



Montana State University Office of the Provost

Non-Tenure Track Faculty

Guidelines to Apply for Title Advancement

[MUS/AFMSU Collective Bargaining Agreement: July 1, 2023 - June 30, 2025](#)

Introduction

This document describes the process, timeline and application materials for non-tenure track (NTT) teaching and clinical faculty to apply for title advancement and promotion, in accordance with the collective bargaining agreement (CBA) ratified by the Montana University System and AFMSU, for the period July 1, 2023 – June 30, 2025. This document is intended to provide clear guidance regarding the process for applying for title advancement. It is not intended to replace or restate bargaining agreement language.

Non-Tenure track faculty members who meet all the requirements for consideration [8.06.01-8.06.02](#) may petition the department head or equivalent of their home department for title advancement.

To be considered for advancement, the employee must average 0.5 FTE or above in each year of the preceding five years. Once a promotion is granted, 150 new/additional workload units are needed to be eligible for further advancement. Skipping levels is prohibited and promotion raises are not retroactively awarded.

Upon successful completion of the title advancement process, the promoted NTT faculty will receive an increase in base pay as described in section 9.03:

- 3% increase in base pay for advancement to Associate Teaching Professor/Clinical Professor/Lecturer
- 5% increase in base pay for advancement to Teaching Professor/Clinical Professor/Senior Lecturer

Process

The Office of the Provost will create and maintain secure One-Drive folders for each non-tenure track advancement application. The primary steps for initiating, reviewing, and reporting an NTT application for advancement are as follows:

1. Non-Tenure track faculty who seek advancement in title and a promotion raise must have completed a minimum of 150 minimum credit hours since their last title advancement and must average 0.5 FTE or above in each year of the preceding five years of employment. Applicants initiate a request by submitting a completed Non-Tenure Track

Faculty Application for Title Advancement form to their primary unit administrator, which is normally a department head, director or dean.

2. The primary unit administrator verifies the number of workload units completed by the applicant at their current title. The department's Human Resources Business Partner (HRBP) can assist with obtaining this information.
3. The primary unit administrator notifies the Office of the Provost by email at provost@montana.edu and provides a copy of the NTT Request for Title Advancement form, the applicant's name, home academic unit, requested advancement level and verification of the 150 minimum credit hour criteria.
4. Office of the Provost creates a One-Drive shared folder for each applicant and grants access to the NTT applicant, unit-level review committee members and review administrators.
5. Non-Tenure track applicant uploads application materials to the shared drive folder and notifies their unit administrator when all required materials are on the shared drive. At this time, the applicant's access to the One-Drive folder will be closed.
6. After completing their review, the unit-level review committee chair, followed sequentially by the primary unit administrator, adds their evaluation review letters to the applicant's One-Drive folder. The letters will state whether title advancement is recommended or not along with rationale for the recommendation. The letters will contain rationale for any dissenting votes or dissenting recommendations. The unit-level review committee chair and the unit administrator will provide the applicant copies of their review letters.
7. The primary unit's dean makes the final decision regarding title advancement based on their review of the submitted materials and recommendation letters from the review committee and the unit administrator.
8. The dean sends written notification to the applicant of the final decision, and notifies the Office of the Provost, MSU Human Resources/Payroll. If advancement of title is declined, the written notification shall include the rationale for the decision.

Timeline

January 20: Deadline for non-tenure track faculty member to submit an NTT Teaching Faculty Application for Title Advancement form to their primary unit administrator.

February 10: Deadline for the applicant to have uploaded all review materials listed herein to the One-drive folder.

March 10: Deadline for the primary unit-level review committee to submit evaluation letter with recommendation to the primary unit administrator.

March 28: Deadline for primary unit administrator to submit a letter of recommendation to the primary unit's college dean (unless the college is the primary unit).

April 15: Deadline for the dean to send written notification to the applicant of the final decision,

and notify the Office of the Provost, MSU Human Resources/Payroll.

Start of next academic semester contract: new title and compensation adjustment are effective.

Note – please follow the deadlines outlined above. These deadlines, which are earlier than those cited in the CBA, were established to support timely processing of applications prior to the end of the semester and still meet the intent of the CBA.

Required Application Materials

The NTT faculty applicant for title advancement is responsible for notifying their unit administrator and uploading the following materials to the shared drive established by the Office of the Provost by the deadlines established herein.

1. Completed NTT Teaching Faculty Title Advancement Application form
2. Curriculum Vitae
3. A minimum of three annual reviews that were conducted after the last title advancement. (Indicate in the application form if annual reviews were not conducted during the applicable evaluation period.)
4. Student teaching evaluations from a minimum of four courses taken from at least two different academic years.
5. Written Teaching Narrative (approximately 600 words or less) that includes the following:
 - Overview of teaching philosophy and teaching methodology, pedagogy.
 - Brief summary description of subject matter taught, and academic fields covered in the courses taught.
 - Professional development and training opportunities completed during the employment period under review.
 - Future goals

Appeal Process

If the request for advancement in title is denied, the applicant shall be advised by the college dean the reason for denial and may appeal the denial to the Provost. The applicant will have 15 calendar days from receipt of written notification from the dean to file a written appeal with the Provost.

The Provost will consider the appeal and will make a decision based on the applicant's fulfillment of duties over the period of accruing 150 WLUs in accordance with the current NTT collective bargaining agreement. The decision of the Provost is final and is not grievable.

Individuals who wish to be considered for title advancement but may not fully meet the criteria outlined in Process item #1 due to unforeseen circumstances; e.g., military leave, may petition the dean for consideration.