

## **BYLAWS OF THE DEPARTMENT OF BIOLOGY UNIVERSITY OF MASSACHUSETTS AMHERST**

### **Faculty Voting Rights**

All full-time members of the Biology department faculty, including the Department Chair and all tenure-track faculty and lecturers of all ranks, with the exception of pre-tenure faculty, may vote on all matters before the Department faculty. A pretenure TT DPC member will vote on all DPC matters except for the reappointment, tenure, and promotion of TT faculty. A faculty member who is on leave is not required or expected to take part in departmental governance, but nonetheless may vote if they wish on matters before the department. (A faculty member on 100% sick leave is legally prohibited from working and may not vote.)

A quorum is required for all decisions voted on by the Department. A quorum is defined as fifty percent plus one of the full-time members of the Biology department faculty excluding those faculty members on leave or holding a major administrative position that has relieved them of department responsibilities.

### **Role of the Biology Department Personnel Committee (DPC)**

The DPC is a committee established according to the Redbook of the University of Massachusetts – Amherst. Following the Redbook, the primary purposes of the committee are “to assure that departmental faculty participate . . . in the discharge of their primary responsibility” and to “ensure documentation of these faculty decisions.” All questions related to policy regarding faculty in the Department will be presented initially to the DPC.

The responsibilities of the DPC, as further prescribed by the Collective Bargaining Agreement (CBA), include reviews of annual faculty reports and salary anomalies, assignment of merit, and recommendations on reappointment, promotion, periodic multi-year review (PMYR), and tenure. Unless otherwise specified by the College or University, the DPC will also recommend departmental nominations for internal awards related to research, teaching, service and outreach.

All members of the DPC are eligible to vote in all matters before the DPC, with the exception of pre-tenure faculty who may not vote on the reappointment, tenure, and promotion of TT faculty. Any member in conflict of interest with a matter before the DCP must declare the existence of a conflict to the DPC and must not participate in any discussion of or action on the matter.

The DPC formally recommends personnel actions to the Department Chair. The DPC may consult with the Chair on logistics of personnel cases, such as recommendations for referees and the setting of deadlines for each stage of such cases, and may request records and information from the Chair. However, the Chair

may not deliberate with, vote with, or otherwise attempt to influence the DPC on the substance or merits of personnel actions for which the CBA prescribes an independent role for the Chair, namely reappointment, promotion, and tenure cases. The Chair may meet with the DPC to discuss other personnel matters, such as hiring, Annual Faculty Reports, and Periodic Multi-Year Review. The Chair will forward the recommendations of the DPC to the Dean of the College and will comment on the recommendations in separate memoranda. In certain cases, such as by invitation, the DPC may communicate directly with the Dean, the College Personnel Committee (CPC), or other administrative levels.

**Designation of the DPC members and of the departmental representative to the CPC**

The DPC will consist of nine faculty members. Subject to willingness and availability to serve, one member of the DPC will be pre-tenure faculty, one will be non-tenure track faculty on a continuous appointment, and at least three will be full professors. Pre-tenure members will be elected to a term of one year. Other members will be elected to a term of three years. Re-election to the DPC is allowed, but no member shall serve more than two consecutive three-year terms. If a DPC member is scheduled to go on sabbatical, a replacement may be elected for a special term of one semester or one year. Neither the Chair of the Department nor the CPC representative may serve on the DPC.

A pretenure TT DPC member will vote on all DPC matters except for the reappointment, tenure, and promotion of TT faculty.

The Department Chair will appoint the departmental representative to the College personnel committee (CPC). Only tenured professors are eligible to serve as the departmental representative to the CPC. The representative will serve a three-year term.

To enable and encourage participation of everyone in the Department in the election of the members of the DPC, an annual election of new members of the DPC for the following academic year will be held in the second half of the spring semester, no later than the first week of May. All and only departmental faculty members are eligible to vote in the election. The current chair of the DPC will call and run the election.

Terms of newly elected members of the DPC and of the newly designated CPC representative will begin, and terms of the departing members of the DPC and of the departing CPC representative will end, on the next September 1. The first task of the new DPC will be the election of a new chair.

## **Tenure, Promotion, and Reappointment**

### *Tenure*

The Department must conduct a tenure review in the first semester of the candidate's sixth year of service unless a delay has been requested by the faculty member and approved by the Provost, the candidate was hired with credit toward tenure, or the candidate requested early tenure review. The Department Chair and DPC chair will meet with the candidate prior to the review to discuss the process. The Department Chair will solicit a list of external and internal reviewers from the candidate, and prepare a list of additional external and internal reviewers, as specified in the Redbook. The goal is to solicit sufficient reviewers in order to receive a minimum of eight external reviews that are judged to be 'at arm's length.' Potential reviewers will be contacted through the online Academic Personnel Workflow System (APWS) and review materials will be available online for individuals who agreed to provide letters of review. The Chair will also solicit letters from undergraduate and graduate students. The DPC will review the tenure case and submit a written letter of evaluation and recommendation to the candidate via the APWS system. The Department Chair, will review the case and write a second, independent letter of evaluation and recommendation. The faculty member will receive copies of these letters via the APWS, redacted as necessary to preserve the agreed anonymity of reviewers, and may add additional material or comments. The entire file will then be made available to the Dean via APWS. The criteria used in evaluation and recommendation will conform to the requirements for tenure stated in the Redbook and the CBA.

Review for promotion to the rank of associate professor will generally occur concurrently with review for tenure and will conform to the Redbook and the CBA.

### *Promotion to Full Professor*

Review for promotion to the rank of professor is not required at any specific time. A faculty member with the rank of associate professor may request consideration for promotion to professor. The DPC and Department Chair may identify faculty members whose accomplishments appear to warrant promotion to professor and suggest that they request promotion, but such endorsement will not guarantee a successful request. The steps in the process of evaluating a promotion case are essentially the same as those for the process of evaluating a tenure case.

### *Reappointment through the tenure decision year*

Reappointments of tenure-track faculty for the period through the tenure decision year (i.e., "4.2 reappointments") are typically conducted in the third year of service for a new faculty member whose tenure decision will be in the sixth year of service and who received an initial, four-year appointment. The purposes of this review are to provide the candidate with an evaluation of strengths and weaknesses useful for eventual application for tenure, and to provide to the University an evaluation and recommendation for reappointment through the tenure decision year. The Chair will meet with the faculty member in the fall semester to describe the process and to

indicate what the faculty member needs to provide for review via the APWS, including a current CV, relevant publications, lists of faculty and students who can serve as reviewers, and statements of research, teaching, and service; the CBA lists items required for reappointment and promotion files. The faculty member will also choose whether to sign the APWS form stating whether the faculty member waives right of access to individually solicited internal or external letters.

All materials for review for reappointment and promotion must be submitted via APWS. The evaluations by the DPC and by the Chair will be independent and use criteria that conform to the Redbook and the CBA. The evaluations and recommendations of the DPC and the Chair will be sent to the Dean via the APWS.

#### *Reappointment of Lecturers*

The reappointment notice for Lecturers will occur by August 15<sup>th</sup> at the end of the 3<sup>rd</sup> year of FTE service. If that reappointment carries the lecturer beyond the 4<sup>th</sup> year, it will be for a continuing appointment (Article 21.9.2, Continuing Appointments, of the MSP contract in AY15-16). According to the CBA, a lecturer with a continuing appointment may be terminated only for just cause, or if the work done by the lecturer is no longer required, or will be done instead by a tenure track faculty member. Once on a continuing appointment, the lecturer is never again reviewed for reappointment.

For the reappointment that leads to a continuing appointment, the DPC and the Chair will independently conduct an evaluation of the lecturer's teaching performance and promise for continuing professional development and achievement. This review is advisory only to the Dean; the Dean "shall consider such factors as performance, need for the individual's services, and availability of funding," to decide whether to reappoint. This usually takes place during the third year of full-time service. The Chair will meet with the faculty member to describe the process and to indicate what the faculty member needs to provide for review, including a current CV, a teaching statement, and a list of faculty, staff, administrators, and students within the university who can serve as reviewers. The Chair will ask the faculty member to sign a form stating whether the faculty member waives right of access to letters from reviewers. In their evaluation, the DPC and the Chair will also consider formal teaching evaluations (SRTI), invited comments from students, and annual faculty reports.

#### *Promotion of Lecturers*

Lecturers with at least six years of full-time equivalent service at their current rank (lecturer or senior lecturer) are eligible for promotion, per the CBA. The process is similar to that for reappointment leading to continuing appointment, as outlined above. All materials for review for promotion must be submitted to the Chair. The reviews by the DPC and by the Chair will be independent and use criteria that conform to the CBA. The Chair will send the evaluations and recommendations of the DPC and of the Chair to the CNS Senior Lecturer Promotion Review Committee.

## **Merit Process**

The criteria for merit will consist of evidence of achievement in the areas of research, teaching, and service, weighted in accordance with the job description of each individual. General expectations for faculty productivity are given in Appendix A, Cultural Standards for Promotion of TT Faculty in the Biology Department. All non-tenure-track faculty will have a written job description provided by the Department Chair. If tenure-track faculty adjust their formal responsibilities through a periodic multi-year review, their responsibilities in the year in which they performed the work will be used as the criteria for merit.

## **Appointment of Department Chair**

When a vacancy of the position of Chair is anticipated in the coming academic year, the DPC will be responsible for developing a process consistent with Sen Doc 90-029 to select one or more candidates to recommend to the CNS Dean to serve as new Chair for a three-year term.

## **Review of the Department Chair**

If requested and if the Chair is willing and eligible to be reappointed, the Department will conduct a review of the Chair during the fall semester of the third year of the Chair's term. The DPC, or a subcommittee appointed by the DPC, will lead the review in conformance with Sen Doc 82-021. At its discretion, the DPC may solicit the views of faculty and staff regarding the reappointment. The DPC will vote on whether to recommend reappointment, and will provide a memo explaining its recommendation.

## **Faculty Search Procedures**

Each faculty search will be initiated by the Department Chair in consultation with the Dean. The Chair and the Dean will be responsible for securing the necessary salary, space and startup resources for hiring each new tenure-system faculty member.

The Department Chair will appoint a faculty search committee consisting of departmental faculty members whose expertise is relevant to the research area of the position. The Chair may also include faculty members with relevant expertise from other departments on the committee. The Department Chair will designate a tenured professor from the Department to serve as chair of the faculty search committee. The open faculty position will be advertised broadly to ensure diversity of applicants. All faculty will be encouraged to identify suitable candidates and invite them to apply for the position. All steps of the faculty search include consultation with the CNS Dean's office and the University Office of Equal Opportunity and Diversity.

The search committee will evaluate all applicants in closed meetings according to University regulations. The search committee may first develop a long list for preliminary video or phone interviews before narrowing to a proposed campus interview list. The committee will develop a short list of the most qualified applicants, and will recommend that they be invited for campus interviews. All faculty members will be encouraged to participate in the interviews and will have access to the applicants' materials after signing a confidentiality declaration. The search committee will request comments on the candidates from faculty, staff and students in the Department.

Following the interview process, the search committee will evaluate the candidates and vote on which to recommend as the best candidate to the faculty as a whole. The Search committee will also determine which remaining candidates are acceptable for appointment should the primary candidate decline the position, and rank these remaining candidates. The recommendation of the Search Committee will be discussed and voted on by all eligible faculty members at a faculty meeting. Guided by the vote of the faculty and with the approval of the Dean and Provost, the Department Chair will make the offers. The Department Chair will periodically inform the faculty on the status of the hiring process.

### **Other Committees**

The Department of Biology has a number of other standing and ad hoc committees that play vital roles in the Department. These committees are advisory to the Chair and their members are appointed by the Chair. New committees may be created by the Chair as needed to further the mission of the Department.

### **Faculty Meetings**

The Department Chair will meet with the faculty at least three times per semester to conduct departmental business. The schedule of these meetings will be set by the first week of the semester. The agenda and minutes for each meeting will be sent to members of the Department by email.

### **Service Obligations**

Department faculty will rotate through major service obligations including principal committees. The Department Chair may consult with the DPC on appointments to such committees, with an eye to balancing service obligations equitably across the faculty.

### **Conflict with Contract Clause**

In the event of conflict between these bylaws and the CBA, Redbook, or Massachusetts State or Federal law, the CBA, Redbook, or law will prevail.

**Date of Ratification and Periodic Review**

Bylaws and changes to bylaws must be approved by a majority of those eligible to vote once a quorum has been met. Review of the bylaws will take place every three years, generally at an annual faculty retreat.