Supplemental Agreement
City College at Montana State University Billings
Renewable, Non-Tenure-Track Appointment (RNTTA)

The intent of the Renewable, Non-Tenure-Track position is to be able to staff positions for which a long-term or permanent need has not been established. These positions are critical to City College but are either new and the need is not proven, or they are of an extended, but temporary nature. It is recommended that after three consecutive academic years, the position be reviewed by the Department Chair, Associate Dean, the Dean, and the Academic Vice Chancellor/Provost to determine the need and/or feasibility for establishing the position as a tenure-track position.

City College at Montana State University Billings, Renewable, Non-Tenure-Track Appointments (RNTTA)

1. The appointment of a RNTTA faculty member will be made upon the recommendation of the host department, the Dean of the College, and the Academic Vice Chancellor/Provost

2. The appointment will be renewable on an academic year-to-year basis at the discretion of the administration. The RNTTA faculty member will be automatically terminated at the end of the contract period unless specifically rehired for a subsequent academic year.

3. During the first year of appointment, the RNTTA faculty member may be terminated at the discretion of the administration. However, in a subsequent academic year of service, the RNTTA faculty member must be notified of the nonrenewal of the contract by May 1 of each year.

4. The RNTTA faculty member’s assignment will be no less than .6 IFTE/AY.

5. The Dean, in consultation with the union vice president or representative, will review the qualifications of the individual to be hired under a RNTTA. Dependent upon qualifications, a RNTTA faculty member may only be hired at Level I or Level II and will not be eligible for promotion during his/her academic year appointment. Upon a renewal, a Level I appointee may be reevaluated by the Dean in consultation with the union vice president or representative for Level II placement. A RNTTA faculty member, at the time of each annual appointment, should meet or exceed the qualifications included in the Montana Board of Regents of Higher Education Policy 730 – Minimum Qualifications for Faculty in Two-Year Degree Programs.

   a) All faculty in postsecondary programs and courses must meet the minimum qualifications established for their departmental position. Qualifications of newly hired faculty must be approved prior to the beginning of instruction. The approval process, in consultation with the union vice president or representative, includes an evaluation and recommendation from the College Dean and approval by the Provost.

   b) All teaching faculty shall have formal preparation in instructional methodology.

   c) It is the responsibility of campus administrators to document and keep on file work experience, certifications, and other qualifications if these are to substitute for supplemental formal academic preparation.
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d) It is the responsibility of the individual faculty member to provide the administration with appropriate documentation, licenses, certificates, and other evidence of qualifications as necessary to support these substitutions or supplemental agreements.

6. The responsibilities will be stated in a position description, consistent with the table, which will be shared with the RNTTA faculty member at the time of hire.

<table>
<thead>
<tr>
<th>Professional Responsibilities</th>
<th>Tenured/Tenure-Track Faculty</th>
<th>Renewable, Non-Tenure-Track</th>
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</thead>
<tbody>
<tr>
<td>Teaching (includes online in load)</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Lab supervision</td>
<td>Required</td>
<td>Required if Applicable</td>
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<tr>
<td>Lab/Shop/Equipment Maintenance</td>
<td>Required</td>
<td>Required if Applicable</td>
</tr>
<tr>
<td>Curriculum Development</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>Student Recruitment</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>Student Outcomes Assessment</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Professional Development/Affiliation/Scholarly Activities</td>
<td>Required</td>
<td>Required if Applicable</td>
</tr>
<tr>
<td>Departmental and Institutional Planning</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>Committee activity</td>
<td>Required</td>
<td>Required if Applicable</td>
</tr>
<tr>
<td>Student Advising</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>Community Service</td>
<td>Required</td>
<td>Encouraged</td>
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<tr>
<td>Program leadership</td>
<td>Required</td>
<td>Required if Applicable</td>
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<tr>
<td>Tutoring (counts toward teaching load)</td>
<td>Required if Applicable</td>
<td>Required if Applicable</td>
</tr>
</tbody>
</table>

a) Each full-time RNTTA appointment will be equivalent to a 30-credit load for an academic year. The teaching schedule will be assigned by the Department Chair and approved by the Associate Dean. Teaching schedules for appointments less than 1.0 IFTE/AY will be prorated based on the IFTE percentage.

b) RNTTA faculty members may be assigned to department and college committees and may be asked to serve on special task forces. RNTTA faculty members will not be expected to serve on University committees.

c) RNTTA faculty members will establish and post office hours on a schedule approved by the Department Chair.

Bargaining Member Status:

The RNTTA faculty members are covered by the MTYFCA Collective Bargaining Agreement with the exception of the language pertaining to seniority, promotion, and/or tenure.
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Compensation:

- RNTTA faculty members will be compensated at the same rate as instructors as specified in Article 10.1 of the MTYCFA bargaining agreement.
- RNTTA faculty members will be eligible for payroll allocated over 26 pay periods.
- RNTTA faculty members will be eligible for sick leave, personal leave, health insurance, and retirement in the same manner as other faculty.
- RNTTA faculty members will adhere to the academic calendar.
- RNTTA faculty members will not earn vacation leave, but all other leave policies will apply to this position.

Evaluation:

- RNTTA faculty members will be evaluated annually using the same process and criteria as stated in 7.1 of the MTYCFA bargaining agreement, including, but not limited to student evaluations, colleague evaluations, and supervisor evaluation.

Additional Considerations:

If a person who has held a RNTTA and meets or exceeds the qualifications required to hold a tenure-track appointment in a field of study, they may request that up to two (2) years of full time equivalent service at City College be counted toward tenure, if hired into a tenure-track position. Such qualifications include academic preparations, years of experience, and technical expertise. The administration will make the final determination of how many years of service, if any, will count toward tenure. The administration determination cannot be grieved.

Agreement:

The definition of a RNTTA faculty position is supplemental to the Collective Bargaining Agreement between Montana Board of Regents of Higher Education and Montana Two Year College Faculty Association #4610 MEA/MFT, AFT, AFL-CIO. This supplemental agreement is to be effective upon approval through June 30, 2017, at the City College at Montana State University Billings.
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Initialed approval by Union Management Committee members on 1/8/16

Faculty Representatives

Management Representatives

Approved by City College at Montana State University Billings MTYCFA members on

Signed on __________________ by union/management committee members

MTYCFA Union representatives

MSU Billings Management members

Forwarded to the President of MSU and the Office of the Commissioner of Higher Education of the Montana Board of Regents of the Montana University System on ____________________

Original created in 2007; edited December, 2015