



Massachusetts Society of Professors

DEPARTMENT & COLLEGE PERSONNEL  
COMMITTEE WORKSHOP

September 2022

# Agenda

1. Creation, Roles and Responsibilities of PCs
2. PC Engagement in Personnel Actions  
(includes review of recently negotiated MSP contract language)
3. Pandemic Modifications
4. UMass ADVANCE- best [practices](#) for equitable evaluation during COVID

# Creation, Roles and Responsibilities of PCs

- Established once per year at the department level
- Conduct initial review of all major personnel actions
- Peer review – must be a bargaining unit member
- Only one bite of the apple (DPC/CPC)
- PC recommendations must be given “great weight” and cannot be overturned except in exceptional circumstances



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# Personnel Committee Autonomy Mandate

**AUTONOMY**  
THE DESIRE TO BE  
SELF DIRECTED



- Each PC shall choose its own chair, convene itself, deliberate without participation of the dept. chair/head or dean, and formulate its own recommendations independently (*Articles 12.3.7 & 20.3.2, pg. 2*)

# PC Engagement in Personnel Actions

## Annual Evaluation

- All bargaining unit faculty/librarians evaluated annually
- Reviews based on assigned duties (dept. chair provides job description for NTT)
- Faculty member/librarian has right to respond to comments
- Union activities credited as University service

# PC Engagement in Personnel Actions

## Tenure System Faculty

- Reappointment through tenure decision year (4.2/mini-tenure review)
- Tenure and Promotion (normally occurs in 6<sup>th</sup> year)
- Promotion to Full Professor (no arbitrary timeline/based on readiness)
- Qualifications/contributions in Teaching, Research and Service (basic file and internal/external reviewer letters)
- Make recommendation based on “Redbook” standards
- Provost’s annual T & P memo useful reference
- Check MSP contract for process
- Review levels include DPC, Dept. Chair/Head, CPC, Dean, Provost

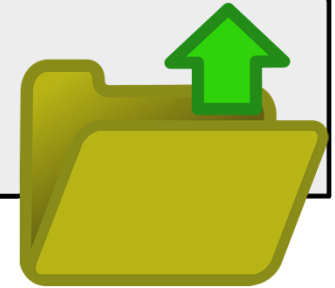
# New Contract Language

## Promotion to Full Professor Criteria (see Art. 12 & Redbook)

“With regard to promotion to full, **relative weight to be given to each area may be determined in light of the duties of the faculty member** when considering if the following criteria have been met:

- a) The faculty member has achieved substantial recognition on and off campus from scholars or professionals in the faculty member’s field and
- b) the candidate has shown significant potential for continued professional achievement.”

# New Contract Language



## Earlier Submission of the Basic File (tenure cases only)

- Notice of personnel review sent no later than the end of 3rd calendar week of semester *before* review is initiated
- Faculty must submit all materials for external reviewers by **May 1<sup>st</sup> - for tenure reviews ONLY. Departments may establish a later date with the approval of their dean.**
- Faculty must submit any remaining materials for the basic file by the **first week of the semester** in which the review is to begin
- Deadlines for DPC/CPC to advance recommendations are set internally so be sure to check in with dept/college



## New Contract Language

### Elimination of 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.”**

\* This does not alter the candidate’s right to respond to anything added to the file

# New Contract Language

## Elimination of Off-Cycle Reviews

- Reviews for faculty hired in January will commence the following September “on-cycle”
- Promotional salary increase will be retroactive to the anniversary of the January start date



**How to Eliminate Drama in your Life?**

# New Contract Language

## Hire with Tenure

- DPC will be informed when an individual has accepted an offer with the expectation of tenure
- An expedited review will commence following the regular process with the following exceptions:
  - PC may substitute letters from search/hire process for internal/external review letters
  - Instead of a personal statement, PC may review candidate's statement from search/hire process
  - Teaching reviews from previous institution may be submitted as evidence of excellence in teaching
- Every effort will be made to complete on-campus review prior to individual's arrival

NOTE: 5-day response period in APWS has been removed for expedited cases

# PC Engagement in Personnel Actions

## Librarians -- Continuous Appointment

- Review in 5<sup>th</sup> year of continuous service at half-time or greater
- PROCESS mirrors other major personnel actions (basic file, letters of reference, successive levels review)
- “Up or out” review except can result in 2-year extension with “good cause”
- Criteria includes:
  - ❖ Convincing evidence of excellence as a professional librarian and
  - ❖ Promise of continuing professional development and achievement

# PC Engagement in Personnel Actions

## Librarians – Promotion

- Eligibility based on completing minimum years in rank & meeting certain required criteria
- Process mirrors continuing appt.
  - ❖ Basic file created
  - ❖ Reference letters (promotion to Lib. 4 & 5 only)
  - ❖ Review levels include LPC, direct supervisor, higher level supervisor, DOL, Provost

PROMOTION



# PC Engagement in Personnel Actions

## NTT Continuous Appointment

- Eligibility: 50% FTE or greater appointments and funding other than grants, gifts and contracts
- Review conducted in 3<sup>rd</sup> FTE year of service
- NEW: those hired 9/1/22 or later follow articulated process, create portfolio including a personal statement and must meet contractual standards. File is reviewed by dept. chair/head, dean and provost. No PC review. THIS PROCESS IS NOT A TENURE REVIEW!
- Those hired prior to 9/1/22: no review specified in CBA
- One year notice required if review results in non-reappointment

# PC Engagement in Personnel Actions

## NTT Promotions – Lecturer

- 6 FTE years for Senior Lecturer and Senior Lecturer II
- Spring review
- Candidate submits portfolio/Dept chair provides job description and student evaluations
- Letter writers – option of candidate
- Review levels include DPC, Dept. Chair, College Review Committee (CRC), Dean, Provost
- Criteria – meritorious performance and promise of continuing professional development

# PC Engagement in Personnel Actions

## NTT Promotions – Clinical (Nursing)

- Eligibility based on fulfillment of promotional criteria and not on years of service
- Process requires a basic file and letter writers
- Review levels include CPC, Dean, Provost (No DPC)
- Criteria – Sustained fulfillment & growth in the areas of teaching, nursing scholarship, and service



# PC Engagement in Personnel Actions

## NTT Promotions – Extension Faculty

### ➤ Promotion to Associate

- ❖ 6 FTE years service and evidence of recognition on and off campus, successful fulfillment of responsibilities, and promise of continuing professional development

### ➤ Promotion to Full

- ❖ sustained fulfillment of promotion criteria including recognition as leader for program that has achieved sustained public impacts

### ➤ Process requires a portfolio and letter writers

### ➤ Review levels include DPC, Dept. Chair, CPC, Dean, Provost (CAFÉ provides input at CPC level)

# PC Engagement in Personnel Actions

## NTT Promotions – Research Faculty

- 6 FTE years necessary in rank for eligibility to next rank
- Criteria include recognition on/off campus and promise of continued professional development & achievement
- Process requires a portfolio and letter writers
- Review levels include DPC, Dept. Chair, CPC, Dean, Provost



# PC Engagement in Personnel Actions

## Periodic Multi-Year Review (PMYR)

- Required for tenured faculty & librarians on continuing appointments
- DPC/LPC reviews and recommends to ACCEPT or REVISE statement
- Process articulated if “statement revised”
- DPC no longer required to make recommendation regarding funding
- All bona fide requests for development funds result in \$2k awards

# Pandemic Modifications

## No penalty to candidates:

- Who have files that reflect COVID delays
- Who received MSP negotiated workload adjustments in the form of credit toward continuing appointment and/or promotion
- Due to suspended student evaluations (spring & fall 2020) or the use of alternate forms

Provost encourages “Pandemic Impact Statement” to be included with AFR/ALR

# Introducing Buju Dasgupta UMass ADVANCE

## Documenting Pandemic Impacts

