

CICS Bylaws V2

Complete bylaws receive preliminary approval by faculty on April 10, 2017

Sections with final approval indicate when that happened

1. Bylaws

Section approved by a vote of the faculty on November 27, 2017

- 1.1. In accordance with Article 12 of the Massachusetts Society of Professors (MSP) Collective Bargaining Agreement (CBA), these Bylaws have been adopted by a vote of the faculty of the College of Information and Computer Sciences (the “College”) at the University of Massachusetts Amherst (the “University” or “UMass”). Federal and state laws, UMass Trustee policies (including, but not limited to, T76-081, the Academic Personnel Policy, aka the “Red Book”), the CBA, and other established university policies will prevail in instances of conflict with these bylaws. As required by Article 12 of the CBA, these bylaws are subject to review by the Administration and MSP to ensure that the bylaws do not conflict with prevailing laws, policies, and the CBA; such review must occur before the bylaws or their amendments take effect.
 - 1.2. By at least a two-thirds' majority vote of the College Faculty, excluding part-time faculty that have served less than half-time (discounting sick, parental, sabbatical or paid leave) over the immediately preceding two-year period, and excluding Adjunct or Emeritus faculty, these bylaws are adopted and take effect immediately upon review and approval by the Administration and MSP. The terms of these bylaws supersede existing policies or practices of the College to the extent that they address or conflict with the matters addressed by such policies and practices. However, if ongoing processes would be unreasonably disrupted by implementation of these bylaws, individual provisions of these bylaws may be deferred until those processes are complete, provided that such deferral lasts no longer than the end of the academic year of the effective date implied above in this paragraph. Deferral of individual provisions will not result in deferral of other provisions.
 - 1.3. These bylaws may be amended only if the proposed change is announced at least 5 business days in advance of the vote on the proposed amendment; there is open discussion of the proposed amendment at a general faculty meeting scheduled in the Fall or Spring semesters; the proposed amendment is approved by at least $\frac{2}{3}$ of the eligible members of the College Faculty who choose to exercise their vote (permitting votes by proxy); and at least $\frac{1}{2}$ of the College faculty choose to vote to approve the proposed amendment.
2. Voting rights
 - 2.1. *Faculty membership, rights, privileges, and responsibilities.* The College’s faculty (the “Faculty”) includes all faculty in the College without regard to bargaining-unit status, tenure status, or full-time equivalency. In general, all members of the Faculty have both the right and duty to participate in governance of the College, including voting on matters brought before the Faculty, except as specified otherwise below and elsewhere in these Bylaws.
 - 2.2. *Non-unit Faculty.* The Chair, the Dean, and Associate Deans with full-time administrative roles may not participate as voting members in personnel actions governed by the Collective Bargaining Agreement. Any other non-unit faculty member may not serve as elected Personnel Committee members but may participate as members of the Personnel Committee of the Whole in reappointment, promotion, and tenure cases, unless they are requested to advise the Chair or Dean on the case. Non-unit faculty may participate in other aspects of academic governance (such as curricular decision-making and faculty searches), provided those faculty do not have separate administrative purview over the same matters.

- 2.3. *Duty to Participate in Governance.* Except where the composition of an individual's assigned workload would prohibit such an obligation, all members of the Faculty have a responsibility to participate in governance of the College and in service to the College and the University.
- 2.4. *Voting and Quorum.* Except where noted otherwise in these bylaws, the following rules determine how votes are counted and what constitutes a quorum.
- 2.4.1. At a faculty meeting called with at least 48 hours advance notice, the number of faculty attending shall be considered a quorum, no matter how few.
 - 2.4.2. For electronic voting, a quorum requires votes of at least $\frac{1}{3}$ of the eligible members of the Faculty.
 - 2.4.3. When determining whether a vote achieves a particular proportion in favor or against, only actual votes count in the tally: in particular, although abstentions are recorded, they do not count and are treated no differently than failure to vote.
 - 2.4.4. Votes by proxy are permitted, but the Chair may require confirmation of the proxy's being provided.
- 2.5. *Voting rights.* Unless otherwise noted in these bylaws, voting rights are only extended to tenure track faculty, teaching faculty (lecturers), and research faculty who are not on sick leave (Section 2.6) and who are appointed at least 50% time.
- 2.5.1. Voting rights on graduate program and graduate curriculum matters are extended only to teaching faculty and research faculty who have been designated Graduate Faculty "G" by the Dean of the Graduate School. Regardless of voting rights, all faculty members will have access to relevant information and may deliberate on these issues.
 - 2.5.2. Voting rights related to graduate student progress are extended to research faculty only if they have been designated Graduate Faculty "G" by the Dean of the Graduate School. Regardless of voting rights, research faculty will have access to relevant information and may deliberate on these issues.
 - 2.5.3. Voting rights related to tenure recommendations are extended only to faculty members with tenure. If the tenure case is coupled with a promotion case, voting rights are extended only to tenured faculty at the rank under consideration.
 - 2.5.4. Voting rights related to promotion are extended only to faculty members who have achieved the rank or its equivalent under consideration for the candidate. Particulars of these voting rights are laid out in Section 6.4 on the Personnel Committee.
 - 2.5.5. Additional voting rights may be extended to an individual faculty member, including visiting or adjunct faculty members, temporarily or permanently by majority vote of the faculty.
- 2.6. *Rights and Duties of Faculty on Leave.* Faculty on full-time paid leave (including parental leave and partial or full sabbatical leave but excluding sick leave) maintain their rights during the leave to exercise their rights to participate in the governance of the College. Faculty on full-time paid sick leave and on full-time unpaid leave forfeit their rights of governance for the duration of such leave. Unless the leave is taken in an emergency, faculty on leave must make prior arrangements for students whose grades may be affected by the leave.

3. Faculty meetings

Section approved by a vote of the faculty on November 27, 2017

- 3.1. *Frequency.* At least once a month during the Fall and Spring semesters and with at least one weeks' notice, the Chair will schedule and convene general meetings of the Faculty. The Chair may call and convene additional special meetings as necessary to address urgent business of

the Faculty. By petition of at least 20% of the Faculty, the Chair will convene additional special meetings to address matters raised by the petitioners.

- 3.2. *Faculty Duty of Participation.* All Faculty of the College are expected to attend all general faculty meetings and to attend all special meetings unless University-related duties or events conflict with the special meeting.
 - 3.3. *Meeting Agendas.* The Chair will notify all faculty by the standard broadcast announcement process of the agenda for each regular Faculty meeting at least two business days in advance of the meeting. The Chair will publish the agenda for any special meeting at the time of the meeting's announcement. The Union shall be provided an opportunity to appear on the agenda of any regularly scheduled department meeting provided they request as such in a timely manner.
 - 3.4. *Voting.* On matters requiring a vote of the Faculty, votes may be cast by written proxy, electronically, or through a show of hands. Furthermore, if any member of the Faculty so requests, the vote must occur by secret ballot. Except as otherwise specified in these bylaws, a simple majority vote, i.e., Yeas outnumbering Nays, will suffice to carry a motion provided a quorum of at least 40% of all College faculty eligible to vote choose to exercise their vote (or explicitly abstain).
 - 3.5. *Minutes and recordkeeping.* Unless the Faculty request otherwise and a member of the Faculty volunteers for this duty, the Chair's administrative assistant will attend all meetings of the Faculty to take minutes, which will be made available to the Faculty no later than two weeks after the meeting. No minutes will be kept regarding discussions of individual faculty candidates or individual students' progress. The Chair's office will maintain records of all meetings, including minutes and votes, for at least five years.
4. Personnel Committees
 - 4.1. In the College, the Personnel Committee serves the roles of either the Department Personnel Committee (DPC) and College Personnel Committee (CPC), depending on circumstances.
 - 4.2. The Personnel Committee comprises two subcommittees referred to as the Promotion and Tenure (P&T) Personnel Committee and the Annual Faculty Report (AFR) Personnel Committee.
 - 4.3. The AFR PC is responsible for reviewing Annual Faculty Review and Evaluation of every member of the College's Faculty, for participating in Periodic Multi-Year Review (PMYR) of Faculty, for reviewing and determining merit raises from Pool A, for making merit raise recommendations from Pool B, for reviewing and making recommendations for anomaly adjustments to salaries.
 - 4.4. The P&T PC is responsible for all other Personnel Committee functions.
 5. AFR Personnel Committee
 - 5.1. *Composition & Eligibility.* The CICS Faculty will annually elect an AFR PC to perform the functions assigned to it.
 - 5.1.1. The committee will comprise four tenured faculty members, one teaching-track faculty member, and 2-5 pre-tenure faculty.
 - 5.1.2. The four tenured faculty members will preferably comprise two members in the second year of a two-year term and two members in their first year of a two-year term.
 - 5.1.3. Preferably, at least two of the tenured faculty members will be full professors.
 - 5.1.4. It is a tradition within CICS to encourage pre-tenure faculty to serve on the AFR-PC, which provides them with valuable insights into faculty evaluations of research, teaching, and service. All AFR-PC members, regardless of rank or title, are eligible to review and participate in discussion of all AFRs submitted by members of the Faculty.
 - 5.2. *Means of Election.*

- 5.2.1. Nominations and election for the AFR PC will follow immediately after the election of the P&T PC is completed.
 - 5.2.2. The Chair of the CICS Faculty will solicit nominations for unfilled positions (those other than the continuing members) on the AFR-PC from August through July of the ensuing academic year, will confirm the nominees' eligibility and willingness to serve, and will announce the nominees to the Faculty.
 - 5.2.3. All Faculty members except the Dean, the Chair, and Associate Deans with a full-time administrative role are eligible to vote in electing the AFR-PC. The election should occur within one week of the announcement of the nominees. The election will be held by electronic secret ballot, for example, where eligible faculty send their vote by email to the Chair of the Faculty or designee.
- 5.3. *Leadership of the AFR-PC.* Once elected, the members of the AFR-PC will select their own committee chair(s) from among the members who are tenured full professors or tenured professors if there are insufficient tenured full professors able to serve as chair. Traditionally the CICS AFR-PC has had two co-chairs who equally share the chair responsibilities for this committee.
 - 5.4. *Continuing members.* The AFR PC will identify two of its tenure-track members to serve as continuing members for the subsequent year. Normally these will be the two tenure-track members who are new to the committee.
 - 5.5. *Independence of the AFR-PC.* On personnel actions for which the CBA identifies independent roles for the AFR-PC and the Chair of the Faculty—such as AFR reviews, PMYRs, merit-pay allocations, and anomaly recommendations—the AFR-PC will operate independently, and the Chair of the Faculty must not convene or deliberate with the AFR-PC, nor may the Chair of the Faculty attempt by any means to influence the deliberations or judgment of the members of the AFR-PC.
 - 5.6. *AFR-PC Meetings and Operations.* The AFR-PC should organize and schedule its meetings as necessary to perform its duties and meet the deadlines established by the campus master calendar or by College policies. The AFR-PC will require a quorum of half of its eligible members when meeting to evaluate and discuss faculty AFRs. A draft of the review for each faculty member is prepared by one or two members of the committee and is then reviewed by the rest of the committee. The AFR-PC may discuss draft materials via email, but shall use College- and University-maintained web review systems for official AFR evaluations. The AFR evaluations are guided by the principles outlined in the college's Cultural Standards Document. In the process of reviewing materials, the AFR-PC may choose to notify faculty members of omissions or mistakes in their AFRs, such as missing page numbers in publications, acceptance ratios, start and end dates on grants. The faculty members may choose to update their AFR submissions when possible. Prior to sending the reviews to the Chair of the Faculty, the AFR-PC will share the reviews with the corresponding faculty members and request feedback on any factual errors. When addressing confidential personnel matters, AFR-PC meetings will not be open to non-AFR-PC members. The AFR-PC should keep a record of all AFR evaluations, PMYR materials, merit raise recommendations, and anomaly recommendations, which the College should retain for five years and should be available to subsequent core AFR-PC members. The AFR-PC need not keep meeting minutes.
 - 5.7. *PMYR and Anomaly Raises.* The chairs of the AFR-PC are tasked with conducting the PMYRs and making anomaly recommendations. At the AFR-PC chairs' discretion, they can complete these tasks on their own, or consult with the AFR-PC.
 - 5.8. *AFR-PC Consideration of Merit Pay.* When the CBA authorizes the award of merit pay and authorizes the DPC (AFR-PC) to recommend or determine the amounts of merit pay to be

allocated to individual members of the Faculty, the AFR-PC must adhere to the CBA's terms for eligibility and the basis of evaluation for such allocations. Per the Collective Bargaining Agreement, the formula used to calculate merit is made public to the faculty. The AFR-PC may not exclude from consideration any merit-eligible member of the Faculty based on tenure status, rank, full-time equivalency, or constraint of assigned duties.

6. Promotion and Tenure (P&T) Personnel Committee

6.1. The P&T is responsible for all Personnel actions that are not handled by the AFR Committee. In particular it is in charge of reappointment, promotion, and tenure cases for all faculty. It is also responsible for Adjunct faculty appointments and Visiting faculty appointments. It is further responsible for letters of support for some awards and recognitions.

6.2. *Composition & Eligibility:* Before the election, the current chair(s) of P&T will identify known cases for the upcoming academic year and propose the number and composition of the P&T for that year, with an approximate target of one P&T member per two cases. The number and composition of P&T members is set by majority faculty vote.

6.2.1. Only full-time faculty with the title of Professor, Associate Professor, Research Professor, Research Associate Professor, Senior Lecturer, and Senior Lecturer II are eligible to serve on the P&T.

6.2.2. The P&T committee will always include at least one member at the rank of Professor with tenure.

6.2.3. The P&T committee is encouraged to select one of its members to continue onto the committee for the following year.

6.2.4. In all cases, there will be at least one member on the committee who is at or above the rank and in the stream (tenure, research, or teaching) of each anticipated case.

6.2.5. Nominations are called for, received, and voted on by email.

6.2.6. The elected P&T committee members select two co-chairs, one of which must be at the rank of Professor.

6.2.7. Because P&T issues start in the summer, P&T service begins June 1.

6.3. *Means of Election.*

6.3.1. Nominations and election for the P&T PC will begin on or before April 1.

6.3.2. The Chair of the CICS Faculty will solicit nominations for unfilled positions (those other than the any continuing members) on the P&T, will confirm the nominees' eligibility and willingness to serve, and will announce the nominees to the Faculty.

6.3.3. All members of the Faculty, excluding the Chair, the Dean, and Associate Deans with full-time administrative roles, are eligible to vote in electing the P&T. The election should occur within one week of the announcement of the nominees. The election will be held by electronic secret ballot, for example, where eligible faculty send their vote by email to the Chair of the Faculty or designee.

6.4. In some personnel matters, a larger group of faculty is convened as the Personnel Committee of the Whole ("PC of the Whole") as follows:

6.4.1. For pre-tenure reappointment, the PC of the Whole is composed of all tenured faculty members.

6.4.2. For tenure consideration, the PC of the Whole is composed of all tenured faculty members.

6.4.3. For promotion, all members of the faculty at or above the rank under consideration and within the same research, teaching, or tenure track are members of the PC of the Whole.

6.4.4. For promotion cases outside of the tenure track, all tenure-track faculty at or above the corresponding rank under consideration are also members of the PC of the

Whole. For this purpose, Professor, Research Professor, and Senior Lecturer II correspond, and Associate Professor, Research Associate Professor, and Senior Lecturer correspond.

- 6.4.5. Neither the Dean nor the Chair of the Faculty may be part of the PC of the Whole.
 - 6.4.6. Associate Deans are members of the PC of the Whole, provided they meet the other criteria and were not asked by the Dean to support the Dean for the case under consideration.
 - 6.4.7. Other “non-unit” faculty are members of any individual PC of the Whole, provided they meet the other criteria.
- 6.5. For reappointment, promotion, and tenure considerations, the P&T is responsible for:
- 6.5.1. Meeting with the candidate to explain the reappointment, promotion, or tenure process and providing advice about how to present the material and select letter writers.
 - 6.5.2. Working with the candidate and the college staff to collect the material that will be part of the case, including material presented to letter writers as well as additional material presented to the PC of the Whole and/or used in the written case.
 - 6.5.3. Assisting the Chair in selection of letters writers related to the case and in the informal solicitation of their availability.
 - 6.5.4. Assisting the Chair in soliciting letters from individuals within the UMass campus.
 - 6.5.5. Assembling information related to the personnel action for presentation to the Personnel Committee of the Whole.
 - 6.5.6. Writing up the PC recommendation incorporating assessment by the PC of the Whole, including creating a second redacted version of the recommendation if needed.
 - 6.5.7. Choosing whether and how to respond to additional information that is added to the case later.
- 6.6. Standards for personnel actions.
- 6.6.1. All Faculty personnel actions will be carried out according to standards described in the Redbook and the Collective Bargaining Agreement.
 - 6.6.2. The P&T PC will use and maintain a “cultural standards” document that illustrates how the standards are typically met by Faculty.
- 6.7. External reviews of Reappointment, Promotion, and Tenure cases for Tenure-track Faculty.
- 6.7.1. All promotion and all tenure cases for tenure-system faculty require external reviews. The Chair, working with the P&T Personnel Committee, will make a good-faith effort to secure a total of at least 12 reviews, with at least 8 at “arm’s length.”
 - 6.7.2. Reappointments of tenure-system faculty during their probationary periods require external reviews. The Chair, working with the P&T Personnel Committee, will make a good-faith effort to secure at least 6 reviews, with at least 4 reviews at “arm’s length.”
 - 6.7.3. The Chair, working with the P&T Personnel Committee, may solicit and add to the file any number of reviews from reviewers “close” to the candidate as such close reviews provide valuable perspectives on the candidate’s work.
 - 6.7.4. In general, external reviewers should be well recognized scholars or professionals in the candidate’s field, should hold the rank of Professor or equivalent, should have active scholarly programs, and should be at institutions that are at least peers of UMass. External reviewers who do not meet these criteria may be appropriate and acceptable, but in describing the “standing” of such reviewers, the Chair should

carefully explain why such reviewers are appropriate for the task of commenting on the candidate's having met the relevant standards.

6.8. Internal reviews of Reappointment, Promotion, and Tenure cases for all Faculty

6.8.1. *Internal Faculty reviews.* The candidate and the Chair, working with the P&T Personnel Committee, should identify potential reviewers internal to UMass Amherst. Such internal reviews should not be regarded as substitutes for external letters. Internal letters may be especially helpful in cases where the reviewer can describe the candidate's particular contributions to collaborations within the department or across campus or to a candidate's recognition on campus. The Chair's office must individually solicit such internal reviews.

6.8.2. *Student Reviews.* The Chair, working with the P&T Personnel Committee, may solicit confidential comments from individual students. Written comments from individual students—especially from those for whom the candidate has served as an advisor, mentor, or collaborator—are especially helpful in understanding the candidate's work outside the classroom. Such reviews should be individually solicited.

6.9. Standards for appointing adjunct faculty.

6.9.1. Appointment to adjunct faculty status requires the approval of the P&T PC and a vote of the faculty. The P&T PC may decide, without a faculty vote, to approve reappointments of adjunct faculty, as well as, initial appointments of adjunct faculty that are either previous members of the College's faculty or incoming faculty members who have accepted offers. The P&T PC will only bring these cases to a faculty vote if there are concerns.

6.9.2. Adjunct faculty appointments will always carry a term of appointment, normally 1-3 years.

6.9.3. An adjunct faculty member who holds a position in another department or academic institution is normally appointed at the same rank held in the other department or university (e.g., an Associate Professor in the ECE Department is appointed as an Adjunct Associate Professor in the College). An adjunct faculty member who does not hold another academic position (e.g., a researcher from industry) will be appointed to a rank commensurate with what he/she would be appointed if he/she were a regular faculty member.

6.9.4. Adjunct faculty can serve on PhD committees, and may, or may not, be considered an "outside member".

6.9.5. Adjunct faculty can attend faculty meetings.

6.9.6. Adjunct faculty can be assigned "cubicle space" if requested and if available.

6.9.7. Adjunct faculty cannot chair PhD committees without the approval of the Chair, the P&T PC, and a vote of the faculty. Additionally, the Graduate School rules are that Adjunct Faculty cannot chair PhD committees, except with approval of the Graduate School Dean. Note that all PhD committees in the department are subject to approval by the GPD, after review by the entire faculty.

6.9.8. Adjuncts may be PIs on grants and contracts. Note that under UMass policy, adjunct faculty are allowed to be PIs (and Co-PIs) subject to the approval of "the appropriate governance bodies of the Department" and the approval of the Dean. Note that approval by the Chair is required for all proposals submitted by all faculty, as well.

6.9.9. The default is that adjunct faculty do not vote in faculty meetings. The decision as to whether or not a faculty member can vote in faculty meetings can be changed by a vote of the faculty. In any case, adjunct faculty cannot vote in Personnel Committee matters.

6.10. Standards for appointing visiting faculty.

- 6.10.1. Appointment to Visiting faculty status (which is distinct from someone who is a "visitor") requires the approval of the P&T PC and a vote of the faculty. The P&T PC may decide, without a faculty vote, to approve reappointments of Visiting faculty, as well as, initial appointments of Visiting faculty that are either previous members of the College's faculty or incoming faculty members who have accepted offers. The P&T PC will only bring these cases to a faculty vote if there are concerns.
- 6.10.2. Visiting faculty appointments will always carry a term of appointment, normally 1-3 years.
- 6.10.3. A Visiting faculty member who holds a position in another department or academic institution is normally appointed at the same rank held in the other department or university (e.g., an Associate Professor at another university is appointed as a Visiting Associate Professor in the College). A Visiting faculty member who does not hold another academic position (e.g., a researcher from industry) will be appointed to a rank commensurate with what he/she would be appointed if he/she were a regular faculty member.
- 6.10.4. Visiting faculty can serve on PhD committees, and may, or may not, be considered an "outside member".
- 6.10.5. Visiting faculty can attend faculty meetings.
- 6.10.6. Visiting faculty are assigned office space using the guidelines in place for other faculty.
- 6.10.7. Visiting faculty cannot chair PhD committees without the approval of the Chair, the P&T PC, and a vote of the faculty. Additionally, the Graduate School rules are that Visiting Faculty cannot chair PhD committees, except with approval of the Graduate School Dean. Note that all PhD committees in the department are subject to approval by the GPD, after review by the entire faculty.
- 6.10.8. Visiting faculty may be PIs on grants and contracts. Note that under UMass policy, visiting faculty are allowed to be PIs (and Co-PIs) subject to the approval of "the appropriate governance bodies of the Department" and the approval of the Dean. Note that approval by the Chair is required for all proposals submitted by all faculty, as well.
- 6.10.9. The default is that Visiting faculty do not vote in faculty meetings. The decision as to whether or not a faculty member can vote in faculty meetings can be changed by a vote of the faculty. In any case, visiting faculty cannot vote in Personnel Committee matters.

7. College Review Committee

- 7.1. The College Review Committee reviews the promotion applications of Lecturers and Senior Lecturers and is elected at large across the College by Faculty with any form of the title Lecturer.
- 7.2. If a promotion to Senior Lecturer II is anticipated, at least one member of the Committee must be at that rank.
- 7.3. The College Review Committee will consist of three members of the Faculty with the title Senior Lecturer or Senior Lecturer II.
- 7.4. If there are insufficient members of the College Faculty with those titles, the Chair will seek supplemental Senior Lecturers or Senior Lecturer IIs from other Colleges as needed.

8. Faculty recruiting

- 8.1. *Determination of area covered by search.* Focuses of faculty searches are determined by discussion with the full faculty at faculty meetings or periodic faculty retreats. This information is used by the Chair and Dean to identify and request approval of faculty searches.
- 8.2. *Search committee.* Each faculty recruiting search committee is appointed by the Chair in light of the goals of the search. The Dean has the ultimate approval authority for search committees.
- 8.3. *Purview of Search Committees in Searches.* Committees charged with conducting searches for any faculty position will collaborate with the Chair in developing the position description, advertising/recruitment plan, facilities plan, and other elements of the hiring requisition; will work with the College's Personnel Officer to fulfill the advertising/recruitment plan; will work with the Office of Equal Opportunity & Diversity with regard to promoting the recruitment of a diverse applicant pool; and will receive and screen applications.
- 8.4. *Process of Searches.* A faculty search will follow the following process once applications are submitted.
 - 8.4.1. The first step is to determine whether each candidate has the minimum required qualifications for the position (the "long list"). Among eligible candidates, the committee then rates the candidates according to their suitability for the position, and conducts a series of cuts to narrow the field to a smaller number.
 - 8.4.2. Once a small pool of potential interviewees has been established (the "long short list"), the search committee will make available application material of these candidates to any member of the Faculty, provided the member individually agrees to maintain confidentiality as described below. A meeting is typically scheduled to solicit feedback from those faculty who have agreed to maintain confidentiality. Using this feedback, the committee decides upon a list of desired interview candidates (the "short list"). This list, along with details of the hiring process, is reviewed by EOD and, pending approval, is sent to the Provost for final approval. Upon approval by the Provost, candidates are invited for on-site interviews.
 - 8.4.3. A search committee member with a *distant* professional relationship (few collaborations or collaborations older than five years) with an applicant who has reached the short list need not recuse him/herself from the committee's work but should disclose the relationship to others involved in evaluation of the candidate. The Faculty member may participate in all discussions of that applicant and need not abstain from voting on any applicant if eligible.
 - 8.4.4. If a candidate who is under consideration for the short list was a Postdoc or received a PhD from the University of Massachusetts Amherst at any point in the previous six years, the candidate's inclusion on the short list must be approved by a vote of the faculty in a regularly scheduled faculty meeting.
 - 8.4.5. The committee selects a host who organizes campus visits, including public sessions open to all Faculty and students, for approved interviewees.
 - 8.4.6. Before any offers are made, a second meeting is held with the full faculty to discuss potential offers, to rank acceptable finalists, and vote on making offers. All faculty members and graduate representatives may comment on any of the candidates.
 - 8.4.7. All full-time members of the Faculty are eligible to vote on whether to make an offer to a candidate.
 - 8.4.8. The graduate representatives are granted two votes for these hiring decisions.
 - 8.4.9. Approval of an offer requires a two thirds majority of the non-abstain votes cast.
 - 8.4.10. In extraordinary circumstances, the discussion and vote may be held electronically, with the understanding that sufficient votes are needed to represent a quorum.

- 8.4.11. The search committee conveys the vote of the Faculty when making recommendations of a hire to the Chair.
- 8.4.12. The search committee does not have a separate vote, though the members of the search committee may vote with the full faculty if eligible.
- 8.5. *Access to Confidential Applicant Materials.* The College is committed to preserving the confidentiality of application material and, in particular, letters of reference for applicants.
 - 8.5.1. The search committee will place in a secure online location the application materials of candidates on the “long short” list, those who have been categorized as potential campus interviewees (but not for other applicants).
 - 8.5.2. Any member of the Faculty who wishes to view applicant materials or participate in discussions of this group before interviews, may do so only after first signing a confidentiality statement provided by the University.
 - 8.5.3. Except for applicants’ CVs and cover letters, confidential materials should not be made available to students.
- 9. Office space allocations
 - 9.1. Faculty, staff and graduate students should get adequate space for their work appropriate to their needs and based on principles outlined in the by-laws
 - 9.2. *Faculty*
 - 9.2.1. Every full-time faculty (tenure-track, research, or teaching) will be assigned a private faculty office.
 - 9.2.2. Retired faculty who are active and on a post-retirement appointment will be able to keep their original office for a period of one semester after they retire. After the one semester period, they will be assigned space in an office shared by multiple retired faculty members. The roles and duties of retired faculty will be considered in space assignment.
 - 9.2.3. Faculty members on sabbatical will be able to keep their offices. Arrangements for temporary use of an office during a sabbatical leave will be subject to permission by the faculty member.
 - 9.2.4. Faculty members on an extended leave (any period greater than one year) may be requested to vacate their offices (and place their belongings in storage) until they return, based on the duration of leave and space needs.
 - 9.2.5. Adjunct faculty members will get space (such as cubicle) in a shared office, a single cubicle or shared office may be shared by multiple adjunct faculty as “hotel space.”
 - 9.3. *Research Staff*
 - 9.3.1. Research staff includes senior research fellows, research fellows, (senior) postdocs, departmental assistants, and software engineers.
 - 9.3.2. Senior research fellows will be assigned office space in labs, with the most senior people getting individual offices located in labs (if any). Another alternative that will be considered are offices shared by 2-3 people.
 - 9.3.3. (Senior) postdocs, research fellows, and departmental assistants will be assigned a cube in a lab. Whenever possible, the larger cubes will be reserved for postdocs.
 - 9.3.4. Software engineers will be treated as professional staff, in most cases will be assigned shared space (among 2-3 people) in a private office.
 - 9.4. *Visitors*
 - 9.4.1. Visitors will be accommodated in existing space. Students and postdocs will be assigned space in labs. Senior researchers and faculty members will be assigned an office or shared space if temporarily available. Faculty visitors could use offices of

faculty on sabbatical with permission from the faculty. Availability of appropriate space will be considered when approving an invitation.

9.5. Administrative Staff

- 9.5.1. Professional staff will be assigned space that will be determined by their needs and the people they interact with most frequently. Private space will be assigned to those who have staff to manage or handle difficult conversations (e.g., HR related issues). Otherwise, a shared office or a cubicle that matches the size they need for their work will be provided.
- 9.5.2. Every effort will be made to place administrative staff in the same building where the majority of the faculty they support work.

9.6. Students

- 9.6.1. Doctoral (MS/PhD track) students will be assigned cubicle space in research labs, or in other shared areas.
- 9.6.2. Terminal master's students, including Baystate students, will not be allocated dedicated space. Shared facilities in the master's space ("M space") can be used by Masters students.
- 9.6.3. No space will be assigned to undergraduate students including summer REU students. However, they may use public spaces in labs or share a cubicle with a graduate student.
- 9.6.4. Shared space (without individual assignments) will be provided to undergraduate students ("U space") and similarly to professional Masters students.

10. Graduate Admissions Committee

- 10.1. [as applicable, specification of GAC's purview, size, eligibility requirements for service (such as rank or tenure status), composition, *ex officio* membership, means of constituting, selection of committee leadership, frequency of meetings, quorum necessary to conduct business, voting rights of members, manner of voting (proxy votes, electronic votes, voice votes, written secret votes), advance notice, agendas, minutes & record-keeping/retention.]

11. Curriculum Committee

- 11.1. [as applicable, specification of CC's purview, size, eligibility requirements for service (such as rank or tenure status), composition, *ex officio* membership, means of constituting, selection of committee leadership, frequency of meetings, quorum necessary to conduct business, voting rights of members, manner of voting (proxy votes, electronic votes, voice votes, written secret votes), advance notice, agendas, minutes & record-keeping/retention.]

12. Review of the Chair of the Faculty

- 12.1. If the Chair wishes to be reappointed to another term in that position, the Faculty, led by the P&T Personnel Committee, will conduct a review of the Chair during the fall semester of the final year of her/his appointment. The P&T PC will follow the procedures prescribed by Senate Document #82-021, beginning the process no later than October 15 during the final year of the Chair's appointment.
- 12.2. *Self-Evaluation.* As an initial step, the Chair will prepare a written self-evaluation of her/his administrative achievements during the current appointment and will provide that document to the Faculty no later than October 15th.
- 12.3. *Survey.* The P&T PC will prepare and distribute four confidential surveys no later than November 1st: (1) one to College staff; (2) one to all undergraduate majors and all graduate students; (3) one to those outside of the College who have interacted with the Chair; and (4) one to the College's Faculty. Each survey will include specific questions regarding overall performance, both administrative, interpersonal, and management of interactions. These surveys will provide space for extended comments. Raw data and summaries of responses to

these surveys will be reviewed by the P&T PC, will be redacted to protect the identities of all respondents, and will be included with the P&T PC's report to the Dean but will not be available to faculty, staff, or students.

- 12.4. *Meetings with Constituencies.* The P&T PC will offer to meet with employee and student groups to receive confidential assessments of the Chair's performance. Summaries of information gathered in such meetings will be included with the P&T PC's report to the dean but will not be available to faculty, staff, or students.
- 12.5. *Meeting with the Chair.* After most data collection is complete, the P&T PC will invite the Chair to meet to discuss the initial findings of the data collection process. The Chair may decline to meet.
- 12.6. *Draft Report.* No later than December 1st, the P&T PC will complete and distribute to the Faculty a draft report (excluding raw or other data that could compromise the confidentiality of those contributing to this process), including a summary of findings, an assessment of areas of success and of needed improvement, and a non-binding recommendation regarding whether the Chair should be reappointed. The report should assiduously limit its assessment to areas within the purview and control of the Chair.
- 12.7. *Concluding Meeting of the Faculty.* Before the end of fall semester, the P&T PC will convene the Faculty to discuss the draft report and to receive recommendations for revision of the document.
- 12.8. *Final Report.* The P&T PC will finalize its report and will then submit it to the Dean, simultaneously providing a copy to the Chair (excluding raw and other confidential data). The Dean may ask to meet with the P&T PC to discuss the report, but neither the P&T PC nor the Dean is obliged to meet.
- 12.9. *Chair's Response.* The Chair may prepare and submit to the Dean a written response to the final report.

13. Teaching expectations

Section approved by a vote of the faculty on December 4, 2017

Unless otherwise determined by the Chair as being in the best interests of the College, faculty are normally expected to carry out the following teaching responsibilities (excluding sick, parental, sabbatical or paid leave):

- 13.1. *Teaching responsibilities.*
 - 13.1.1. Tenure-track faculty are normally expected to teach four courses plus a seminar or comparable course every two years when they have teaching duties.
 - 13.1.2. Teaching-track faculty are normally expected to teach three courses per semester.
- 13.2. *Teaching release.* All faculty are normally expected to teach at least one non-seminar course every two years irrespective of their ability to use research funds to buy out of teaching.