



Massachusetts Society of Professors

**PROMOTION TO FULL
PROFESSOR WORKSHOP
Spring 2024**

Welcome

Agenda

1. Promotion to Full vs. Tenure
2. What are the Standards & Criteria?
3. Promotion to Full Review Timeline
4. Promotion to Full Review Process
5. NEW MSP Contract Language
6. Recognition of Pandemic Challenges

Promotion to Full vs. Tenure

Promotion to Full Review

- No dictated clock; candidate ultimate decider about when to be reviewed
- Not an up-or-out review
- Review does not leave campus; final decisions rest with Provost
- Standards differ from tenure
 - No “excellence” requirement
 - No need for PC to vote on three categories

What Are the Standards & Criteria?

Recommendations for promotion shall be based on qualifications and contributions in the areas of teaching; of research, creative, or professional activity; and of service and on the following:

- Must demonstrate “a record of achievement sufficient to have gained substantial recognition on and off campus from scholars or professionals”
- Must demonstrate “significant potential for continuing professional achievement”

What Are the Standards & Criteria?

FLEXIBILITY IN THE REVIEW FOR PROMOTION TO FULL PROFESSOR

“All three areas must be considered, but the relative weight to be given to each may be determined in light of the duties of the faculty member.”

Promotion to Full Review Timeline (2024-2025)

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

Due date set in the department	<u>Candidate</u> submits materials through APWS for external referees to review (personal statement, CV, publications)
October 15, 2024	<u>Candidate</u> submits remaining materials for the basic file through APWS to the dept. chair/head
December 15, 2024	<u>Department Personnel Committee (DPC)</u> must advance their recommendations to the dept. chair/head through APWS
February 1, 2025	<u>Department Chair/Head</u> must advance their recommendations to the CPC/SPC through APWS
April 1, 2025	<u>College/School Personnel Committee</u> must advance their recommendations to the Dean through APWS
June 1, 2025	<u>Deans</u> must advance their recommendations to the Provost through APWS
July 15, 2025 or within 45 days of receipt of Dean's recommendation, whichever is later	<u>Provost</u> must notify candidate of the decision

Promotion to Full Review Process

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

Promotion to Full Review Process

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 promotion 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

Promotion to Full Review Process

Assembling the Basic File (defined in Art. 12.5 of the MSP Contract)

- Personal Statement
- Updated Curriculum Vitae
- Copies/reviews of published works or other accomplishments
- Evidence of teaching effectiveness (see Art. 33 for appropriate methods of evaluation)
- Evaluations of service
- Annual Faculty Reports (5 most recent)
- Outside Reviewer Letters solicited by department chair/head
- Any other materials the candidate deems necessary

Promotion to Full Review Process

Review Levels

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

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

Promotion to Full Review Process

Other Rights of Candidates

- Right to Present all Materials Essential to the Consideration of your Case
- Right to Supplement File (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.”

Recognition of Pandemic Challenges

- Pandemic Impact Statements
 - In AFRs (under *additional activities* in APWS)
 - 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

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>