



Massachusetts Society of Professors

PRE-TENURE WORKSHOP

October 2020

Welcome

Format of Meeting

- Please do not record or photograph the meeting in any way.
- Please stay on mute unless called on to speak.
- There will be opportunities for questions. At that time we will ask you type a question mark (?) in the chat box and you will be called on in order to ask your question.
- Any unanswered questions can be typed in the chat and we will follow up on those after the workshop.
- 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. Tenure Review Timelines
2. Mini-Tenure vs. Tenure
3. Tenure Process Guide
4. NEW MSP Contract Language
5. Pandemic Modifications You Should Know

Tenure Review Timelines

| | |
|---|---|
| September 1-21, 2020 | Department Head must, within the first three weeks of the semester in which your review is initiated, notify you of your tenure review |
| Due Date Set in Department | Deadline for DPC to advance file to department head/chair through APWS |
| November 6, 2020 | Deadline for department head/chair to advance file to College/School PC through APWS |
| Due Date Set Internally | Deadline for College/School PC to advance file to Dean through APWS |
| January 15, 2021 | Deadline for Dean to advance file to Provost through APWS |
| June and September 2021 Trustee Meetings (6/16/21 and 9/15/21) | Tenure cases officially voted |
| August 15, 2021 | Contractual deadline for University to notify candidate of award of tenure or of a one-year terminal appointment |

Mini-Tenure vs. Tenure

Mini Tenure Review

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

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 *

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

Tenure Process Guide

2. External Reviewer Selection

- Candidate & Dept Chair each provide names
- Final list includes those suggested by candidate
- Prior to solicitation, candidate must see solicitation letter and final list of proposed referees
- Referees are provided with CV, personal statement and any other materials the candidate wishes
- 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

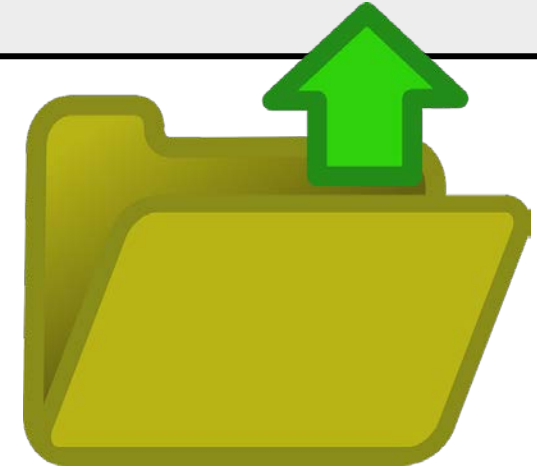
Tenure Process Guide

4. Other Rights of Candidates

- Right to Present All Materials
- Right to Supplement File
- Right of Consultation Prior to Contrary Recommendation
- Right to be Informed of a Personnel Recommendation
- 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

New MSP Contract Language

Internal Letter Solicitation

Process mirrors external reviewer process

- List must include, but not be limited to, names suggested by candidate
- Candidate has right to waive access to letters
- Candidate must be provided copy of solicitation letter and lists of names
- Candidate to be given opportunity to comment on appropriateness of both

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 start 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?

Pandemic Modifications You Should Know

- SRTIs Suspended Spring and Fall 2020
- Recognition of Difficulties Around Service
- External Reviewers Reminded to Consider COVID Disruptions

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>