



Massachusetts Society of Professors

PRE-TENURE WORKSHOP 2023-2024

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

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

Tenure Review

- Norm is to occur during sixth year of employment
 - Certain circumstances alter timing automatically
 - You may request delay/advancement of timing (contact MSP prior to entering review year)
- Absolutely requires external review letters

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 Timeline (2024-2025)

**** Dates below are approximate. Personnel action deadlines are normally published annually in late May ****

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, 2024 (before tenure review begins)	<u>Candidate</u> submits materials through APWS for external referees to review (personal statement, CV, publications) & completes the waiver of rights section in APWS
September 15, 2024 (of the tenure decision year)	<u>Candidate</u> submits remaining materials for the basic file through APWS to the department chair/head
October 15, 2024	<u>Department Personnel Committee (DPC)</u> must advance their recommendation to the dept. chair/head through APWS
November 1, 2024	<u>Department Chair/Head</u> must advance their recommendation to the College/School PC through APWS
December 15, 2024	<u>College/School Personnel Committee (CPC/SPC)</u> must advance their recommendation to the Dean through APWS
February 1, 2025	<u>Dean</u> must advance their recommendation to the Provost through APWS
June & September 2025 Trustee Meetings	Tenure cases officially voted by Board of Trustees
August 15, 2025	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
- PRIOR TO SOLICITATION - 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

You have the right to respond to any recommendation letter and have that response added to your file going forward. Typically, 5 days are built into the system for this purpose

Tenure Process Guide

Other Rights of Candidates

- Right to Present All Materials Essential to the Consideration of your Case
- Right to Supplement File at any Stage (use post-submission materials section in APWS)
- Right of Consultation Prior to Contrary Recommendation
- Right to be Informed of each Personnel 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/teams-and-reporting-units/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>