



Massachusetts Society of Professors

**DEPARTMENT & COLLEGE PERSONNEL
COMMITTEE WORKSHOP**

September 2024

Agenda

1. Creation, Roles and Responsibilities of PCs
2. Personnel Committee Autonomy
3. Evaluating Your Colleague's Impact
4. Specific Personnel Actions
5. Pandemic Modifications



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

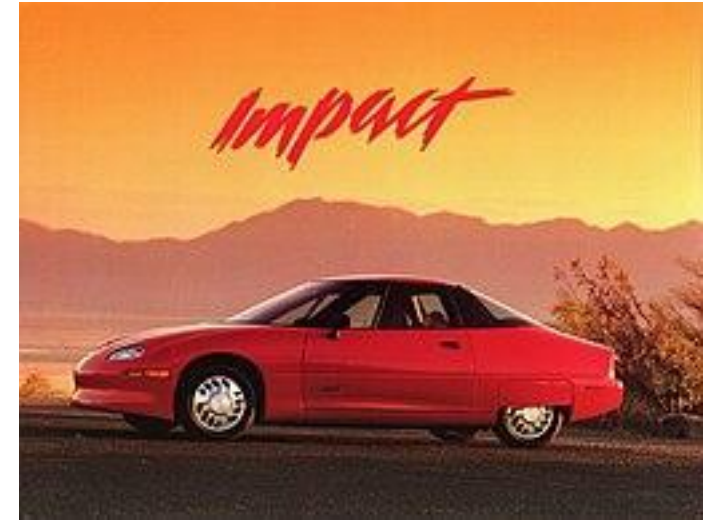
AUTONOMY
THE DESIRE TO BE
SELF DIRECTED



- 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 Colleague's 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
 - More on open scholarship & scholarly publishing: <https://guides.library.umass.edu/ScholarlyPublishing/Home>
- New models of evaluation
 - “De-emphasizing journal name in researcher assessment at HHMI” - <https://sfdora.org/dora-10th-anniversary-events/>
 - University of Maryland Department of Psychology Promotion & Tenure Guidelines - <https://www.heliosopen.org/news/university-of-maryland-department-of-psychology-leads-the-way-in-aligning-open-science-with-promotion-amp-tenure-guidelines>
 - Research Impact Indicators & Metrics - see next slide
 - Let's talk!
 - Christine Turner, Scholarly Communications Coordinator, cturner@umass.edu



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Libraries

UMass Amherst Libraries / LibGuides / Research Impact Indicators & Metrics / Apply Metrics Responsibly

Research Impact Indicators & Metrics

Research Impact Indicators & Metrics
Home

Maximize Your Impact

Apply Metrics Responsibly

Telling Your Story

Best Practices

Metric Evaluation Tools

It's Funny Because It's True

Author Metrics

Article Metrics

Journal Metrics

Book/Chapter Metrics

Data Metrics

Open Educational Resource Metrics

Telling Your Story

Competition for prestige and funding have greatly elevated the stakes for demonstrating research potential and impact for grants, policy development and recognition for promotion and tenure, among other rewards. The International Network of Research Management Societies (INORMS) established a [Research Evaluation Working Group in 2018](#) which developed the [SCOPE Framework](#) for guiding your narrative approach:

- **START** with what **you** value - not external drivers and not based purely on available data sources.
- **CONTEXT** considerations - who are you evaluating?, why are you evaluating? and do you need to evaluate?
- **OPTIONS** for evaluating - consider qualitative and quantitative, don't use quantities to indicate quality and include the evaluated in the evaluation.
- **PROBE** deeply - who might be discriminated against?, how might your approach be gamed?, what might be unintended consequences?, and does the cost outweigh the benefit?
- **EVALUATE** your evaluation - did your evaluation achieve its aims? and continue to consider your approach.

Keep in mind that no data source is comprehensive and major indexing databases cover predominantly English language, journal-based, STEM literature from the Global North. Working through the SCOPE process, referencing norms for your research field and following best practices for applying indicators will put you in good stead.

A green rectangular sign with rounded corners and a white border, tilted slightly to the right. It features the text "Annual Review" in white, sans-serif font. The sign is mounted on a silver metal post against a background of a blue sky with white clouds.

Annual Evaluations

A green rectangular sign with rounded corners and a white border, tilted slightly to the right. It features the text "Annual Review" in white, sans-serif font. The sign is mounted on a silver metal post against a background of a blue sky with white clouds.

- 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/occurs in the 3rd year)
- Tenure and Promotion (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
 - Check Provost’s website for Academic Personnel action deadlines

Tenure System Personnel Actions

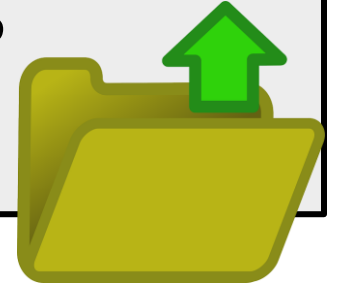
New Contract Language

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)

- **For tenure reviews ONLY**, faculty must submit all materials for external reviewers by **May 1st**. 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
- Be sure to check personnel action deadlines so you will know when the DPC/CPC must advance their recommendations through APWS

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 something 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

- As soon as an offer is accepted, the DPC in the hiring department will be informed that the individual is being hired with the expectation of tenure
- An expedited review will commence ASAP following the regular process with the following exceptions:
 - PC can substitute letters from search/hire process for internal/external review letters
 - PC can review candidate's statement of T/R/S from search/hire process rather than require a personal statement
 - Teaching reviews from previous institution can 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 built-in 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 negotiated process which is routed through APWS. These files are NOT reviewed by the PC and go straight to the dept. chair
- Those hired prior to 9/1/22: past practice continued
- One year notice required if review results in non-reappointment

NTT Personnel Actions



Professional Improvement Fellowships

- Competitive process that provides one-semester release for professional development activities directly related to job responsibilities or advance initiatives in dept/college
- Eligibility: NTT faculty who complete 6 years of service and are not funded entirely on grants or contracts and who do not have access to sabbaticals
- Faculty member submits application through APWS
- DPCs make recommendations to Dean and the Provost makes final decisions

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
- Solicitation of internal/external letters are NOT required but the candidate may ask the dept. chair to solicit if they desire. Most files do not include them
- 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 the college PC, Dean, Provost
- 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
- ❖ Review done during spring prior to the AY in which 6 FTE years service is amassed

➤ Promotion to Full

- ❖ No specified timeline/must have sustained fulfillment of promotion criteria including recognition as a leader for a program of research that has achieved sustained public impacts

➤ Processes requires a portfolio and letter writers

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

Periodic Multi-Year Review (PMYR)

- Required every 7 years for tenured faculty & librarians on continuing appointments (spring review)
- DPC/LPC review and recommend to ACCEPT or REVISE candidate's statement
- Specific 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

A red square logo with a yellow and orange coronavirus particle illustration. The words "CORONA" and "VIRUS" are written in white, bold, sans-serif capital letters across the center of the particle.

CORONA
VIRUS

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