



Massachusetts Society of Professors

PRE-TENURE WORKSHOP 2022-2023

Welcome

Agenda

1. Mini-Tenure vs. Tenure
2. Tenure & Promotion Standards
3. Tenure Review Timelines
4. Tenure Process Guide
5. NEW MSP Contract Language
6. Pandemic Modifications You Should Know

Mini-Tenure vs. Tenure

Mini Tenure Review

- Most occur during third year of employment
- Process mirrors the tenure review except most don't include external review letters
- Designed to provide feedback concerning progress toward tenure

Tenure Review

- Occurs during sixth year of employment
- Requires outside letters

* You may request to alter the timing of your reviews, but you must do so prior to the beginning of your process. Contact the MSP if you'd like to consider this option *

What Are the Standards & Criteria?

TENURE

- Convincing evidence of excellence in at least two, and strength in the third, of the areas of teaching; of research; creative or professional activity; and of service, such as to demonstrate the possession of qualities appropriate to a member of the faculty occupying a permanent position
- Reasonable assurance of continuing development and achievement leading to further contributions to the university

What Are the Standards & Criteria?

FOR PROMOTION TO ASSOCIATE PROFESSOR...

the faculty member must have a record of achievement sufficient to have gained recognition on and off campus among scholars or professionals in his or her field; and must show promise of continuing professional development and achievement.

Tenure Review Timelines

During the first two weeks of the spring semester before the review	<u>Department Head/Chair</u> must notify you that you are scheduled for your tenure review
May 1, 2023	<u>Candidate</u> submits materials through APWS for external referees to review (personal statement, CV, publications) & completes the waiver of rights section in APWS
By the first week of the semester in which the review is to begin	<u>Candidate</u> submits remaining materials for the basic file through APWS to the department chair/head
Due Date Set by Department Chair/Head	<u>Department Personnel Committee (DPC)</u> must advance their recommendation to the dept. chair/head through APWS
November 1, 2023	<u>Department Chair/Head</u> must advance their recommendation to the College/School PC through APWS
Due date set by Dean	<u>College/School Personnel Committee (CPC/SPC)</u> must advance their recommendation to the Dean through APWS
January 15, 2024	<u>Dean</u> must advance their recommendation to the Provost through APWS
June & September 2024 Trustee Meetings	Tenure cases officially voted by Board of Trustees
August 15, 2024 (or preceding business day)	Contractual deadline for University to notify candidate of the award of tenure, or of a one-year terminal appointment

Tenure Process Guide

External/Internal Reviewer Selection

- Candidate & Dept Chair/Head each provide names
- Final list must include, but not be limited to, names suggested by candidate
- Candidate must be provided copy of solicitation letter and final list of proposed referees so there is opportunity to comment on both
- Provost suggests no more than 6 “arms-length” letters
- “Arms-length” – not personal friend, doctoral or post-doctoral advisor or recent collaborator

Tenure Process Guide

Waiver of Right of Access to External/Internal Letters

- Candidate must decide whether or not to waive access to letters solicited by the department chair in the tenure process
- Choice will be made known to letter writers in the solicitation letter
- Waiver applies ONLY to letters “directly and individually solicited” and NOT to those submitted in response to a general announcement

Tenure Process Guide

Assembling the Basic File (defined in Art. 12.5 of the MSP Contract)

- Personal Statement
- Updated Curriculum Vitae
- Annual Faculty Reviews
- Copies/reviews of publications/scholarly works
- Evidence of Teaching Effectiveness (see Art. 33 for appropriate methods of evaluation)
- Evaluations of Service
- Outside Reviewer Letters solicited by dept. chair
- Any other materials the candidate deems necessary

Tenure Process Guide

Review Levels

- Department Personnel Committee
- Department Head/Chair
- School/College Personnel Committee
- Dean
- Provost/Chancellor

Tenure Process Guide

Other Rights of Candidates

- Right to Present All Materials as you choose
- Right to Supplement File
- Right to be Informed of each Personnel Recommendation
- Right to respond after each level of review
- Right of Consultation Prior to Contrary Recommendation
- Right to Discuss Reasons for Negative Decisions
- Right to Equitable Treatment

New MSP Contract Language

Reviewers Cannot Submit Multiple Rejoinders

“If a faculty member has responded to a recommendation added to the file by the DPC, Chair, CPC, etc., no rejoinder to that response shall be permitted unless requested by a subsequent review step.”

New MSP Contract Language

Elimination of Off-Cycle Reviews

- Reviews for faculty whose appointments started in January will have reviews “on-cycle”
- Promotional salary increase will be retroactive to the anniversary of the January start date



How to Eliminate Drama in your Life?

Recognition of Pandemic Challenges

- Pandemic Impact Statements
 - In AFRs (under *additional activities*)
 - Can include as separate addendum to personal statement
- Guidance to on-campus Reviewers
 - rely on self-report of teaching accomplishments
 - keep in mind challenges with regard to service
 - Avoid comparisons with faculty whose circumstances allowed productivity to remain undiminished
- External Reviewers Reminded to Consider COVID Disruptions

Pandemic Modifications You Should Know

Expedited Process to Request TDY & Mini-tenure Review Delay

- Due to family/medical/COVID-19 disruptions
- In addition to auto delay TT faculty already received
- Apply through APWS (create new submission/request to alter tenure decision year)
- Complete form and upload memo explaining how work disrupted
- Reviewed by Sick Leave Committee and Dean
- All personal/medical info kept confidential
- Provost notifies of decision

Other Resources

- Workshop Materials on MSP Website
<https://umassmsp.org/workshops/>
- Academic Personnel Policy (Redbook) – Standards & Criteria
[https://umassmsp.org/files/Academic%20Personnel%20Policy,%20UMASS%20A,B 1.pdf](https://umassmsp.org/files/Academic%20Personnel%20Policy,%20UMASS%20A,B%201.pdf)
- Provost's Website (promotion and tenure)
<https://www.umass.edu/provost/resources/all-resources/academic-personnel/reappointment-promotion-and-tenure>

Other Resources

- Academic Personnel Workflow System (how to guides/training schedule) <https://www.umass.edu/provost/resources/all-resources/academic-personnel/academic-personnel-workflow-system-apws>
- UMass ADVANCE Program (Documenting COVID-19 Impacts) <https://www.umass.edu/advance/sites/default/files/inline-files/UMass%20ADVANCE%20COVID-19%20Tool%20August%2017%202020%20Final.pdf>