



Massachusetts Society of Professors

**DEPARTMENT & COLLEGE PERSONNEL
COMMITTEE WORKSHOP**

September 2023

Agenda

1. Creation, Roles and Responsibilities of PCs
2. Personnel Committee Autonomy
3. Evaluating Your Colleague's Impact
4. Specific Personnel Actions (includes recently bargained changes to processes)
5. Pandemic Modifications
6. Updates from UMass ADVANCE

Creation, Roles and Responsibilities of PCs

- Established once per year at the department level BY FACULTY
- 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

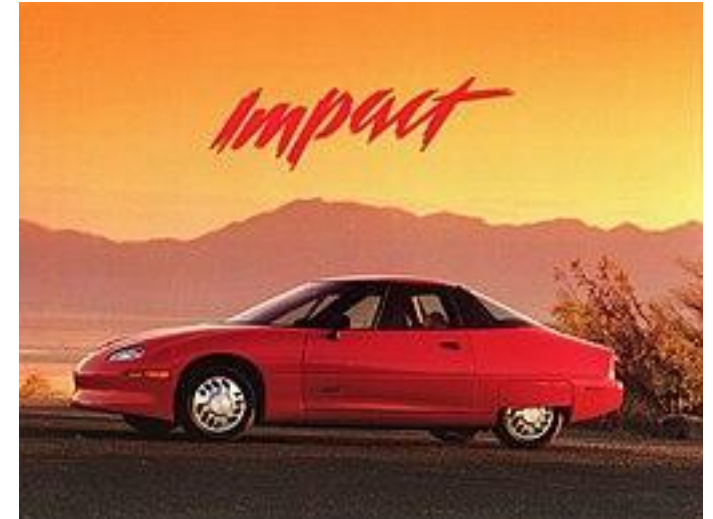
AUTONOMY
THE DESIRE TO BE
SELF DIRECTED



- 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*)

Evaluating Your Colleagues' Impact

- It's up to you to determine the metrics
- Research and teaching practices are changing!
 - Open scholarship: funder mandates and policies
 - Publisher business models: \$\$\$ or supporting research/teaching
 - Interdisciplinarity and collaboration
- Impact - [Apply metrics responsibly](#)
 - Best practices and tools
 - Beware the prestige economy & single indicator (e.g. JIF)
- New models
 - [De-emphasizing journal name in researcher assessment at HHMI](#)
 - [University of Maryland Department of Psychology P&T Guidelines](#)
- Let's talk!
 - Christine Turner and the [Research Impact Indicators & Metrics](#) Team: riim@library.umass.edu



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Annual Evaluations

- 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

Tenure System Personnel Actions

- Reappointment through tenure decision year (4.2/mini-tenure review)
- Tenure and Promotion (normally occurs in 6th year)
- Promotion to Full Professor (no arbitrary timeline/based on readiness)
 - Recommendations based on “Redbook” standards (differ by review)
 - Provost’s annual T & P memo useful reference
 - Check MSP contract for process
 - Review levels include DPC, Dept. Chair/Head, CPC, Dean, Provost

Tenure System Personnel Actions

New Contract Language

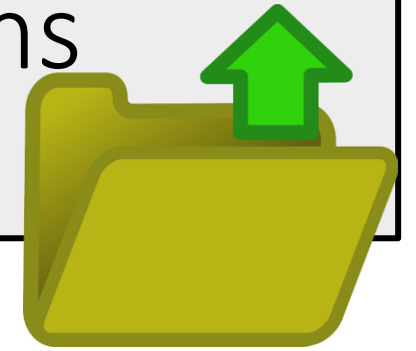
Promotion to Full Professor Criteria (see Art. 12 & Redbook)

“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.”

Tenure System Personnel Actions

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 1st - 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

Tenure System Personnel Actions

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

Tenure System Personnel Actions 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?

Tenure System Personnel Actions

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

Librarian Personnel Actions

Continuous Appointment

- Review in 5th 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

Librarian Personnel Actions

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



NTT Personnel Actions

Continuous Appointment

- Eligibility: 50% FTE or greater appointments and funding other than grants, gifts and contracts
Review conducted in spring of 3rd 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 not reviewed by the PC.
- Those hired prior to 9/1/22: past practice continued
- One year notice required if review results in non-reappointment

NTT Personnel Actions

Lecturer Promotions

- 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

NTT Personnel Actions

Clinical Faculty (Nursing) Promotions

- 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

NTT Personnel Actions

Extension Faculty Promotions

- 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)

Periodic Multi-Year Review

- Required for tenured faculty & librarians on continuing appointments
- DPC/LPC review and recommend to ACCEPT or REVISE candidate's 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