

**From:** [Office of the MSU Provost](#)  
**To:** [msu-faculty-nontenure@sympa.montana.edu](mailto:msu-faculty-nontenure@sympa.montana.edu)  
**Subject:** Non-Tenure Track Faculty Annual Review Announcement  
**Date:** Sunday, December 15, 2019 4:12:10 PM  
**Attachments:** [image004.png](#)

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Office of the Provost

Dear Faculty Member,

Thank you for your contributions to another successful year of academic achievements at Montana State University. As we wind down the Fall Term and prepare for Spring Term 2020, it is time to start the annual review cycle, which covers **calendar year 2019**.

For Non-Tenure Track (NTT) faculty, the [Collective Bargaining Agreement](#) states:

9.08 - "Each home department shall review annually the performance of all NTT faculty who have contracted for at least 7.5 workload units (0.5 FTE) in any semester in the calendar year for which they are being reviewed and who are employed during the time of the annual review, or who are employed on a multi-year contract."

Your annual review will be completed by your department head using the Faculty Review document posted on the Academic Affairs website:

<https://www.montana.edu/provost/faculty/annual-reviews.html>.

The department head will review the completed document with you, then forward it to the dean's office for their review prior to routing to the Provost's office.

Montana State University uses [Activity Insight](#) (AI) to support our faculty annual review process and to collect information on your achievements, to minimize redundant requests for your information. Data you and your colleagues provide through AI allow us to track progress on the strategic plan, nominate faculty for institutional and external awards and respond to Montana University System and state government requests.

Activity Insight is available "24/7"; consequently, you can update your activities at any time. After your AI profile has been updated with your 2019 activities, please run the "MSU - Faculty Annual Review (Faculty Submitted Data)" report (from the Reports link in Activity Insight in the top blue navigation bar). You should review the report for accuracy prior to saving and e-mailing it to your department head/director.

Your report is due to your department head/director as specified in the schedule below:

- Dec 16, 2019 – Faculty annual review process commences.
- Jan 24, 2020 – Faculty submissions due to Dept Head/Dir.

- March 2, 2020 – Dept Head/Dir Reviews completed and returned to faculty for acknowledgement.
- 10 Days – Faculty acknowledgement completed.
- March 23, 2020 – Dept Heads/Dirs submit reviews to Deans.
- April 20, 2020 – Deans completed reviews due to Provost.

An [information/instruction sheet](#) is available to support you in updating your information. If you have questions about Activity Insight after consulting that sheet, please e-mail [digitalmeasures@montana.edu](mailto:digitalmeasures@montana.edu). If you have questions about process, timelines or content, please consult your department head. The submission through the AI Workflow module does not apply to NTT faculty this year; therefore, you will not see a “Workflow” link in Activity Insight.

I wish you and your loved ones a relaxing, enjoyable holiday season.

Best regards,

A handwritten signature in blue ink that reads "Bob".

Executive Vice President for Academic Affairs and Provost

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