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2 *Department of Environmental Health*
3 *Sciences*

4

5 **BYLAWS**

6

7 June 1 2023

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I. Department name & general provisions.

57
58 In accordance with Article 12 of the UMass-MSP Collective Bargaining Agreement (CBA), these
59 Bylaws have been adopted by a majority vote of the faculty of the Department of Environmental
60 Health Sciences (the "Department") in the School of Public Health and Health Sciences (the
61 "School") at the University of Massachusetts Amherst (the "University" or "UMass"). Federal and
62 state laws, UMass Trustee policies (including, but not limited to, T76-081, the Academic Personnel
63 Policy, aka the "Red Book"), the CBA, and other established university policies will prevail in
64 instances of conflict with these bylaws. As required by Article 12, these bylaws are subject to review
65 by the Administration and MSP to ensure that the bylaws do not conflict with prevailing laws,
66 policies, and the CBA; such review must occur before the bylaws or their amendments take effect.

67 II. Faculty membership, rights, privileges, and 68 responsibilities.

69 The Department's faculty (the "Faculty") includes all faculty in the Department without regard to
70 bargaining-unit status, tenure status, or full-time equivalency. In general, all members of the
71 Faculty have both the right and duty to participate in governance of the Department, including
72 voting on matters brought before the Faculty, except as specified otherwise below and elsewhere in
73 these Bylaws.

74 A. Tenure System Faculty

75 Tenured and tenure-track faculty constitute the tenure system faculty in the department. They have
76 primary responsibility for the strategic direction of the department, graduate student admissions,
77 and teaching curriculum when not otherwise determined by university policy, the CBA or other
78 established university policies.

79 B. Research Faculty greater than 50% Full Time Equivalent (FTE)

80 Research faculty have non-tenure system academic appointments with a focus on research and are
81 not required to participate in teaching or service missions of the department if fully grant-funded.
82 Otherwise, their effort distribution will depend on their individual contract. Research faculty
83 perform general laboratory work, general lab analyses, write grants, and mentor junior researchers.
84 Research faculty require salary support, typically (though not always) from external funding lines.
85 FTE is evaluated based on a 9 month appointment, and thus research faculty who are supported at
86 an effort of 4.5 months or greater are considered 50% or higher FTE. Salary taken during the
87 summer can count towards this requirement. Research faculty who reasonably anticipate this level
88 of support are considered in this category for an entire academic year.

89 C. Lecturers greater than 50% Full Time Equivalent (FTE)

90 Lecturer faculty have non-tenure system academic appointments with a focus on teaching. Their
91 teaching, service and research will be specified in their individual contract. Lecturers perform

92 teaching and hold office hours and are expected to supervise any teaching assistants that are
93 provided. Lecturers require salary support, typically (though not always) from internal funding lines
94 such as internal buyouts or departmental resources. FTE is evaluated based on a 9 month
95 appointment, and thus Lecturers who are supported at an effort of 4.5 months or greater are
96 considered 50% or higher FTE. Salary taken during the summer can count towards this
97 requirement. Lecturers whose contract meets this criterion are considered in this category for an
98 entire academic year.

99 D. Non-Unit Faculty.

100 Non-unit faculty (Department Chair, Associate Deans, Deans, and other non-unit administrators)
101 may not participate as voting members in personnel actions governed by the CBA. Such non-unit
102 faculty members may not serve on core Department Personnel Committees (DPCs) and may not
103 participate as members of the Faculty in promotion and tenure cases. Non-unit faculty may
104 participate in other aspects of academic governance (such as curricular decision-making and faculty
105 searches), provided those faculty do not have separate administrative purview over the same
106 matters.

107 E. Graduate Faculty

108 Only Faculty and Lecturers who have been designated Graduate Faculty by the Dean of the
109 Graduate School may deliberate and vote on graduate program and graduate curricular matters.
110 Voting is also restricted only to faculty who have an appointment at greater than 50% FTE.

111 F. Part-Time Faculty Appointments Under 50%.

112 Part-time bargaining-unit Graduate and non-Graduate Faculty with an FTE less than 50% may have
113 access to relevant information and may deliberate on all non-graduate programmatic and curricular
114 matters but may not vote on such matters. Part-time faculty less than 50% include both research
115 scientists and lecturers.

116 G. Adjunct and Emeritus Faculty

117 Adjunct faculty are individuals who do not hold a primary appointment in the Department, but wish
118 to maintain a professional association with the Department. Individuals wishing to be named as an
119 adjunct professor need to be evaluated by the Department Personnel Committee, and a prospective
120 appointment must provide evidence of likely meaningful engagement or support to the University,
121 the Department, its faculty, and/or its students. Adjunct faculty must be in possession of a doctoral
122 degree, and appointments shall expire after three years. A candidate may reapply to the Personnel
123 Committee to be reappointed, but must furnish evidence of their accomplishments and
124 commitment to the Department during the prior appointment.

125 Emeritus status can be bestowed upon senior individuals by recommendation of the Personnel
126 Committee, based on the criteria and methods described in Senate Document 90-021

127

128

129 H. Participate in Governance.

130 Broadly speaking, there are five distinct faculty types in the department: Tenure Track, Research
 131 Scientist/Lecturer > 50% FTE, Research Scientist/Lecturer <50% FTE, Adjunct/Emeritus, and Non-
 132 Unit Tenure Track Faculty. The Department delegates and empowers different levels of authority
 133 and participation to each faculty type. These authorities include:

- 134 a) The right to attend regularly scheduled faculty meetings. This is conferred to all
 135 faculty types.
- 136 b) Access to non-confidential department business information, such as budgets,
 137 meeting minutes, or committee updates. This is conferred to all faculty types.
- 138 c) Major department decisions, such as voting for committee assignments, voting
 139 on search committee selections, votes associated with Reappointment,
 140 Promotion, and Tenure, or bylaws changes. This is conferred to Tenure system
 141 faculty, and Research Scientists/Lecturers greater than 50% FTE. Personnel-
 142 related actions are defined in more detail under Standing Committees of these
 143 bylaws.
- 144 d) Ordinary department decisions which are not viewed as major department
 145 decisions as described above. This is conferred to Tenure system faculty,
 146 Research Scientists/Lecturers greater than 50% FTE, and non-unit tenure system
 147 faculty.
- 148 e) Eligibility to serve on committees. This is conferred to Tenure system faculty and
 149 Research Scientists/Lecturers greater than 50% FTE.

150

151 Where questions remain in which it is unclear whether a faculty has a right to participate, the
 152 Department Chair shall make a determination specifying who is eligible. The Department Chair
 153 may not abridge the rights of any Tenure System faculty, unless Departmental Bylaws or University
 154 or School policy specifically delineate these rights.

155 I. Rights and Duties of Faculty on Leave.

156 Faculty on paid leave (including parental leave, sabbatical leave, and sick leave) maintain their rights
 157 but not their responsibility during the leave to participate in the governance of the Department.
 158 Faculty on unpaid leave will negotiate voting rights and responsibilities with the Chair as part of the
 159 terms of their leave.

160 J. Rights to Access Departmental Bylaws.

161 All Faculty, including those at less than 50% FTE (both lecturers and research faculty) are entitled to
 162 an electronic copy of these bylaws. The Department Chair shall maintain an updated copy at all
 163 times, and must respond to a request for these bylaws in 5 days or less.

164 K. Means of Voting and Defining a Quorum

165 1. Quorum

166 A quorum is required for any decision-making Departmental vote, and is defined as a meeting of
167 51% or more of vote-eligible faculty.

168 Electronic attendance by Faculty, such as participation by remote video link, shall be considered
169 equivalent to an in-personal attendance for quorum determination.

170 2. Vote Definition

171 Unless otherwise specified, the Department Chair may choose to follow a simple majority vote, or
172 use a ranked choice vote. Simple majority is typically employed for routine department decisions,
173 and is decided by 51% or more of faculty who are present voting for or against a particular issue,
174 assuming a quorum is present. In a ranked choice vote, which is most commonly used to vote on
175 multiple options, such as faculty hiring advisory recommendations, voting faculty shall rank their
176 preferences on a simple numerical scale. If the decision with the highest number of first-ranked
177 votes does not command a majority, the choice with the fewest first preference votes is eliminated,
178 and the votes are re-tallied. This process continues until one selection commands a majority.

179 For expediency, the department chair has the discretion to select voting methods. Department
180 faculty shall be empowered to overrule a Chair's voting method decision by a simple majority vote
181 of the faculty.

182 Electronic submission of votes, such as submission by email, is viewed by the Department as an
183 acceptable vote. Electronic votes shall be submitted to the Department Chair directly prior to any
184 scheduled meeting in which a vote is anticipated. Any electronic vote shall include a ranked-choice
185 ballot. With routine votes where there are no multiple choices, a ranked choice vote will have only
186 one preferred choice.

187 **III. Standing Committees.**

188 The Department maintains a number of standing committees to provide essential leadership and
189 support in departmental function. Appointments or elections, as described below, are for one full
190 year, but recognizes that the summer is a period of non-responsibility for faculty members. Faculty
191 members are elected to each of the following committees following the prescribed election process
192 defined within each committee description. In the case where a nomination or voting process fails
193 to produce a complete committee, the Department Chair shall have the right to assign faculty
194 members to these committees as needed, with the exception of the department personnel
195 committee, ensuring equitable distribution of assignments across the department.

196 A. Department Personnel Committee (DPC).

197 1. DPC Purview.

198 All of the Department's Faculty will annually elect a core DPC to perform the functions assigned to it
199 by the CBA from September 1 to August 31 of the next academic year. The functions include, but
200 are not limited to:

- 201 a) reviewing the Annual Faculty Review and Evaluation of every member of the
202 Department's Faculty;
- 203 b) reviewing and making recommendations on all promotion and tenure applications
204 within the Department;
- 205 c) reviewing and making recommendations on all reappointments of tenure-track
206 Faculty within the Department;
- 207 d) reviewing and making recommendations on all promotions of non-tenure-system
208 faculty;
- 209 e) participating in Periodic Multi-Year Review of Faculty as prescribed by the CBA;
- 210 f) reviewing and determining Pool A allocations of merit pay (and making
211 recommendations on Pool B) among the Department's eligible Faculty as provided
212 for by the CBA;
- 213 g) communicating Departmental preferences for Department Chair selection pursuant
214 to relevant Faculty Senate policy;
- 215 h) or leading the review process for periodic Chair evaluation.
- 216

217 2. Composition & Eligibility.

218 The DPC will consist of a minimum of three tenure-system Faculty. Eligible members of the DPC will
219 have primary appointments in the EHS Department. DPC membership shall remain consistent with
220 Article 12.3.3 of the CBA which includes provisions to include faculty from other departments where
221 there are insufficient numbers of faculty to serve on the DPC. The department prefers to include
222 Tenure system faculty and Research Faculty/Lecturers who hold ranks at or above the rank for the
223 proposed personnel action under review.

224 3. Means of Election.

225 The Department Chair will list the faculty with planned personnel actions in the coming year, and
226 ask for names of faculty to nominate for the EHS-DPC. This process should normally be completed
227 by March 15. The slate will include a minimum of four faculty and the slate shall be announced to
228 faculty no later than April 1. All of the Department's Faculty who hold 50% FTE or higher positions,
229 except for non-unit Faculty, are eligible to vote in electing the DPC. The election will occur within
230 two weeks after announcement of the nominees. The election is by secret ballot at a Department
231 meeting to be convened by the Department Chair. In the case of a tie vote, a subsequent vote will

232 be taken at the meeting. Eligible Faculty who cannot attend the meeting in person may vote by e-
233 mail to the Department Chair prior to the meeting, though this does not constitute attendance for
234 quorum determination. Eligible faculty who wish to vote may also attend the meeting by video
235 conference, and this will count towards quorum determination.

236 4. Leadership of the DPC.

237 Once elected, the members of the DPC will select their own committee chair by majority vote.

238 5. Independence of the DPC.

239 On personnel actions for which the CBA identifies independent roles for the DPC and the Chair—
240 such as AFR reviews, reappointment, promotion, tenure, PMYRs, and merit-pay allocations—the
241 DPC will operate independently, and the Department Chair must not convene or deliberate with the
242 DPC, nor may the Chair attempt by any means to influence the deliberations or judgment of the
243 members of the DPC. The Department Chair and DPC may confer on routine procedural matters
244 related to personnel actions.

245 Prior to initiating a personnel action, it is generally appropriate for DPC and Chairs/Deans to discuss
246 strengths and weaknesses, and make recommendations towards readiness for prospective
247 personnel actions that fall under the purview of DPC roles and responsibilities. However, once a
248 personnel action has commenced, discussion between DPC and Chairs/Deans should cease.

249 6. DPC Meetings and Operations.

250 The DPC should organize and schedule its meetings as necessary to perform its duties and meet the
251 deadlines established by the campus master calendar or by School or Department policies. The DPC
252 requires a quorum of 50% plus one of its eligible members in order to conduct official business; in
253 voting and in drafting written materials, the DPC may conduct its business electronically. DPC
254 meetings will not be open to non-DPC members. The DPC should keep a record of its meetings and
255 transactions, which the Department should retain for five years and should be available to
256 subsequent DPC members; the DPC is not required to keep meeting minutes.

257 7. DPC Responses to the Dean's Queries in Reappointment, Promotion, 258 Tenure (RPT) Cases.

259 Under the CBA and the Red Book, a Dean must consult with the DPC if she/he is considering making
260 a recommendation that differs from the recommendation of the DPC in reappointment, promotion,
261 and tenure cases for tenure-system Faculty. The DPC must respond in writing within 7 calendar
262 days.

263 8. DPC Consideration of Merit Pay.

264 When the CBA authorizes the award of merit pay and authorizes the DPC to recommend or
265 determine the amounts of merit pay to be allocated to individual members of the Faculty, the DPC
266 must adhere to the CBA's terms for eligibility and the basis of evaluation for such allocations.
267 Specific computational mechanisms to assess merit shall be proposed by the DPC to the
268 Department, which must vote on acceptance of the proposed method to quantify merit. The DPC

269 may not exclude from consideration any merit-eligible member of the Faculty based on tenure
270 status, rank, full-time equivalency, or constraint of assigned duties.

271 9. DPC evaluation of Chair

272 Pursuant to University Policy and criteria within Senate Document 82-021 (amended by Senate
273 Document 86-014A), the DPC is responsible for periodic evaluation of the Department Chair. The
274 DPC will follow its established policy to collect information that allows it to construct a report to the
275 Dean. Periodic Chair evaluations typically occur in the 5th semester after a Chair's appointment,
276 such that a report can be transmitted to the Dean prior to the end of the Chair's three-year term.

277

278 B. Department Climate Committee (DCC)

279 1. Climate Committee Purview.

280 The DCC is charged with helping build community and maintain a productive academic research
281 climate across the department, and serves from September 1 to August 31 of the next academic
282 year. The functions include, but are not limited to:

- 283 a) Support Department-wide training in diversity and climate improvement initiatives.
- 284 b) Seek feedback from EHS constituents (faculty, students, staff) on relevant climate
285 concerns and communicate these to the Department Chair.
- 286 c) Serve as the main point of contact for SPHHS Director of Diversity, University
287 climate and diversity programs, and relevant committees in MSP and GEO.
- 288 d) Organize periodic social events of interest to the Department.

289 2. Composition & Eligibility.

290 The Department Climate Committee will consist of two faculty members and two graduate students
291 who are enrolled in good standing in the Department.

292 3. Means of Appointment.

293 In early March, the Department Chair will contact faculty in the Department and ask for names of
294 faculty to nominate for the Climate Committee. The Chair will also seek student nominations from
295 the Graduate Program Committee. Members of the Climate Committee are appointed by the
296 Department Chair in the Spring semester of the preceding academic year.

297 4. Leadership of the Climate Committee.

298 Once elected, the members of the DCC may select their own committee chair by majority vote, and
299 this individual shall be a faculty member in the Department. Alternatively, the members of the DCC
300 may decide no chair is required.

301 5. Climate Committee Meetings and Operations.

302 The Climate Committee should organize and schedule its meetings as necessary to perform its
303 duties.

304 C. Graduate Program Committee (GPC)

305 1. Graduate Program Committee Purview.

306 The Graduate Program Committee ensures excellence in graduate education and performs tasks
307 related to graduate training for the Department. Specific tasks under the purview of the GPC
308 include:

- 309 a) review of graduation student admissions applications
- 310 b) tracking and recordkeeping of graduate student admissions and alumni;
- 311 c) revision of graduate program curriculum tracking forms and related
312 documentation.
- 313 d) reporting of GPC activity to the Department
- 314 e) selection and review of graduate scholarships and awards in the Department;
- 315 f) annual updating of EHS faculty teaching data, including course number, title,
316 faculty of record, actual instructor (if different), and the number of enrolled students.
- 317 g) evaluation and approval of experimental EHS graduate course syllabi and
318 assisting faculty with submission of required documentation for course approval
- 319 h) written or phone response to inquiries by prospective trainees;
- 320 i) Identification and accounting of faculty who anticipate needing additional graduate
321 trainees
- 322 j) creation of recruitment marketing materials;
- 323 k) directing the updating of relevant sections of EHS department graduate
324 student website information
- 325 l) representing the Department at professional conferences, school recruitment
326 activities, and university functions designed to recruit graduate students.

327

328 2. Composition & Eligibility.

329 Membership on the GPC will consist of four tenure track faculty or 50% or greater FTE lecturers .

330 Eligible members of the GPC will have primary appointments in the EHS Department.

331 3. Means of Election.

332 In early March, the Department Chair will contact faculty in the Department and ask for names of
333 faculty to nominate for the GPC. Submissions must be received by the Department Chair by March
334 15. By April 1, the Department Chair will confirm the nominees' eligibility and willingness to serve.
335 The slate of nominees will be announced to the Faculty by April 7 prior to the faculty meeting for the
336 election. All of the Department's Faculty except for non-unit Faculty are eligible to vote. The
337 election will occur within two weeks after announcement of the nominees. The election is by secret
338 ranked choice ballot at a Department meeting to be convened by the Department Chair. In the case

339 of a tie vote, a subsequent vote will be taken at the meeting. Eligible Faculty who cannot attend the
340 meeting may vote by e-mail to the Department Chair prior to the meeting.

341 If candidates for this role are running unopposed, the Department Chair may appoint willing faculty
342 to this committee by unanimous consent at the Department meeting in which an election is
343 scheduled. Any faculty may object to this unanimous consent, which will require a formal vote to be
344 held.

345 4. Leadership of the Graduate Program Committee.
346 The Graduate Program Director (GPD) chairs the GPC.

347 5. Curriculum Committee Meetings and Operations.
348 The GPC should organize and schedule its meetings as necessary to perform its duties and meet the
349 deadlines established by the campus master calendar or by College or Department policies.

350 D. Graduate Program Director

351 1. Purview and Role in the Department
352 The GPD serves as the Departmental liaison at all University and School related graduate student
353 affairs events and activities. The GPD ensures that the Department conforms to the Graduate
354 School regulations and requirements, and ensures the accuracy of information about the graduate
355 program that is published to the University.

356 The GPD provides an orientation to entering graduate students, including an introduction to
357 departmental curriculum and policies, and may offer initial advice to incoming students in course
358 selection. The GPD monitors graduate students as they progress through the curriculum and meet
359 additional milestones specific to the graduate program (MPH, MS, PhD).

360 The GPD shall also maintain a record of all matriculated graduate students, including date of
361 enrollment, entering standardized scores as required by Departmental Policy, date of degree
362 completion (or date of withdrawal from the program), and Departmental aid received (including
363 individual fellowships, department assistantships, and laboratory research assistantships). Using
364 these data, the GPD will respond to requests for graduate student statistics to support institutional
365 priorities, accreditation, or other Departmental needs.

366 The GPD will meet with each graduate student at least once per academic year to discuss their
367 progress. The GPD will summarize feedback in the form of a memo, which shall be retained in a
368 record for each student. The GPD also provides administrative advising for Master of Science and
369 Doctoral degree seeking students, a task that includes assisting in interpreting course/degree
370 requirements, waiving prior coursework, approval of coursework to meet minor degree
371 requirements, and providing a general timeline for common graduate student milestones (such as
372 qualifying exams, thesis defenses, etc). The student's formal advisor shall provide detailed
373 individual coursework, research expectations, and professional development advisement.

374 In exchange for this service, the Graduate Program Director is afforded one course release per year
375 to use at their discretion.

376 2. **Means of Appointment.**

377 The GPD is appointed by the Department Chair, and a GPD appointment is typically for two years,
378 beginning in Fall semester. The Department Chair must consult with the Department for
379 recommendations to this appointment. In early March of the end of term year the Department
380 Chair will contact faculty in the Department and ask for names of faculty to nominate for the GPD
381 position. Submissions must be received by the Department Chair by March 15. By April 1, the
382 Department Chair will confirm the nominees' eligibility and willingness to serve.

383 **E. EHS Lab Safety**

384 1. **Lab Safety Purview**

385 The EHS Lab Safety Coordinator and Training Manager is responsible for disseminating health and
386 safety information to laboratory PIs, monitors and encourages training compliance, serves as the
387 department liaison for the University Environmental Health and Safety office, and acts to allay
388 department safety concerns to relevant University agencies.

389 2. **Composition and Eligibility**

390 Any faculty member can serve in this role. One person is appointed to the position.

391 3. **Means of Selection**

392 Membership is appointed by the Department Chair.

393 4. **Meeting Frequency**

394 Meeting frequency is variable, and depends on the required tasks asked of the committee.

395 Meetings are typically held monthly at Environmental Health and Safety offices on campus.

396 **F. Other Ad Hoc Committees.**

397 1. **Ad Hoc Committee Purview.**

398 From time to time, the Department has a need for assistance in special projects that serve the
399 Department or University at large. Ad Hoc committee tasks are varied and often short in duration
400 with a narrow scope. Ad hoc committees are typically responsive to Dean or University requests for
401 documentation or information about the Department, such as development or revision of strategic
402 planning documents, bylaws, or other departmental policies. Ad hoc meetings include periodic
403 search committees for new faculty hires, revision of bylaws, strategic planning, and accreditation.

404 2. **Composition and Eligibility.**

405 Any faculty member can volunteer for these committees. Formation of such an ad hoc committee
406 should be proposed by the Chair. All ad hoc committees, with the exception of duly appointed new
407 faculty hire search committees, shall expire on August 31st of each year in order to discourage
408 creation of nominally temporary committees that exist in permanence.

409 3. Means of Selection.

410 Ad Hoc committee membership is appointed by the Department Chair. After a description of the
411 duties and roles for the assignment are provided, volunteers shall be identified during a scheduled
412 or special faculty meeting. A committee shall have at least two faculty; for some roles, additional
413 faculty can be appointed to ease the work load.

414 4. Meeting Frequency.

415 Meeting frequency is variable, and depends on the required tasks asked of the committee.

416 5. Leadership of the Ad Hoc Committee.

417 A Chair is generally not necessary for ad hoc committee work, though a Chair is usually
418 recommended.

419 G. Representation by Faculty on College- and University-Level
420 Committees.

421 Service on the following committees is by Department Chair appointment, except for the School
422 Personnel Committee which is by election in the same manner as the process for the Department
423 Personnel Committee.

424 1. Routine School- and University level service roles:

- 425 a) School Personnel Committee
- 426 b) Public Health Undergrad Advisory Board
- 427 c) School Curriculum Committee
- 428 d) By-laws Committee
- 429 e) Research Committee
- 430 f) Faculty Council
- 431 g) Other ad-hoc committees, as required

432

433 2. Required Rank and Length of Service

434 Appointees to the listed committees can have any rank, with one exception; the appointee to the
435 School Personnel Committee must have achieved the rank of Associate Professor. In cases where a
436 Full Professor promotion is expected, it is preferable for a Full Professor to be appointed. Most
437 appointments listed above are for one year, posting from September 1st through August 31st. The
438 School Personnel Committee assignment is for two years.

439 **IV. Tenure-System Faculty Search Committees &**
440 **Procedures.**

441 The Department will conduct individual tenure-system faculty searches as follows:

442 A. **Appointment of Search Committees for Tenure-System**
443 **Faculty.**

444 When the Provost and the School's Dean have authorized a search for a tenure-system faculty
445 member, the Department Chair will solicit from among the faculty interest in serving on the search
446 committee. The Chair will appoint members of the committee from among those expressing
447 interest including members of the Faculty whose service on the committee would benefit the search
448 process. In selecting members, the Department Chair will attempt to compose a committee that is
449 representative of the Department that ensures well qualified consideration of applicants'
450 credentials, that promotes the achievement of the University's diversity goals, and that will achieve
451 efficient execution of the search. For senior and open-rank searches, the composition of the
452 committee should be weighted toward senior members of the Faculty. The Department Chair will
453 designate the committee chair from among its members.

454 B. **Purview of Search Committees in Tenure-System Searches.**

455 Committees charged with conducting searches for tenure-system faculty will collaborate with the
456 Department Chair to develop the position description, an advertising/recruitment plan, a facilities
457 plan, and other elements of the hiring requisition; will work with the Department's Clerk to fulfill the
458 advertising/recruitment plan; will work with the Office of Equal Opportunity & Diversity and the
459 Department Climate Committee with regard to promoting the recruitment of a diverse applicant
460 pool; will receive and screen applications; will conduct initial interviews by phone, by Internet video
461 connection, or at professional meetings (as applicable); will propose a campus-interview list; will
462 conduct off-list reference calls; will make available to the Faculty the application materials of
463 approved campus interviewees—provided the Faculty individually agree to maintain confidentiality
464 of specific materials as described below; will organize campus visits for approved candidates,
465 including public sessions open to all Faculty and students; will make recommendations to the
466 Faculty based on information obtained from the above actions and other information gathered; will
467 organize a meeting of all of the Department's Faculty after the last campus interview in order to
468 deliberate and vote (by secret ballot) on the ranking of the acceptable finalists; will write a
469 recommendation that reflects the Faculty's ranking and rationale for that ranking.

470 If the Hiring Authority for the search has asked for an unranked list of acceptable finalists, the
471 Faculty will limit its vote to distinguish between acceptable and unacceptable candidates, and the
472 search committee will use its recommendation to report that information and to describe the
473 strengths and weaknesses of the acceptable finalists.

474 C. **Access to Confidential Applicant Materials.**

475 The Department will place in a secure online location the application materials of candidates who
476 have been approved for campus interviews (but not for other applicants who are not invited for
477 campus interviews). The Department Chair and any Faculty who wish to view applicant materials
478 may do so only after first signing a confidentiality statement that specifies the following:

- 479 a) They will not disclose or distribute the contents of such confidential information to anyone
480 outside the Department's Faculty or academic administration.
- 481 b) They will not disclose or distribute the contents of such confidential information to any of
482 the candidates, including the candidate who may be ultimately employed.
- 483 c) They will not make a physical (including printed) or electronic copy of any of the materials.
- 484 d) They will not contact any of the parties who have provided confidential references.
- 485 e) They will abide by university policies in using the information disclosed in the materials. In
486 particular, she or he will adhere to the university's guidelines on impartiality/objectivity in
487 the university's non-discrimination policy.
- 488 f) Except for applicants' CVs and cover letters, confidential materials should not be made
489 available to students.

490 D. Role of Faculty in Tenure-System Searches & Selection.

491 At a meeting of Departmental faculty, and after the completion of prospective hire campus visits,
492 the Search Committee will provide a summary of strengths and weaknesses for each candidate
493 under consideration. Tenure-system faculty will have an opportunity to discuss each candidate and
494 to vote on whether a candidate is deemed acceptable for hiring. In the case where the hiring
495 authority wished for a ranked list, all tenure-system faculty have an opportunity construct this
496 ranking by ranked choice voting.

497 All tenure-system members of the Department's Faculty have a duty to engage in the search and
498 selection process from the beginning of the campus-interview phase through the meeting at which
499 the Faculty rank the acceptable finalists. In order to fulfill that duty, the Faculty should inform
500 themselves by reviewing candidates' application materials, meeting with candidates, and attending
501 candidates' public sessions. The Department's non-tenure-system faculty are welcome to similarly
502 engage in the search and selection process but they do not have a duty to do so; they are also
503 welcome to join with the tenure-system Faculty in deliberating the ranking of the finalists (if this is
504 the format desired by the hiring authority) and may vote on that ranking if they have fulfilled their
505 duty to review candidates' materials, met with candidates, and attended candidates' public
506 sessions.

507 E. Conflicts of Interest.

508 A real or perceived conflict of interest between an applicant and a Faculty member engaged in the
509 search process must be disclosed and must be managed, mitigated, or eliminated. The principles
510 underlying the above prescription include:

- 511 • Neither professional nor personal relationships between applicants and evaluators should
512 influence the selection decision.
- 513 • Neither professional nor personal relationships between applicants and evaluators should
514 *appear* to influence the selection decision.
- 515 • When such relationships exist, the evaluator must disclose the relationship.

516 • Management, mitigation, or elimination of such conflicts should occur as follows:

517 1. Personal Relationships.

518 Search committee members engaged in a *personal* relationship with an applicant must recuse
519 him/herself from the committee's work, including deliberations over other applicants. The Faculty
520 must not participate in Faculty deliberations or candidate ranking, and may not vote on the Search
521 recommendations to the hiring authority.

522 2. Close Professional Relationships.

523 Search committee members engaged in a *close professional* relationship with an applicant must
524 disclose the relationship to others involved in the evaluation of the candidate and must recuse
525 him/herself from any deliberations involving the applicant. However, these committee members
526 may vote along with other department faculty on all applicants.

527 Examples of close professional relationships include:

- 528 a) Submission of any grants (whether funded or not) where the faculty and the candidate are
529 listed as either co-investigators or principle investigators in the most recent five years.
- 530 b) Multiple, recent co-authored publications in the most recent five years
- 531 c) Candidates who were mentored by the faculty, as students or postdoctoral trainees,
532 within the prior five years.
- 533 d) Those who have current, and in prior five years, business relationships with candidates, or
534 candidate's employers, including academic institutions. This includes all activities defined
535 under Board of Trustees document T96-047. This does not restrict a faculty member from
536 participating in outside activities, but does restrict their role in hiring decisions if outside
537 activities that include close professional relationships exist.
- 538 e) Candidates who would ordinarily implicate University Conflict of Interest oversight,
539 including from federal funding sources, and the State of Massachusetts.

540

541 In cases where it is not clear whether a Close Professional Relationship exists, the Department Chair
542 shall determine whether the relationship is deemed close or distant.

543 3. Distant Professional Relationships.

544 A search committee member with a *distant* professional relationship with an applicant who has
545 reached the shortlist need not recuse him/herself from the committee's work but should disclose
546 the relationship to others involved in evaluation of the candidate. The Faculty member may
547 participate in all discussions of that applicant and need not abstain from voting on any applicant.

548 Examples of distant collaborations include those defined as a close professional relationship that
549 occurred five or more years in the past. If the relationship is unclear, the Department Chair shall
550 confer with the Provost's office to determine whether the relationship is deemed close or distant.

551 V. Non-Tenure-Track (NTT) Faculty Search 552 Committees & Procedures.

553
554 The Department will conduct individual non-tenure-track faculty searches using the same
555 procedures as those described above for tenure-system faculty searches with these exceptions:

556 A. Committee Composition.

557 While the composition of committees for tenure-system faculty searches should be weighted
558 toward tenured faculty (or, in the case of senior searches, faculty of equal or higher rank),
559 committees composed for NTT searches need not favor senior or tenure-system faculty and should
560 include at least one current NTT faculty member if the Department has such a faculty member
561 available whose workload composition would permit such participation.

562 B. Purview of Search Committees in NTT Searches.

563 The purview of the search committee in NTT faculty searches is the same as that for tenure-system
564 faculty searches except that in lieu of convening to deliberate on the finalists, the committee may
565 solicit feedback from all of the Department's Faculty after the last campus interview; will write a
566 recommendation that reflects the Faculty's feedback, the committee's ranking of the acceptable
567 finalists, and the committee's rationale for that ranking.

568 C. Role of the Faculty in NTT Searches.

569 The Department's Faculty have a responsibility to engage in searches for NTT faculty whose
570 appointments are 50% FTE or greater due to the potential for such faculty eventually achieving
571 continuing appointments.

572 VI. Department Administration and Meetings

573 A. Department Meetings

574 1. Frequency.

575 At least three times per semester and with at least one week's notice, the Department Chair will
576 schedule and convene general meetings of the Faculty. The Department Chair may call and
577 convene additional special meetings as necessary to address urgent business of the Department. By
578 petition of at least 33% of the Faculty, the Department Chair will convene additional special
579 meetings to address matters raised by the petitioners.

580 2. Faculty Duty of Participation.

581 All Faculty of the Department who have service as part of their contracted duties are expected to
582 attend all general faculty meetings and to attend all special meetings unless university-related
583 duties or event conflicts with the meeting.

584 3. Meeting Agendas.

585 The Department Chair will publish the agenda for each regular Department meeting at least two
586 working days before the meeting. The Chair/Head will publish the agenda for any special meeting
587 at the time of the meeting's announcement.

588 4. Agenda Topics for Meetings

589 Faculty meetings are meant to foster departmental decision making by accepting input from all
590 faculty members who have the right to deliberate in discussion. Agenda topics will vary from month
591 to month, but a number of areas must be discussed with some frequency, including:

- 592 a) Semesterly discussion of current budget
- 593 b) Monthly reporting of Standing and Ad Hoc committee activity.
- 594 c) Annual discussion of future budgeting desires and challenges.

595

596 Any voting faculty member may submit a topic for discussion by providing the topic to the Chair at
597 least 48 hours in advance of the scheduled meeting. The Chair may elect, at their discretion, to
598 include topics that are not submitted with adequate notice.

599 5. Rules of Order.

600 The Department will follow Martha's Rules of Order in conducting meetings of the Faculty.

601 6. Quorum.

602 The Department may meet and act on the business of the Department with a quorum consisting of
603 at least half of the Faculty. Faculty meetings will be conducted in a respectful and civil manner that
604 allow for differences of opinion and promote inclusion.

605 7. Voting.

606 On matters requiring a vote of the Faculty, votes may be made by written proxy or electronically in a
607 method to be determined by the Department Chair. Voice votes on any matter are acceptable
608 unless any individual member of the Faculty requests otherwise, in which case the vote must occur
609 by secret written ballot. Except as otherwise specified in these bylaws, a simple majority vote of
610 those in attendance will suffice to carry a motion.

611 8. Minutes and Recordkeeping.

612 The Department chair will keep accurate minutes of the meeting and discussion. The Chair may ask
613 a faculty member to keep minutes. The Department will maintain records of all meetings, including
614 minutes and votes, for at least five years.

615 B. Department Administration

616 1. Administrative Staff

617 The Department typically has at least one administrative staff to facilitate and respond to a range of
618 Departmental administrative needs. Their primary role is in supporting Departmental function, and

619 these staff are not allocated to any individual faculty or student, or any non-departmental
620 organization.

621 VII. Department Specifications for Reappointment, 622 Promotion, and Tenure (RPT).

623 All standards and most procedures related to reappointment, promotion, and tenure of Faculty are
624 governed by the CBA and the Red Book. The following additional terms do not alter or interpret
625 those standards and procedures but instead set department-level specifications where the CBA and
626 Red Book permit local control.

627 A. External Reviews of RPT Cases.

628 1. Personnel Actions Requiring External Reviews.

629 All promotion and all tenure cases for tenure-system faculty require external reviews (as specified in
630 the Red Book and CBA). Reappointments of tenure-system faculty during their probationary
631 periods do not require external reviews. Neither reappointments nor promotions for non-tenure-
632 system faculty require external reviews; however, as permitted by the CBA's Article 21, Lecturers
633 may request external reviews.

634 2. Number of External Reviews.

635 The Department Chair will make a good-faith effort to secure at least six "arm's-length" external
636 reviews for every promotion and/or tenure case that requires external reviews.

637 3. Identification and Solicitation of External Reviewers.

638 The CBA charges the Department Chair with soliciting external reviewers and permits the candidate
639 to suggest external reviewers, some or all of whom must be solicited by the Chair. The Chair may
640 consult with the DPC or other members of the Faculty in identifying appropriate external reviewers
641 but may not delegate the solicitation process to others. Similarly, the Chair may receive assistance
642 in describing the "standing" of each external reviewer in the candidate's file, but the Chair is
643 ultimately responsible for ensuring that that description clearly and completely makes the case for
644 why each external reviewer is well positioned to perform the review; this description should be
645 crafted for academic audiences who are unfamiliar with the pertinent scholarly field. Under most
646 circumstances, the solicitation of external reviews should occur no later than one month before the
647 candidate's file submission deadline. In general, external reviewers should be well recognized
648 scholars or professionals in the candidate's field.

649 4. Candidate's Rights Regarding External Reviewers.

650 Before making such solicitations, the Chair must show the solicitation list and solicitation message
651 to the candidate, who may comment on but may not demand changes to the list or message. The
652 list shall include, but is not limited to, some of the external reviewers suggested by the candidate. If
653 the candidate identifies a conflict of interest with any of the proposed reviewers, the Chair should

654 assess whether a true conflict exists and, if one does, should eliminate, mitigate, or manage the
655 conflict.

656 **B. Internal Reviews of RPT Cases.**

657 **1. Identification & Solicitation of UMass Faculty & Staff Reviews.**

658 The candidate and the Chair may identify potential reviewers internal to UMass Amherst. Such
659 internal reviews are not required and should not be regarded as substitutes for external letters.
660 Internal letters may be especially helpful in cases where the reviewer can describe the candidate's
661 particular contributions to collaborations within the department or across campus. The Chair must
662 individually solicit such internal reviews.

663 **2. Identification and Solicitation of Student Reviews.**

664 The Chair may solicit comments from individual students. Written, signed comments from
665 individual students—especially from those for whom the candidate has served as an advisor,
666 mentor, or collaborator—are especially helpful in identifying the candidate's work outside the
667 classroom. Such reviews must be individually solicited. If the candidate elects to not waive his/her
668 right to review submitted letters, students shall be made aware that any submission is deemed non-
669 confidential. The Chair may also solicit comments from groups of students; responses to such non-
670 individual solicitations are never protected by the candidate's waiver of access rights, and any
671 "group solicitations" shall advise potential respondents that their responses will not be confidential.

672 **3. Waiver of Rights of Access to Review Letters.**

673 A candidate for RPT may waive or decline to waive her/his rights of access to internal and external
674 review letters that have been individually solicited. The decision whether or not to waive those
675 rights belongs exclusively to the candidate, and neither the Chair nor any other member of the
676 Faculty should pressure the candidate to decide one way or another.

677 **4. Participation of Faculty in RPT Cases.**

678 Section 2 above describes the permissible participation of the Faculty beyond the core DPC in the
679 consideration of RPT cases.

680 **5. Evaluation of Teaching Effectiveness for RPT.**

681 The CBA's Article 33 requires that every department develop or adopt one or several modes
682 appropriate to the evaluation of teaching in that unit and procedures for the administration of
683 student evaluations of teaching. In compliance with that requirement, the Department adopts the
684 following:

685 **6. Student Evaluations of Teaching Effectiveness in Classroom Settings.**

686 All Faculty should use the centrally administered course review instrument(s) to solicit and receive
687 student evaluations in every course section taught. Individual Faculty may supplement but may not
688 replace the centrally administered instrument with another instrument(s).

689 7. Student Evaluations of Teaching Effectiveness Outside Classroom Settings.
690 Annually, the Graduate Program Director will conduct a confidential survey of all doctoral students
691 who are working under the individual advisement/direction of a Faculty member, seeking feedback
692 on the effectiveness of that Faculty member's instruction. The survey instrument(s) will be
693 developed and periodically reviewed/revise by the GPC, subject to the adoption of the Faculty.
694 The results of such surveys may be added to the Faculty member's AFR by the DPC, and to any
695 applications for RPT after the removal of any identifiable material which is likely to identify a
696 respondent.

697 8. Peer & Expert Evaluations of Teaching Effectiveness.
698 Untenured Faculty in their probationary period and NTT Faculty intending to seek promotion should
699 seek consultation and formative evaluations of their teaching effectiveness from the Center for
700 Teaching and Learning. While peer and expert evaluations are not required of any Faculty member,
701 they help provide valuable evidence in making a case for reappointment, promotion and/or tenure.

702 9. Contributions to Program & Curriculum Development.
703 Applications for RPT should include evidence of the candidate's substantive contributions to
704 program through innovative and impactful curriculum development.

705 10. Evidence of Effective Service for RPT.
706 Applications for RPT should include evidence of the candidate's contributions to service. The CBA
707 and Red Book require that all tenure-system Faculty engage in service. NTT faculty are required to
708 engage in service only if it is part of their assigned duties, and shall be afforded a commensurate
709 reduction in teaching load. The CBA requires that service to the faculty union and service outside
710 the Department be considered at the department level as part of any Faculty member's AFR or
711 evaluation for RPT purposes.

712 In general, the consideration of service should be inclusive, acknowledging the contributions that
713 candidates make both inside and outside the Department and inside and outside the university. The
714 extent to which service outside the university is relevant to a case for RPT depends on the
715 pertinence of that service to the individual's professional profile or to advancement of the
716 university's mission. Service may include that provided in governance or management of the
717 Department, the College, the University, or the profession; that representing outreach to extend
718 knowledge beyond the university/professional community; and that intended to promote
719 community engagement as a benefit both to the university community and to the off-campus
720 community. Especially important is evidence of leadership in making service contributions. It is
721 expected that faculty service load is progressive, with the heaviest amounts of service activities
722 performed by more senior faculty members in the Department.

723 11. Evidence of Effective Research for RPT.
724 Applications for RPT should include conclusive evidence of the candidate's contribution to research.
725 NTT faculty are required to document their contributions to research only if it is part of their
726 assigned duties. Tenured or tenure track faculty are expected to maintain a high degree of research

727 productivity commensurate with their rank. Candidates undergoing RPT action should demonstrate
728 that research effectiveness by showing a track record of success, including funded external grants,
729 original, peer-reviewed research publications, novel technique or method developments, or
730 formative and impactful changes to the state of their science. Communication of scientific findings
731 at professional conferences, publication of government reports, or construction of publicly available
732 datasets for use by the research community are also typically indicative of effective research,
733 though to a lesser degree than original research contributions. Multi-investigator collaborations
734 (internal or external to UMass) resulting in a successful publication record may also be viewed as
735 research contributions. Community-based research and engagement are valued forms of effective
736 research. Publication of advocacy works (such as newsletters or letters to the editor) are usually not
737 considered in establishing effective research; these types of works are typically supportive of service
738 external to the University.

739 VIII. Annual Faculty Review and Evaluation.

740 The CBA's Article 33 requires use of the bargained AFR form by every member of the Faculty who is
741 50% FTE or greater. Faculty who hold positions at less than 50% FTE may elect to use an alternative
742 form. The process to do this is illustrated in Article 33.2 of the CBA. Faculty who fail to timely
743 submit an AFR will not be eligible for merit-based salary increases in the year following the AFR
744 report. The DPC and the Department Chair should substantively and objectively conduct their
745 evaluations of each Faculty member's AFR.

746 IX. Selection and Review of the Department Chair.

747 A Department Chair is the administrative and executive officer of the department and its
748 spokesperson to the University administrations and communities outside of the University.

749 The Department Chair, through direct action or delegation,

- 750 a) In consultation with the Executive Council and appropriate department
751 committees, formulates and implements policies of the department;
- 752 b) Meets with all faculty at least once per academic year to assess progress towards
753 tenure, promotion, and future goals
- 754 c) Presides at departmental faculty meetings to ensure that accurate minutes are
755 kept, and that a summary of the minutes is distributed;
- 756 d) Formulates, manages, and reports the departmental budget;
- 757 e) Manages office operations including space allocation;
- 758 f) Evaluates faculty and staff;
- 759 g) Encourages faculty development;
- 760 h) Using information from the GPC and Undergraduate Advisory Board, assigns
761 teaching loads and schedules
- 762 i) Carries on departmental correspondence
- 763 j) Resolves student complaints and other potential conflicts;
- 764 k) Creates a positive work environment that values inclusion and diversity.
765

766 In cases where a Department Chair vacancy must be filled by internal or external search, an interim
767 chair can be appointed by the Dean and a search conducted following guidelines in Senate
768 Document 90-029C.

769 A. Selection and Appointment

770 The Department Chair is usually a senior member of the Department, preferably, but not
771 necessarily, possessing tenure. Extenuating circumstances permit the appointment of a
772 Department Chair who is not part of the Department, as long as the selection criteria outlined below
773 are followed and are consistent with specifications outlined in Faculty Senate Document 90-029 and
774 90-029C.

775 B. Voting Body and Process:

776 The role of Department Chair is an appointment of the School Dean, but one that must consider the
777 preferences of the Department. A Chair appointment process is prescribed in UMass Faculty Senate
778 Document 90-029, with additional narrative for Interim Appointments in UMass Faculty Senate
779 Document 90-029C.

780 C. Establishment of a Search Committee

781 Both the appointment of a new chair, or reappointment of an existing Chair, require the formation
782 of a search committee to make recommendations to the Appointing Authority. The DPC shall
783 solicit interest from tenure system and non-tenure track faculty members in the Department who
784 wish to serve on a search committee, and will recommend at least two faculty to serve on this

785 committee. The DPC shall also identify at least one member from outside the Department to serve
786 on this committee; it is preferred if this outside individual is a Chair or Head of another Department
787 or Program. The Dean has the purview of appointing students and/or staff members to the search
788 committee. The DPC will forward these names to the Dean, who will provide a written charge to the
789 Search committee

790 D. Appointment of an Interim Chair:

791 From time to time, an interim Chair may be required. This role carries all of the rights and
792 responsibilities of a fully elected chair, but is limited to an appointment of one year or less. The
793 process for this appointment is defined in UMass Faculty Senate 90-029C.

794 E. Steps to Reappointment:

795 If the Department Chair wishes to be reappointed to another term in that position, the
796 Department's Faculty, led by the DPC, will conduct a review of the Chair during the fall semester of
797 the final year of her/his appointment. The DPC will follow the procedures prescribed by Senate
798 Document #85-021, beginning the process normally no later than October 15 during the final year of
799 the Chair's appointment. Upon completion of the review, the contents of this review are
800 transmitted to the Dean.

801 1. Self-Evaluation.

802 As an initial step, the Department Chair will prepare a written self-evaluation of their administrative
803 achievements during the current appointment and will provide that document to the Faculty. This
804 shall be submitted to the DPC and Dean at least six months prior to the conclusion of the chair's
805 three year hiring anniversary. No specific written format is prescribed.

806 2. Survey.

807 The DPC will prepare and distribute four confidential surveys no later than November 1st: (1) one to
808 department staff; (2) one to all students; (3) one to Chairs of Departments within the School and to
809 those outside of the Department who have interacted with the Chair; and (4) one to the
810 Department's Faculty. Each survey will include specific questions regarding overall performance,
811 both administrative, interpersonal, and management of departmental interactions. These surveys
812 shall provide space for extended comments. Raw data and summaries of responses to these surveys
813 will be reviewed by the DPC, will be redacted as needed to protect the identities of all respondents,
814 and will be included with the DPC's report to the dean but will not be available to faculty, staff, or
815 students. Specific comments from surveys can be included in the narrative report, though the
816 identity of the author of these comments must remain confidential. Electronic collection of survey
817 material is allowed.

818 3. Meetings with Constituencies.

819 The DPC may offer to meet with employee and student groups to receive confidential assessments
820 of the Chair's performance. Summaries of any information gathered in such meetings will be
821 included with the DPC's report to the dean but will not be available to faculty, staff, or students.

822 4. Final Report.

823 The report should assiduously limit its assessment to areas within the purview and control of the
824 Chair. No specific format is required, but a concise synthesis of observed strengths and weaknesses
825 is preferred, with a specific section indicating specific actions necessary to remedy observed
826 shortcomings.

827 Upon request by any Department faculty member, the DPC will distribute a draft version of this
828 report to the Faculty (excluding all raw or other data that could compromise the confidentiality of
829 those contributing to this process), including a summary of findings, an assessment of areas of
830 success and of needed improvement. Open-ended comments that may be solicited as part of this
831 review are to be removed and shall not be shared.

832 After reviewing the draft report, Unit Faculty members, as a department, may elect to vote whether
833 to reappoint or not. If a vote is desired by the department, it shall be by secret ballot tabulated by
834 the DPC chair. All unit faculty are invited to vote, including members of the DPC; the Chair who is
835 being reviewed may not vote. The result will be a majority vote to reappoint or not reappoint, and
836 this departmental consensus statement will be added to the draft letter.

837 5. Chair's Response.

838 The Department Chair may prepare and submit to the Dean a written response to the final report.

839 6. Dean's Perogative

840 The appointment of Chair is conferred by the Dean who is provided with a comprehensive
841 evaluation of the Chair considering reappointment. The Dean will either reappoint for an additional
842 term, or will inform the Departmental Personnel Committee of a decision to not reappoint. In this
843 case, the Department must search for a new chair, or identify an individual willing to serve as an
844 interim Chair.

845 **X. Silence in bylaws**

846 In areas where decision-making or administrative process is unclear, vague, conflicting, or absent in
847 these bylaws, the Department Chair shall form a binding opinion to reconcile the bylaws until
848 permanent revisions can be made. The Chair shall consult with the department at a regularly
849 scheduled meeting to gather information and viewpoints in order to make an informed decision. In
850 the case where a Chair makes a decision, the faculty may overrule the decision by a simple majority
851 vote. If the Department and the Chair cannot come to a mutually agreeable consensus, the Chair of
852 the Department Climate Committee, representing the faculty, and the Department Chair, shall seek
853 direction and advice from the School Dean.

854 In cases of conflicts in bylaw interpretation, the Department may convene an ad hoc Bylaws
855 Committee to remediate the error by providing Amendments to the Bylaws. This is an alternative
856 mechanism to overrule a Chair decision without soliciting an opinion from the Dean.

857 XI. Implementation of these bylaws.

858 By at least a two-thirds' majority vote of the Faculty in favor, these bylaws are adopted and take
859 effect on **April 1, 2023**. The terms of these bylaws supersede existing policies or practices of the
860 Department to the extent that they address or conflict with the matters addressed by such policies
861 and practices. However, if ongoing processes would be unreasonably disrupted by implementation
862 of these bylaws, individual provisions of these bylaws may be deferred until those processes are
863 complete, provided that such deferral lasts no longer than one year beyond the effective date cited
864 in this paragraph. Deferral of individual provisions will not result in deferral of other provisions.

865 XII. Amendment of these bylaws.

866 By majority vote, the Faculty may elect an ad hoc committee to review and propose amendments to
867 these bylaws. Adoption of any such amendments, including their dates of effectiveness, requires a
868 two-thirds' (67%) vote of the Faculty in favor of any change.

869