



Massachusetts Society of Professors

PRE-TENURE WORKSHOP 2021-2022

Welcome

Format of Meeting

- Please do not record or photograph the meeting
- Please stay on mute unless called on to speak
- There will be opportunities for asking questions. Please use the “raise hand” function found in the ‘reactions’ tab at the bottom of your zoom screen
- Workshop materials have been posted on the MSP website (umassmsp.org).
- If you have questions about your individual situation, please email them directly to: msp@umass.edu. All queries to the union are confidential.

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

- Process mirrors the tenure review except most don't include external review letters
- Most occur during third year of employment
- 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 review but you must do so prior to the beginning of your TDY. 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

February 1-19, 2021	<u>Department Head/Chair</u> notifies candidate of tenure review
May 1, 2021 * *later with approval from Dept., Head/Chair and Dean	<u>Candidate</u> must submit all materials for external referees to review & completes the waiver of rights section in APWS
September 10, 2021	<u>Candidate</u> must submit all remaining materials for inclusion in the basic file
Due Date Set in Department	<u>Department Personnel Committee (DPC)</u> must advance their recommendation to the dept. chair/head through APWS
November 5, 2021	<u>Department Chair/Head</u> must advance their recommendation to the CPC/SPC through APWS
Due date set internally	<u>College/School Personnel Committee</u> must advance their recommendation to the Dean through APWS
January 14, 2022	<u>Dean</u> must advance their recommendation to the Provost through APWS
June & September Trustee Meetings (6/2/22 & 9/22/22)	Tenure cases officially voted by Board of Trustees
August 15, 2022	Contractual deadline for University to notify candidate of the award of tenure, or of a one-year terminal appointment

Tenure Process Guide

1. Assembling the Basic File (defined in Art. 12.5 of the MSP Contract)
 - Personal Statement
 - Curriculum Vitae
 - AFRs
 - Evidence of Teaching, Research and Service Effectiveness
 - Outside Reviewer Letters
 - Any other materials the candidate deems necessary

Tenure Process Guide

2. 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

3. Review Levels

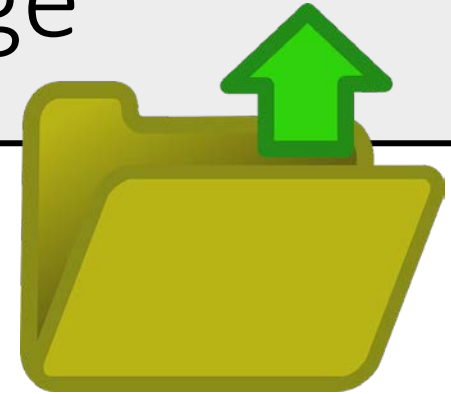
- Department Personnel Committee
- Department Head/Chair
- School/College Personnel Committee
- Dean
- Provost/Chancellor

Tenure Process Guide

4. Rights of Candidates

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

New MSP Contract Language



Clarifying Timelines for Submission of The Basic File

- Notice of personnel review sent no later than end of third calendar week of semester *before* the review is to be initiated
- Faculty must submit all materials for external reviewers by **May 1st** *
- Faculty must submit any remaining materials for the basic file by the **first week of the semester** in which the review is to begin

*This deadline can be moved to a later date with the approval of the department, the chair and the Dean

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 Statement in AFRs to document:
 - impact that health crisis has had on academic work
 - necessary adjustments/contributions made when UMass moved to remote learning
- Guidance to On-campus Reviewers
 - rely on self-report of teaching accomplishments
 - keep in mind challenges with regard to service
- External Reviewers Reminded to Consider COVID Disruptions

Pandemic Modifications You Should Know

Expedited Process to Request TDY & Mini-tenure Review Delay

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