

Department of Biochemistry and Molecular Biology (BMB) bylaws for composition and operation of the Departmental Personnel Committee (DPC).

Composition of the DPC: The DPC will be composed of the BMB Department Faculty Members (defined here as tenure system and contract faculty) as a whole as determined by ballot on May 5, 2013 (16 yes:1 no). A subset of faculty members will be elected to act as a “Working Group” (WG) that will be charged to assemble information to be presented to the DPC, as described below.

Composition of the DPC Working Group (WG): The DPC will elect a WG that will perform activities described in the sections below concerning promotion and tenure cases and other personnel actions. DPC members for whom personnel actions are being processed cannot serve on the WG during the year in which the action is being considered. The WG should be composed of no fewer than three DPC members, of which at least two should be at the rank of Full Professor. Faculty at the Assistant Professor level are encouraged to serve at least one year on the WG prior to the year of their tenure and promotion case in order to gain insight into the review processes associated with personnel actions. Individuals in non-tenure track lecturer or extension positions (referred to here further as “contract faculty”) are also encouraged to serve in order to gain similar insights, as well as to balance committee composition when personnel actions include those of contract faculty. The size and composition of the WG shall be determined each year based on the number and type of personnel actions to be processed. The intent is to insure that the composition of the WG is balanced, and its size appropriate, relative to the actions to be processed.

Election of the WG: Members of the WG will be elected by the DPC each year, for a one-year term, at a faculty meeting in the spring preceding the academic year of service. DPC members may self-nominate or be nominated by other members. The WG will select a chair from among the group’s members. The newly elected WG begins service at the end of the spring semester.

Function of the WG in Personnel Actions

1) Tenure and promotion of tenure track faculty:

The WG will assemble all materials required for consideration of promotion and tenure actions as defined by University policies. In this process the WG will solicit input from the DPC to aid in collection of the most appropriate materials for review. After receipt of all materials, the WG will deliberate and draft a memo summarizing the case. All materials (candidate’s CV, external letters, internal letters, etc.), including the draft WG memo, will be made available to the DPC exclusive of the individual whose personnel action is under consideration. The WG chair will convene a meeting of the DPC (exclusive of the individual whose personnel action is under consideration) to discuss the case, endeavoring to schedule the meeting sufficiently in advance to enable eligible DPC members to plan to participate. For tenure and promotion to Associate Professor, immediately after discussion of the personnel action, the WG chair will call for an anonymous vote. The vote will first evaluate each of three categories, research, teaching and service as either: Excellent, Strong, or Not Strong. Subsequently, there will be a second vote recommending for or against promotion and tenure. For promotion from Associate to Full Professor, immediately after discussion of the personnel action, the WG chair will call for an anonymous vote for or against promotion. In all cases, voting will be restricted to those tenure track faculty

members at or above the rank for which the individual is being considered. However, all members of the DPC may be present for the vote, even if they are not eligible to vote. For voting to be valid, a minimum of 80% of faculty eligible to vote must be present for the entire meeting. Members unable to physically attend the meeting may participate in the entire meeting via electronic communication and designate a proxy to cast their ballot. The WG memo summarizing the case will be edited after the discussion to include the final recommendation and vote, and to reflect the content of the discussion. The final WG revision will be shared with the PC members who were present at the meeting for final approval, and any of these participants may request a subsequent meeting to finalize language of the memo in a timely manner so as not to delay the process. The WG chair or any member of the DPC may request the presence of the Department Head at this meeting for the purpose of clarification of points of discussion, but the Head has no vote. If at any time during the meeting any member of the DPC requests that the Department Head leave the meeting, the Department Head will be asked to leave, and no explanation for the request need be provided.

2) Appointment and Promotion of Research Faculty

Appointment of a Research Faculty member is initiated with nomination by a tenure-track faculty sponsor. The credentials of the nominee are reviewed by the WG, which recommends/does not recommend appointment and informs the faculty of its action. Research Faculty members will be reviewed for promotion as for tenure-track faculty, except that the principal criterion for advancement shall be limited to the candidate's research performance.

3) 4.2 Reviews

The WG will assemble all materials for the 4.2 review of pretenure faculty, prepare the memo summarizing the case, and vote on the reappointment. These materials will not be made available to the DPC.

4) Reappointment and Promotion of Lecturers and Extension Faculty

The reappointment and promotion of contract faculty will conform to procedures in the contract with any additional procedures described below. These provisions shall apply to all non-tenure track faculty members with appointments at 50% or greater who are appointed on any funding source other than grants and contracts. Such individuals shall be eligible for appointment/reappointment according to the following schedule:

- 1-year re-appointment
- 1-year re-appointment
- 2-year re-appointment
- continuing re-appointments thereafter

For initial reappointments and promotions of contract faculty, the WG will assemble the necessary materials and draft a memo summarizing the case. These materials will be made available to the DPC. Voting will be restricted to tenured faculty and contract faculty at or above the rank for which the individual is being considered. The BMB Cultural Standards contain general expectations for contract faculty, particularly with regard to promotion. However, contract faculty members in general have specific duties that do not include all of those expected of tenure-track faculty members. Therefore

contract faculty members' personnel actions will reflect the members' performance according to their job description as defined at the time of appointment and reviewed annually with the Department Head to incorporate mutually agreed changes in their job description.

5) Appointment of Adjunct Faculty

The WG will be in charge of assembling materials and making a recommendation to the DPC of all Adjunct Faculty appointments. The DPC will vote on these appointments at any regular monthly faculty meeting. A simple majority of those present will be sufficient.

6) Other Functions of the WG:

The WG will be in charge of assembling information for Periodic Multi-Year Reviews (PMYRs). The WG will also evaluate and comment in writing, on departmental members' Annual Faculty Reports (AFRs). In addition, the WG will evaluate the yearly departmental merit rubric that is completed by each faculty member and make recommendations to the Department Head concerning the distribution of any available merit funds as described in the MSP contract. The WG will distribute information to the faculty for anomaly salary adjustments and will propose such adjustments to the Department Head as described in the MSP contract. As appropriate, the WG will also coordinate recommendations for UMass and external awards of recognition for faculty members. The WG will be responsible for reporting to the DPC on each of these actions, but decisions on these issues can be handled directly by the WG.