



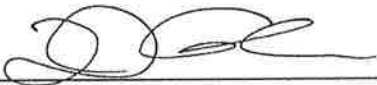
Roles, Scope, Criteria, Standards and Procedures of the
College of Arts & Architecture

Effective Date: 7/1/19

APPROVALS

SIGNATURE

DATE

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Provost

Montana State University College of Arts & Architecture Role and Scope Document

Date Created: February 2018, edited May 2019

Date to be Implemented: July 01, 2019

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Article I. Role and Scope of Unit

The faculty, staff, and administrators in the College of Arts & Architecture (CAA) support the fulfillment of the University's teaching, scholarship, and service missions in the Schools of Architecture; Art; Film and Photography, and Music.

The College contributes robustly to the creative and cultural environment of the University, the local community, and the State through each of its established academic programs; various outreach programs; President's Fine Art Series; Montana Shakespeare in the Parks; and the Design Sandbox for Engaged Learning (DSEL). The College also maintains active teaching and research endeavors in various countries, including Italy, Morocco, Cuba, Brazil and Mexico.

The College emphasizes quality and highly personalized instruction as well as scholarly, creative and cultural activities related to the visual, performing, and environmental arts. The College seeks to ensure that the academic needs of students and the community at large are met.

Undergraduate Degrees: Bachelor of Arts in Environmental Design (Architecture), Bachelor of Fine Arts in Studio Arts, Bachelor of Arts Liberal Studio Arts, Bachelor of Fine Arts in Graphic Design, Bachelor of Arts in Art Education, Bachelor of Arts in Art History, Bachelor of Fine Arts in Lens-Based Media, Bachelor of Arts in Motion Picture/Video/Theater (Film), Bachelor of Arts Photography, Bachelor of Arts in Music, Bachelor of Music Education, Bachelor of Arts in Music Technology.

Graduate Degrees: Master of Architecture, Master of Fine Arts in Studio, Master of Art in Art History, and Master of Fine Arts in Science and Natural History Filmmaking. The Master of Fine Arts degree is a terminal degree.

Minors and Certificates: Minor in Photography.

Each unit has its own Role and Scope Document for retention, tenure and promotion.

Article II. Appointment and Advancement of Research Faculty

At this this time, the College of Arts & Architecture does not have any research faculty.

Article III. Annual Review Process

Annual reviews are conducted for the directors of each of the schools and the staff working in the Dean's office by the Dean of the College. Faculty annual reviews are conducted by the respective Directors.

The Dean will solicit evaluations from all faculty and staff of each school as part of the annual review process for each director.

College Procedures Related to Faculty Annual Reviews:

In addition to any unit requirements for annual reviews, faculty shall complete their annual Activity Insight material before the date determined by their directors.

Each faculty member shall develop annual written goals based on the unit's role and scope statements. The faculty member's annual goal statements and reviews will describe progress towards satisfying promotion and tenure criteria and standards.

The Dean shall notify unit heads of the review schedule. Before the annual written review is forwarded to the College Dean, the Unit Head shall submit to the faculty member a copy of the review with completed performance rating. Both the faculty member and unit head shall sign and date the review.

The following procedures should be used in conducting annual reviews:

A. The faculty member and unit head annually review the faculty member's performance relative to the faculty member's role and responsibilities. Evaluations are expected to recognize the requirements and expectations of the position and the proportionate time and resources officially allocated to particular activities.

B. The unit head rates the performance of each faculty member and submits the assessment to the Dean.

C. The faculty member must sign their annual review, indicating they read the review. The signature of a faculty member does not indicate concurrence with the rating; rather it signifies that he or she has seen the rating. If the faculty member refuses to sign review, it shall be forwarded with the notation that the faculty member refused to sign the review.

D. Copies of all annual reviews and the performance ratings of each faculty member shall be maintained in the faculty member's file in the unit. These files shall be kept confidential and maintained in conformity with University protocols.

Article IV. Primary Review Committee and Administrator

Section 4.01 Primary Review Committee-Composition and Appointment

Primary review committees are established in the respective Schools.

Only tenured faculty members are eligible to serve on any review committees. Normally, at least one-half of the members will have attained the rank of professor. The unit may request approval from the University Promotion and Tenure Committee (UPTC) Chair to make an alternate tenured faculty appointment. Emeritus faculty members are ineligible to serve.

Before conducting a review, committee members will attend the orientation regarding retention, tenure, and promotion offered by the provost's office for the review cycle.

The university encourages diversity in the composition of all review committees. Units are encouraged to adopt selection procedures for committee members that will promote membership which is inclusive of the categories protected by the university Non-Discrimination Policy.

Committee members and administrative reviewers will take orientation sessions that promote bias-literacy in retention, tenure, and promotion reviews. Before conducting a review, they will attend the bias-literacy training offered by the university for the review cycle.

Committees will be available for service throughout the academic year. Faculty on leave will be ineligible for service. Committees will be constituted and their membership reported to the provost's office by the date established by the provost.

Procedures for how the primary review committee conducts the review are detailed in the Faculty Handbook.

Section 4.02 Primary Review Administrator

The Directors of each of the schools serve as the primary review administrators for each unit.

Procedures for how the primary review administrator conducts the review are detailed in the Faculty Handbook.

Section 4.03 Identification of Responsible Entities

Identification of the responsible entities for tasks related to retention, tenure and promotion are described in the unit role and scope documents.

Section 4.04 Next Review Level

After the primary review committee and administrator complete their reviews, the College of Arts & Architecture Retention, Tenure and Promotion Committee complete their reviews, followed by the Dean_of the College of Arts And Architecture.

Article V. Intermediate Review Committee and Administrator

Section 5.01 Intermediate Review Committee - Composition and Appointment

The College of Arts & Architecture Retention, Tenure, and Promotion Committee shall be made up of five (5) tenured faculty, normally full professors. Three are to be elected by the faculty and two are to be appointed by the Dean. Additionally, three alternates shall be selected from the faculty election. The college review committee shall be composed only of tenured faculty and normally at least half hold the rank of professor and at least a majority of whom shall be elected by college faculty. Whenever possible, the committee shall have 25% female and/or minority representation. If that representation is not achieved by election, the dean shall appoint such additional members as may be necessary to achieve that representation.

Nominations for membership shall be solicited by the college dean. The names of all nominated faculty shall be placed on the election ballot. College faculty shall vote for six candidates. The three candidates receiving the majority of votes shall be elected as members to the committee. The three candidates receiving the next largest number of votes shall serve as alternate members.

No faculty member shall serve on the committee during the review of her or his own dossier. No person may participate in the review of any person with whom they have a personal, business, or professional relationship that could be perceived to preclude objective application of professional judgment.

The committee shall determine, to the best of its ability, whether a candidate's preceding reviews have been conducted in substantial compliance with the procedures set forth by the unit, college and the Faculty Handbook. The committee also conducts a fair, objective, independent, and substantive review of the candidate's dossiers based on unit, college, and University standards in cases of non-concurrence with a preceding review, the recommendation shall include a written rationale for non- concurrence.

The Dean is responsible to ensure each school is represented on the CAA Retention, Tenure and Promotion Committee, and shall establish deadlines for this election.

Procedures for how the intermediate review committee conducts the review are detailed in the Faculty Handbook.

Section 5.02 Intermediate Review Administrator

The Dean shall determine, to the best of her or his ability, whether the candidate's preceding reviews were conducted in substantial compliance with the procedures set forth by the unit, college and faculty handbook. The dean shall also conduct an independent and substantive review of the candidate's dossier and make recommendations regarding retention, tenure, and/or promotion. In cases of non-concurrence with a preceding review, the recommendation shall include a written rationale for non-concurrence.

All candidates required to apply for retention or tenure in a given year shall be notified by the Dean of their eligibility, submission requirements, and review schedule determined by the provost the previous academic year. Submission deadlines will be strictly enforced.

The college dean is also responsible for:

- A. Informing faculty members, committee members, and unit heads of the applicable time lines for review.
- B. Ensuring that the election of faculty representatives to the college and URTP Committees is conducted in a timely manner.
- C. Forwarding the candidate's dossier, with her or his recommendations, to the URTP Committee and sending a copy of the written recommendation to the candidate.

Procedures for how the intermediate review administrator conducts the review are detailed in the Faculty Handbook.

Section 5.03 Level of Review following Intermediate Review Administrator

The next level of review after the College Retention, Tenure and Promotion Committee and College Dean is the University Retention, Tenure and Promotion Committee.

Only full professors may serve on the University Retention, Tenure and Promotion Committee. Nominations for membership shall be solicited by the CAA dean. The names of all nominated faculty shall be placed on the election ballot. College faculty shall vote for one candidate. The candidate receiving the majority of votes shall be elected as a member to the committee. The candidate receiving the next largest number of votes shall serve as the alternate member. Terms are for two years.

No faculty member serving on the University Retention, Tenure and Promotion Committee can simultaneously serve on either the college or unit committees.

The Provost shall establish the deadlines for the election of the college representative to the University Retention, Tenure and Promotion Committee.

Article VI. Review Materials

Review materials submitted by the candidate and the unit are described in the unit 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 Standards. 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 College Standards. The standards for retention of probationary faculty members

are consistent with the standards of the schools and aligned with the University Standards.

Article IX. Tenure Review

Section 9.01 Timing of Tenure Review

Faculty are 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 Standards

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 College Standards.

The standards for tenure are consistent with the standards of the units and aligned with the University Standards.

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.

Section 10.02 College Standards

The College 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 Standards

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 College Standards. The College standards for promotion to rank of professor are consistent with the standards of the units and aligned with the University Standards.

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

Faculty members are entitled to propose changes to Role and Scope Documents of their academic unit.

Review committee members or administrators that identify a need for improvement, clarification, or other revision to an academic unit’s Role and Scope Documents may submit the request for changes to the Chair of URPTC. The URPTC Chair will forward the recommendations to the unit. Submissions to the URPTC Chair should occur after the review committee or administrator completes all reviews for the year.

Units will act on any proposed changes received from the URTPC Chair on an annual basis and will undertake full review of their document no less than every three years.

Article XIII. Approval Process

Role and Scope Documents of the academic units must be approved, as detailed below, before taking effect. Effective dates for approving Documents will be established by the provost. Article XIII is prescribed by policy and will be the same across all units.

The Provost, working with URTPC, will resolve any conflicts that arise during the approval of Role and Scope Documents of the academic units. Once approved by all required parties, the Provost will establish the effective date for the revised documents. Current documents will remain in force until revised documents are effective.

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) (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) (URTPC); and
- (c) provost.

Section 13.03 University Role and Scope Document

- (a) (URTPC);
- (b) Faculty Senate;
- (c) Deans' Council; and
- (d) provost.

Montana State University

College of Arts & Architecture

Role and Scope Document

Date Created: February 2018, edited July 2019

Date to be Implemented: July 01, 2019

Date of Last Version: November 30, 2007

Article I. Role and Scope of Unit

The faculty, staff, and administrators in the College of Arts & Architecture (CAA) support the fulfillment of the University's teaching, scholarship, and service missions in the Schools of Architecture; Art; Film and Photography, and Music.

The College contributes robustly to the creative and cultural environment of the University, the local community, and the State through each of its established academic programs; various outreach programs; President's Fine Art Series; Montana Shakespeare in the Parks; and the Design Sandbox for Engaged Learning (DSEL). The College also maintains active teaching and research endeavors in various countries, including Italy, Morocco, Cuba, Brazil and Mexico.

The College emphasizes quality and highly personalized instruction as well as scholarly, creative and cultural activities related to the visual, performing, and environmental arts. The College seeks to ensure that the academic needs of students and the community at large are met.

Undergraduate Degrees: Bachelor of Arts in Environmental Design (Architecture), Bachelor of Fine Arts in Studio Arts, Bachelor of Arts Liberal Studio Arts, Bachelor of Fine Arts in Graphic Design, Bachelor of Arts in Art Education, Bachelor of Arts in Art History, Bachelor of Fine Arts in Lens-Based Media, Bachelor of Arts in Motion Picture/Video/Theater (Film), Bachelor of Arts Photography, Bachelor of Arts in Music, Bachelor of Music Education, Bachelor of Arts in Music Technology.

Graduate Degrees: Master of Architecture, Master of Fine Arts in Studio, Master of Art in Art History, and Master of Fine Arts in Science and Natural History Filmmaking. The Master of Fine Arts degree is a terminal degree.

Each unit has its own Role and Scope Document for retention, tenure and promotion.

Article II. Appointment and Advancement of Research Faculty

At this this time, the College of Arts & Architecture does not have any research faculty.

Article III. Annual Review Process

Annual reviews are conducted for the directors of each of the schools and the staff working in the Dean's office by the Dean of the College. Faculty annual reviews are conducted by the respective Directors.

The Dean will solicit evaluations from all faculty and staff of each school as part of the annual review process for each director.

College Procedures Related to Faculty Annual Reviews:

In addition to any unit requirements for annual reviews, faculty shall complete their annual Activity Insight material before the date determined by their directors.

Each faculty member shall develop annual written goals based on the unit's role and scope statements. The faculty member's annual goal statements and reviews will describe progress towards satisfying promotion and tenure criteria and standards.

The Dean shall notify unit heads of the review schedule. Before the annual written review is forwarded to the College Dean, the Unit Head shall submit to the faculty member a copy of the review with completed performance rating. Both the faculty member and unit head shall sign and date the review.

The following procedures should be used in conducting annual reviews:

A. The faculty member and unit head annually review the faculty member's performance relative to the faculty member's role and responsibilities. Evaluations are expected to recognize the requirements and expectations of the position and the proportionate time and resources officially allocated to particular activities.

B. The unit head rates the performance of each faculty member and submits the assessment to the Dean.

C. The faculty member must sign their annual review, indicating they read the review. The signature of a faculty member does not indicate concurrence with the rating; rather it signifies that he or she has seen the rating. If the faculty member refuses to sign review, it shall be forwarded with the notation that the faculty member refused to sign the review.

D. Copies of all annual reviews and the performance ratings of each faculty member shall be maintained in the faculty member's file in the unit. These files shall be kept confidential and maintained in conformity with University protocols.

Article IV. Primary Review Committee and Administrator

Section 4.01 Primary Review Committee-Composition and Appointment

Primary review committees are established in the respective Schools.

Only tenured faculty members are eligible to serve on any review committees. Normally, at least one-half of the members will have attained the rank of professor. The unit may request approval from the University Promotion and Tenure Committee (UPTC) Chair to make an alternate tenured faculty appointment. Emeritus faculty members are ineligible to serve.

Before conducting a review, committee members will attend the orientation regarding retention, tenure, and promotion offered by the provost's office for the review cycle.

The university encourages diversity in the composition of all review committees. Units are encouraged to adopt selection procedures for committee members that will promote membership which is inclusive of the categories protected by the university Non-Discrimination Policy.

Committee members and administrative reviewers will take orientation sessions that promote bias-literacy in retention, tenure, and promotion reviews. Before conducting a review, they will attend the bias-literacy training offered by the university for the review cycle.

Committees will be available for service throughout the academic year. Faculty on leave will be ineligible for service. Committees will be constituted and their membership reported to the provost's office by the date established by the provost.

Procedures for how the primary review committee conducts the review are detailed in the Faculty Handbook.

Section 4.02 Primary Review Administrator

The Directors of each of the schools serve as the primary review administrators for each unit.

Procedures for how the primary review administrator conducts the review are detailed in the Faculty Handbook.

Section 4.03 Identification of Responsible Entities

Identification of the responsible entities for tasks related to retention, tenure and promotion are described in the unit role and scope documents.

Section 4.04 Next Review Level

After the primary review committee and administrator complete their reviews, the College of Arts & Architecture Retention, Tenure and Promotion Committee complete their reviews, followed by the Dean of the College of Arts And Architecture.

Article V. Intermediate Review Committee and Administrator

Section 5.01 Intermediate Review Committee - Composition and Appointment

The College of Arts & Architecture Retention, Tenure, and Promotion Committee shall be made up of five (5) tenured faculty, normally full professors. Three are to be elected by the faculty and two are to be appointed by the Dean. Additionally, three alternates shall be selected from the faculty election. The college review committee shall be composed only of tenured faculty and normally at least half hold the rank of professor and at least a majority of whom shall be elected by college faculty. Whenever possible, the committee shall have 25% female and/or minority representation. If that representation is not achieved by election, the dean shall appoint such additional members as may be necessary to achieve that representation.

Nominations for membership shall be solicited by the college dean. The names of all nominated faculty shall be placed on the election ballot. College faculty shall vote for six candidates. The three candidates receiving the majority of votes shall be elected as members to the committee. The three candidates receiving the next largest number of votes shall serve as alternate members.

No faculty member shall serve on the committee during the review of her or his own dossier. No person may participate in the review of any person with whom they have a personal, business, or professional relationship that could be perceived to preclude objective application of professional judgment.

The committee shall determine, to the best of its ability, whether a candidate's preceding reviews have been conducted in substantial compliance with the procedures set forth by the unit, college and the Faculty Handbook. The committee also conducts a fair, objective, independent, and substantive review of the candidate's dossiers based on unit, college, and University standards in cases of non-concurrence with a preceding review, the recommendation shall include a written rationale for non- concurrence.

The Dean is responsible to ensure each school is represented on the CAA Retention, Tenure and Promotion Committee, and shall establish deadlines for this election.

Procedures for how the intermediate review committee conducts the review are detailed in the Faculty Handbook.

Section 5.02 Intermediate Review Administrator

The Dean shall determine, to the best of her or his ability, whether the candidate's preceding reviews were conducted in substantial compliance with the procedures set forth by the unit, college and faculty handbook. The dean shall also conduct an independent and substantive review of the candidate's dossier and make recommendations regarding retention, tenure, and/or promotion. In cases of non-concurrence with a preceding review, the recommendation shall include a written rationale for non-concurrence.

All candidates required to apply for retention or tenure in a given year shall be notified by the Dean of their eligibility, submission requirements, and review schedule determined by the provost the previous academic year. Submission deadlines will be strictly enforced.

The college dean is also responsible for:

- A. Informing faculty members, committee members, and unit heads of the applicable time lines for review.
- B. Ensuring that the election of faculty representatives to the college and URTP Committees is conducted in a timely manner.
- C. Forwarding the candidate's dossier, with her or his recommendations, to the URTP Committee and sending a copy of the written recommendation to the candidate.

Procedures for how the intermediate review administrator conducts the review are detailed in the Faculty Handbook.

Section 5.03 Level of Review following Intermediate Review Administrator

The next level of review after the College Retention, Tenure and Promotion Committee and College Dean is the University Retention, Tenure and Promotion Committee.

Only full professors may serve on the University Retention, Tenure and Promotion Committee. Nominations for membership shall be solicited by the CAA dean. The names of all nominated faculty shall be placed on the election ballot. College faculty shall vote for one candidate. The candidate receiving the majority of votes shall be elected as a member to the committee. The candidate receiving the next largest number of votes shall serve as the alternate member. Terms are for two years.

No faculty member serving on the University Retention, Tenure and Promotion Committee can simultaneously serve on either the college or unit committees.

The Provost shall establish the deadlines for the election of the college representative to the University Retention, Tenure and Promotion Committee.

Article VI. Review Materials

Review materials submitted by the candidate and the unit are described in the unit 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.

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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 Standards. 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 College Standards. The standards for retention of probationary faculty members

are consistent with the standards of the schools and aligned with the University Standards.

Article IX. Tenure Review

Section 9.01 Timing of Tenure Review

Faculty are 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 Standards

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 College Standards.

The standards for tenure are consistent with the standards of the units and aligned with the University Standards.

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.

Section 10.02 College Standards

The College 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 Standards

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.

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

Faculty members are entitled to propose changes to Role and Scope Documents of their academic unit.

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Units will act on any proposed changes received from the URTPC Chair on an annual basis and will undertake full review of their document no less than every three years.

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Role and Scope Documents of the academic units must be approved, as detailed below, before taking effect. Effective dates for approving Documents will be established by the provost. Article XIII is prescribed by policy and will be the same across all units.

The Provost, working with URTPC, will resolve any conflicts that arise during the approval of Role and Scope Documents of the academic units. Once approved by all required parties, the Provost will establish the effective date for the revised documents. Current documents will remain in force until revised documents are effective.

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) (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) (URTPC); and
- (c) provost.

Section 13.03 University Role and Scope Document

- (a) (URTPC);
- (b) Faculty Senate;
- (c) Deans' Council; and
- (d) provost.