

## Heard, Julia

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**From:** Office of the MSU Provost  
**Sent:** Tuesday, July 06, 2021 8:02 AM  
**Subject:** MSU Faculty Handbook policy updates



**MONTANA**  
STATE UNIVERSITY

Office of the Provost

Dear Faculty, Department Heads and Deans,

I trust you are having a good summer and I hope you've had some time to relax and recharge. I cannot repeat this enough -- thank you for the tremendous work you do and for always considering the best interests and welfare of our students. MSU simply could not do all that it does for the students and the state without you. Thank you!

I'm writing to let you know about several faculty policy revisions that went into effect on July 1.

Faculty Handbook policies that were reviewed and updated this academic year for tenurable and tenure-track faculty include:

- [Annual Review](#)
- [Performance Review Post Tenure](#) (previously titled Post Tenure Review)
- [Grievance Procedures](#)
- [Consulting](#)

These four policies cycled through multiple rounds of reviews and discussions by Faculty Senate, Joint Academic Governance Steering Committee (JAGS) and Academic Council before approval. I especially acknowledge and express gratitude to all MSU **Faculty Senators** who provided valuable input to multiple draft revisions of each policy and to Faculty Senate Chair **Michael Brody** and Faculty Senate Chair-Elect **Bradford Watson** for their hours of work, detailed reviews and thoughtful insight in revising these policies. I also recognize and commend our department heads who provided valuable feedback at the early stages of the revision process – their input and comments set the stage for many subsequent revisions.

In summary, some of the substantive changes include:

- Moving the performance improvement plan (PIP) out of the post-tenure review policy and into the annual review policy.
- Detailed guidance on when to implement a PIP, the timeframe involved and what the PIP should contain. A Performance Improvement Plan template is available on the [Provost's faculty and staff resources website](#).
- Changing the name of the post-tenure review policy to reflect the new focus of the policy, which is to provide peer review of a faculty member's job

performance over the time leading up to the performance review post-tenure, generally 2-3 years.

- Clarification on the timelines, roles and responsibilities within the grievance procedures. A timeline of the procedures is provided for reference on the [Provost's faculty and staff resources website](#).

The efforts and contributions by multiple constituents have resulted in substantial improvements to these important policies. I attribute the quality of the outcomes to the collaborative, inclusive shared governance process that we used, which is like a fuel cell that energizes our intellectually stimulating environment for learning and research, and makes MSU a fun place to work.

Although I am in no hurry for this beautiful summer to end as I write this message over the July 4th weekend, I also realize how much I look forward to the start of the academic year, to see you in-person around campus and to continue this process of working together as we transform and improve the lives of the students and communities we serve.

Again, thank you and your families for your time, effort and many contributions that make our university a special place.

Sincerely,



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