tenured** college position, at least three of which must have been as assistant professor at Minot State University.

C. Candidate for Professor:

Doctorate or highest degree ordinarily attainable in the applicant's discipline **(discipline as determined by the program)** and **at least** ten years of college teaching in a ranked ~~full-time~~ **tenure track or tenured** college position, at least three of which must have been as associate professor at Minot State University.

Section 4. Promotion Committee Guidelines

The following ~~guidelines shall be used by the Promotion Committee~~ **The Promotion Committee shall use the following guidelines** in making its promotion recommendations to the

President. In order to be recommended for promotion, the applicant must, in addition to meeting the minimal criteria for consideration, provide evidence of quality teaching, scholarship, and service to the university and the community. In all cases, this shall apply to activities while employed at Minot State University.

The promotion guidelines of Minot State University are intended to reward and encourage the performance and contributions of individual faculty toward the university mission. The guidelines outline high expectations of achievement while recognizing the uniqueness of individual faculty members, their departments and their disciplines.

Minot State University faculty members are evaluated in three categories: teaching, scholarship, and service. Performance will be reviewed over the period since appointment to the applicant's current rank.

A. Criteria for Evaluation of Teaching: All Ranks

The Promotion Committee will examine the submitted materials looking for evidence of ongoing excellence, **reflection, and** innovation. ~~and appropriate academic rigor commensurate with the rank sought.~~

Documentation of Teaching:

- I. ~~Self-narrative~~ **Narrative:** The teaching section of the narrative self report should include a description of teaching philosophy and ongoing improvement in teaching practice; professional development; and reflection on peer, chair and student course evaluations. The applicant will describe strategies for incorporating feedback for the improvement of teaching and learning.
- II. **Peer Evaluations:** Candidates applying for promotion may request a review by the Committee for the Peer Review of Teaching to include in the application packet. Among other activities, the faculty member may ask the Committee for the Peer Review of Teaching to review current syllabi, to attend classes, and/or to interview students.
- III. **Chair Evaluations:** Formal annual evaluations signed by both the applicant and the department/division chairperson will be included for each completed year at Minot State University since the appointment to the current rank.
- IV. **Student Course Evaluations:** The applicant will provide official summary sheets **and comments** of course evaluations ~~for every class/every semester for each completed year~~ **as required** at Minot State University since the appointment to the current rank.

B. Criteria for Evaluation of Scholarship

Scholarship across the university is evidenced by widely varying activities. These activities contribute to the body of knowledge within the respective disciplines. The Promotion Committee will examine the submitted materials looking for evidence of ongoing excellence, innovation, and appropriate activities commensurate with the rank sought.

Scholarly activities are characterized by intellectual curiosity, artistic expression, creativity, and reflective analysis. Scholarship is validated by peer review and disseminated according to **as reflected in** the standards of the respective discipline.

Documentation of Scholarship

- I. Self-narrative Narrative:** The scholarship section of the narrative self report should include a description of the applicant's scholarship and scholarly achievements in the areas of publications, talks, artistic work, performances, exhibits, grants, and consulting, as well as a description of future scholarship endeavors. **In the narrative, the candidate should explain how his or her scholarship reflects the expectations of his or her respective discipline.** ~~The lists of the publications, presentations, grants and awards are~~ **Supporting documentation** is placed in the specially designated sections of the application file **as defined in Section 6 of these Promotion Guidelines.**
- II. Chair Evaluations:** Formal annual evaluations signed by both the applicant and the department/division chairperson ~~will~~ **must** be included for each completed year at Minot State University since the appointment to the current rank.
- III. Portfolio.** Evidence of scholarship ~~including copies of publications, abstracts, programs, catalogs etc.~~ should be placed in the appropriate sections of the application file **as defined in Section 6 of these Promotion Guidelines.**

Scholarship Performance Standards

Applicants will demonstrate **externally validated scholarship achievements** in **one or more** of the following areas:

- I. Dissemination of scholarship/applied scholarship validated by external peer review:**
 - A. Publishes articles in appropriate professional journals or presses.
 - B. Produces, exhibits, or performs creative or interpretive work (e.g. concerts, recitals, performances, exhibits, recordings, or film).
 - C. Presents scholarly papers at conventions or meetings of professional organizations.
 - D. Authors books or chapters in books.
 - E. Publishes computer programs.
 - F. Produces or develops materials adopted for use by professional/business/governmental organizations or agencies.
- II. Grants and Contracts:**
 - A. Submits grant proposals and/or secures funding for support of research, scholarly activity, or creative/interpretive work.
 - B. Completes goals and objectives of grant(s) in a timely manner.
- III. Consulting: Application of Academic Expertise in the Discipline**
 - A. Consulting**
 - B. Edits scholarly materials** within the field of specialization
 - C. Serves as a formal panelist, commentator, or discussant** for conventions or meetings of professional organizations.
 - D. Shares knowledge** developed by the individual within one's discipline through recognized institutions and/or organizations.
 - E. Adjudicates within one's discipline.**

IV. Other recognized scholarly-contributions within one's discipline not elsewhere defined in the section.

Examples of Rank-Specific Scholarship

Candidates for each rank should achieve recognition in several of the respective areas.

I. ~~Minimum Scholarship Performance Standards:~~ Assistant Professor:

- A. Presents ~~scholarly papers (exhibits, performances)~~ **scholarship as described above in Section B** at the local and state level.
- B. Submits ~~manuscripts~~ scholarly work for peer-review.

II. ~~Minimum Scholarship Performance Standards:~~ Associate Professor:

- A. Presents ~~scholarly papers (exhibits, performances)~~ **scholarship as described above in Section B** at the regional level.
- B. Publishes peer reviewed ~~manuscripts~~ scholarly work.
- C. Secures funding.
- D. ~~Consults~~ **Applies academic expertise in the discipline** at the regional level.

III. ~~Minimum Scholarship Performance Standards:~~ Professor:

- A. Presents ~~scholarly papers (exhibits, performances)~~ **scholarship as described above in Section B at the national or international level.**
- B. Publishes peer reviewed ~~manuscripts~~ **scholarly work.**
- C. Secures **external** funding.
- D. ~~Consults~~ **Applies academic expertise in the discipline** at the national or international level.

Section C. Criteria for Evaluation of Service: All Ranks

The Promotion Committee will examine submitted materials looking for evidence of ongoing service to the university and community in keeping with the goals of the respective department, college, and institution.

Documentation of Service

The candidate's **narrative** should **discuss and** document formalized university, **professional**, and community service indicating, ~~where possible~~, dates of service, kind of service, and level of service. Under university service, the applicant should differentiate among department, college, and institutional service. Under **professional and** community service, the applicant should differentiate among local, state, national, and international service. Specific types of documentation may include, but are not limited to; Senate committee lists, letters of support, board lists, certificates of service achievement, **and** acknowledgement letters from an organization, ~~etc.~~ Infrequent, informal activities, often resulting in handwritten thank you notes would not be appropriate for submission.

Examples of service to the University:

1. Active on university, college, and/or departmental committees
2. Assumes formal leadership role in the governance structure of the university (e.g. an officer of the Senate, the chair of a major committee)
3. Serves as coordinator of an academic program and/or mentors faculty by disseminating materials, program philosophies, or policies and procedures.


4. Serves as an advisor to a student organization.
5. Actively pursues student recruitment to the discipline and Minot State University by participation in university or college recruitment activities.

Examples of service to the profession and community:

1. Provides diagnostic or adjudication services to students or to the general public.
2. Offers presentations, which are NOT research papers, requiring the use of one's professional expertise before academic, civic, or other groups.
3. Serves as a member, officer, member of the board of directors, or as a consultant to an organization that serves the community.
4. Serves as an officer or chair of a committee of a local, regional, or national professional organization.
5. Volunteers substantial time and energy to a community service organization
6. Develops and maintains special collections and facilities.
7. Develops and maintains professional relationships with the extended community.
8. Engages in public activity, which brings positive recognition to the individual and to the university.
9. Engages in other relevant activity.

~~Note to Promotion Committee: The material above envisions service as a more formalized activity generally conducted through recognized institutions and/or organizations.~~

Section 5. Procedures for Promotion

- A. Only the following faculty shall be eligible to be considered for promotion:
 1. faculty on probationary or tenure contracts;
 2. full-time ranked faculty on a special contract filling a regularly funded and approved position
- B. The applicant shall submit an application for promotion consideration, including a promotion packet of supporting materials, to his/her chairperson by November 1.
- C. The chairperson shall attach a **letter of recommendation** with rationale and submit the promotion packet to the dean by November 12. **A copy of the chair's letter shall also be submitted to the applicant by November 12.**
- D. The dean shall attach a **letter of recommendation** with rationale and submit the packet to the Vice President for Academic Affairs by December 1. A copy of the dean's ~~evaluation~~ **letter** shall also be submitted to the applicant by December 1.
- E. The applicant's promotion materials and personnel file shall be made available to the Promotion committee for its deliberations by December 15.
- F. By February 15, the Promotion Committee shall submit the list of candidates and committee recommendations to the University President, and shall send notice to each candidate. **Candidates qualified under Section H shall be forwarded at this time to Faculty Senate.** 
- G. ~~The President shall make recommendations to the Board of Higher Education for final action.~~ Approved promotions shall take effect at the beginning of next academic year.
- H. In rare instance, under the conditions of highly exceptional performance, a faculty member may be promoted to the next rank without fulfilling the education and/or experience requirements for that rank. The candidate shall apply for promotion according to the procedure outlined in Article VI, Section 5. A-FG. of the Bylaws. However, the

application must also be accompanied by a formal ~~request for promotion consideration~~ **letter of support** from the Vice President for Academic Affairs. **This letter of support must clearly outline the exceptional achievements of the candidate.** The recommendation for promotion must be approved first by the Promotion Committee and then also by the Faculty Senate.

The Faculty Senate will use the following procedure in its deliberations:

- 1. Promotion applications for exceptional candidates will be made available for Faculty Senate's consultation in advance of the Faculty Senate meeting.**
- 2. The Faculty Senate secretary will prepare ballots to be used for a secret ballot for each candidate. The purpose and wording of the ballot is to "recommend," to "not recommend" or to "abstain."**
- 3. While the Faculty Senate may elect to ask each candidate to make a brief presentation, all candidates will leave the senate meeting room during the discussion and voting.**
- 4. In the event that a candidate being considered is also a member of the Faculty Senate that person shall not participate in the discussion nor vote by proxy, and shall leave the senate meeting room during discussion and voting.**
- 5. The Faculty Senate will notify, in writing, each candidate whether he or she has or has not been recommended to the President for promotion.**
- 6. The Faculty Senate will notify, in writing, the President of its recommendations.**

Section 6. Application File/Packet Requirements

Each promotion candidate shall submit an application file, which must contain the following sections clearly separated by marked tabbed dividers and placed in the following order:

1. a table of contents.
2. a completed official promotion application form.
3. a letter of support from the applicant's department/division chairperson.
4. a letter of support from the applicant's dean.
5. letters of support from both on-campus and off-campus colleagues which address the applicant's achievements in the areas of teaching, scholarship and service.
6. a copy of the letter of appointment, which documents the appointment to the current rank.
7. a current curriculum vitae (CV) with the date of the last revision on the front page. The CV must address the applicant's education listing all institutions attended ~~and attended~~ and **degrees** obtained. The CV must also address the applicant's professional experience listing separately academic positions (including part-time and adjunct faculty positions) and all other positions starting with the most recent ones (including dates).
8. a narrative, ~~self-report~~ which addresses the applicants performance/achievements in the areas of teaching, scholarship and service, *since the appointment to the current rank*, as specified in the respective sections of these guidelines.
9. a list of publications, *since the appointment to the current rank*, listing separately peer review publications and all other publications. The list may include submitted and accepted publications. The evidence for this section must include copies of the published,

submitted or accepted manuscripts and the copies of the letters of acceptance from the publishers or submission receipts.

10. if applicable, a list of patent applications/patents submitted or published, *since the appointment to the current rank*. The evidence for this section must include copies of the submitted or published patent applications and patents and copies of the submission receipts.

11. a list of professional presentations, *since the appointment to the current rank*, listing separately original research presentations and all other presentations starting with the most recent ones. The level of the presentation, such as international, national, state and regional, or local, should be clearly indicated. The evidence for this section must include copies of the published abstracts and/or copies of the conference program pages.

12. a list of submitted grant applications and funded grants, *since the appointment to the current rank*, clearly indicating the amount of funding and the funding period. ~~The evidence for this section must include~~ **Include appropriate documentation such as copies of the submitted grant applications**, the copies of the submission receipts, and copies of the ~~funding~~ **award** letters.

13. a list of honors and awards received, *since the appointment to the current rank*. If applicable, the list should contain a separate section for honors and awards received by the members of the applicant's research group, including undergraduate and graduate students, recognized for their research/scholarly work completed under the applicant's supervision. The evidence for this section must include the copies of the award certificates and/or copies of the award letters.

14. a list of membership in professional organizations indicating offices held and other leadership positions for the period, *since the appointment to the current rank*. The evidence for this section must include copies of the membership lists, or copies of the membership dues receipts, or copies of the membership cards, or similar evidence of membership.

15. annual chair evaluations, signed by both the applicant and the department/division chairperson, for each completed year at Minot State University, *since the appointment to the current rank*.

16. annual self-evaluations for each completed year at Minot State University, *since the appointment to the current rank*.

17 optionally, and at the discretion of the candidate, an evaluation report by the Committee for the Peer Review of Teaching.

18. official summary sheets of student evaluations of the applicant's teaching *from the initial term of the appointment to the current rank* through the term immediately preceding the promotion application.

19. documentation of service as specified in the respective sections of these guidelines.

Items 1-19 should be contained in a single binder no larger than 3 inches. All supporting materials should be contained in a supplemental binder. ~~This portion (items 1 through 18) of the application file is limited to a single 2-2.5 inch binder. Any additional evidence shall be included in a separate similar size binder. When appropriate, notation should be made in each section of the primary binder as to what information may be found in the secondary binder. The promotion committee may request additional specific documentation from the applicant.~~

Section 7. Official Application for Promotion

This form must be printed, completed, and placed in the front of the application packet.

Minot State University Application for Promotion

Date: _____

Name of Candidate: _____

Department / Division: _____

Application for promotion to the rank of: _____

Time in Rank:

1. Original appointment to faculty: Rank _____ Month _____ Year _____
2. a. Has your rank changed since your original appointment?
(Circle) Yes No
b. If yes, state your current rank and effective date of change:
Current Rank _____ Month _____ Year _____
3. Do you meet the time in rank requirements listed for the rank applied for? (See Faculty Handbook, Promotion Bylaws.)
(Circle) Yes No
4. Do you have the number of years experience listed for the rank for which you are applying? (See Faculty Handbook, Promotion Bylaws.)
(Circle) Yes No
5. Years in rank: (full time) at Minot State University (exclude the current year) as:
 - a. Faculty Dates: Month _____ Year _____ to Month _____ Year _____
 - b. Total Years _____
6. Years for which you were given credit with your initial appointment, as documented in your initial letter of appointment:
 - a. Faculty Dates: Month _____ Year _____ to Month _____ Year _____
 - b. Total Years _____

Education:

Degree Obtained	College/University	Years from-to	Year Degree
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