

Other probationary faculty members who believe they are eligible for consideration for tenure shall inform the Dean or immediate supervisor in writing in accordance with timelines to be established under Article 22 and Article 25 and shall send a copy of the letter to the department chairperson, so that appropriate action will be taken. If such consideration is during the fifth year of FTE service or during the final year of a shortened probationary period, the procedures for consideration for tenure outlined in Article 25 below shall be in lieu of any other established procedures for consideration of non-renewal of probationary employment.

- c. The decision to deny tenure shall be made by the President and shall not be made for arbitrary or capricious reasons.

Section F. Appointment of Administrators.

Subd. 1. The President may appoint an academic administrator at the level of Vice President or Dean to academic rank. The President shall first consult with and request a formal recommendation from the department in which a person would hold the rank. A candidate shall present information to demonstrate that he/she meets criteria outlined in Article 21, Section D. The President shall notify the Chancellor when academic rank has been granted to an academic administrator.

Subd. 2. The Chancellor may appoint a President to academic rank. The Chancellor shall first consult with and request a formal recommendation from the department in which the person would hold the rank. A candidate shall present information to demonstrate that he/she meets criteria outlined in Article 21, Section D.

ARTICLE 22 Professional Development and Evaluation

As the primary professionals in the teaching/learning process of the university, faculty place continuous emphasis on the development and improvement of their professional competence and productivity. Professional growth occurs in areas such as effective teaching, scholarly or creative activity, and active involvement in the university community and professional organizations. Faculty scholarship and current knowledge of the discipline, together with a desire to improve pedagogy, are instrumental to good teaching.

Section A. Purpose. The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information which will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest possible level of academic excellence.

Section B. Criteria. The criteria shall include:

1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
2. Scholarly or creative achievement or research.
3. Evidence of continuing preparation and study.
4. Contribution to student growth and development.
5. Service to the university and community.

Appendix G provides guidance regarding some of the types of evidence that may be considered appropriate for addressing each category.

Section C. Schedule and Frequency.

Subd. 1. Frequency. Faculty shall be evaluated and shall submit progress reports according to the schedule set forth in this section. Faculty members who are scheduled for evaluation less frequently than every year may request more frequent evaluation. With the agreement of the Dean/designee, faculty who are not required to submit professional development plans may do so in order to receive feedback.

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Appointment Type	Professional Development Plan	Progress Reports
Fixed Term Faculty appointed to less than .75 FTE	None	None
Fixed Term Faculty appointed to .75 FTE or more	Annually	Annually
Community Faculty	None	First year, biennially thereafter
Adjunct Faculty	None	None
Head Coaches	Annually	Annually
Assistant Coaches, appointments totaling .75 FTE or more	Annually	Annually
Assistant Coaches, appointments totaling less than .75 FTE	None	None
Probationary Faculty appointed to .50 FTE or more	Annually	Annually
Tenured and Non Tenure Track Faculty (below rank of Full	Every four (4)years	Annually

Appointment Type	Professional Development Plan	Progress Reports
Professor)		
Tenured and Non Tenure Track Full Professors	Every four (4) years	Summary report in year two (2) Full report in year four (4)

Subd. 2. Schedule for Evaluation. Except as otherwise provided herein, the President shall establish a schedule for evaluation, consisting of time tables for preparation of professional development plans, annual progress reports, and the periodic evaluation and recommendations regarding non-renewal, tenure, and promotion. The local Association shall be afforded the opportunity to meet and confer prior to implementation of this schedule. First year probationary faculty shall complete their plan by the end of fall semester, and shall complete their progress report by the end of the spring semester. Probationary faculty in their second year shall submit their PDP within fifteen (15) working days after completion of the evaluation process of their first year.

Section D. Professional Development Plans (PDP). Each faculty member required to submit a professional development plan (PDP) shall, after consultation with his/her immediate supervisor, prepare and submit a PDP for the period to be covered by the evaluation.

Subd. 1. Plan Content. The PDP shall include specific objectives, methods, and expected achievements in respect to the criteria in Section B. Faculty members may place different emphases on the various criteria so long as such emphases are consistent with university/college/department/program goals and objectives, and university policy. For faculty with teaching assignments, the PDP shall include a process for student assessment.

Subd. 2. Faculty Comments. The faculty member shall provide a copy of the plan to the chair of each department in which he/she has an appointment. The department chair(s) shall provide copies to the members of the department(s). Department members are encouraged to provide written comments on the PDP to assist the faculty member in his/her professional development and, if applicable, to provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty member. The faculty member may make changes in his/her plan based on faculty comments.

Subd. 3. Administrative Comments. The appropriate Dean, his/her administrative designee, or other appropriate supervisor shall provide written comments on each PDP submitted for review in his/her area of responsibility. These written comments shall provide information to assist the faculty member in his/her professional development and, if applicable, to provide guidance with respect to personnel decisions. Before commenting, the Dean, his/her administrative designee, or other appropriate supervisor may consult with the department chairperson(s) and with other members of the department(s) to determine how the plan relates to university/college/department/program goals and objectives. The faculty member shall have an opportunity to respond to these comments.

Subd. 4. Record Keeping. Copies of the plan together with comments shall be maintained as part of the faculty member's official personnel file.

Section E. Progress Reports. At the end of the evaluation period, the faculty member shall submit a written progress report (PDR) to the appropriate Dean/designee and/or Athletic Director/designee, together with appropriate supporting documentation.

Subd. 1. Report Content. The report shall describe the progress made by the faculty member in respect to achieving his/her objectives as specified in his/her PDP. If faculty members include student course assessments as part of their reports, such assessments shall be anonymous, identified only by course/section. Any other student communications or evaluations submitted with the PDR shall not be anonymous.

Subd. 2. Faculty Comments. The faculty member shall provide a copy of his/her PDR to the chair of each department in which he/she has an appointment. Each department chair shall provide copies to the members of the affected departments. Departments will provide written comments on the report to assist the faculty member in his/her professional development and, if applicable, provide guidance with respect to promotion and/or tenure. Written comments will be forwarded to the faculty members and the appropriate Dean, his/her administrative designee, or other appropriate supervisor. The faculty member may make changes in his/her report based on faculty comments.

Subd. 3. Administrative Comments. The faculty member will meet with the Dean/designee and/or Athletic Director/designee to discuss achievements made during the evaluation period. A written summary of the Dean's/designee's and/or Athletic Director's/designee's assessment of the faculty member's accomplishments in respect to his/her plan, as they relate to the criteria in Section B, together with suggestions to guide future professional development activities, and any upcoming application for tenure and/or promotion, shall be sent to the faculty member and placed in the faculty member's official personnel file. If the faculty member fails to meet the deadline, the Dean/designee and/or Athletic Director/designee shall inform the faculty member in writing that he/she has ten (10) days to comply.

Subd. 4. Record Keeping. Copies of progress reports submitted pursuant to this Article together with written comments provided to the faculty member shall be sent to the appropriate chairperson(s), and to the faculty member's personnel file.

Section F. Community Faculty Report Content. Community faculty members shall submit a report documenting achievements under Article 22, Section B, related to Criterion 1. The report shall be submitted to the Dean/immediate supervisor at the end of each evaluation cycle. Deans/immediate supervisors shall make these reports available to departments for use in reappointment recommendations and decisions.

Section G. Post-Tenure Review. For the purpose of maintaining and improving effectiveness, tenured faculty members shall be evaluated and shall submit progress reports as described in this article. The Dean/designee and/or Athletic Director/designee shall submit written comments in response to summary reports submitted by faculty members in accordance with this article.

Section H. Electronic Submissions. Faculty members may submit evaluation documents and supporting materials in electronic formats supported by the university that can be accessed by relevant faculty and administrators. Electronic signatures may be used where signatures are required.

Section I. Professional Development and Evaluation Training Task Force.

A joint task force composed of three faculty members, two administrators and one representative each from the IFO and MnSCU state offices, shall be convened within three (3) months of settlement of the contract. Within nine (9) months of convening, the task force shall report consensus recommendations regarding development of training for faculty and administrators regarding professional development and the evaluation of faculty in the IFO bargaining unit. Following the report of the task force, this provision shall be deleted from the contract.

**ARTICLE 23
Retrenchment**

Section A. Retrenchment. A retrenchment is the layoff of tenured or probationary faculty members due to System or university budget reductions, budget reallocations, expenditure freezes, or unfunded increases in operating costs, resulting from action by either the Legislature, the Governor, or MnSCU, or program changes, or enrollment shifts, or legislative mandate.

The President shall meet and confer with the Association, in accordance with the provisions of Article 6, at the time the President first considers retrenchment. In connection with such duty to meet and confer, the President shall give the reason(s) for considering retrenchment and shall provide information of anticipated attrition, and statistics and financial data having a bearing on any such retrenchment. The President shall consult with the Chancellor before the issuance of layoff notices.

Section B. Retrenchment Procedure.

Subd. 1. Attrition. Whenever possible, attrition due to retirement, resignation, early separation, or death should be used to avoid the necessity for layoff.

Subd. 2. Retraining. Retraining of present faculty shall be considered by the President to avoid the necessity for layoff.

Subd. 3. Layoff. Upon determination by the President that attrition and retraining will not accomplish the reduction, then layoffs may be instituted. After meeting and conferring with the Association pursuant to Section A above, the President shall determine the particular