TO: Personnel and Budget Reps  
FROM: Ann Williams, Director of Academic Personnel  
SUBJECT: Helpful Notes  
DATE: August 2017

**DATES for 2017-2018 Personnel Actions**

**ACADEMIC APPOINTMENT DATES:**
- Fall Semester: 09/01/17 - 01/20/18  
  - 13.05 pay periods  
  - (Paid through March 2, 2018)
- Spring Semester: 01/21/18 - 08/31/18  
  - 13.05 pay periods  
  - (March 2, 2018 through August, if no fall appointment, then Jan. – Aug. 16 PP)
- Academic Year: 09/01/17 - 08/31/18  
  - 26 pay periods
- Encumbrance pay periods: 26.1
  - January Hires: 01/21/18 - 08/31/18  
    - 50% Salary ÷ 16 PP
    - 100% Salary ÷ 26 PP

**CALENDAR YEAR APPOINTMENT DATES:**
- Fall Semester: 09/05/17 - 12/23/17  
  - 7.9 pay periods
- Spring Semester: 01/21/18 - 05/12/18  
  - 8 pay periods
- Full Year: 09/05/17 - 05/12/18  
  - 17.9 pay periods

**DATES for 2018-2019 Personnel Actions**

**ACADEMIC APPOINTMENT DATES:**
- Fall Semester: 09/01/18 - 01/19/19  
  - 13 pay periods  
  - (Paid through March 2, 2019)
- Spring Semester: 01/20/19 - 08/31/19  
  - 13 pay periods  
  - (March 2, 2019 through August, if no fall appointment, then Jan. – Aug. 16 PP)
- Academic Year: 09/01/18 - 08/31/19  
  - 26 pay periods
- Encumbrance pay periods: 26
  - January Hires: 01/20/19 - 08/31/19  
    - 50% Salary ÷ 16 PP
    - 100% Salary ÷ 26 PP

**CALENDAR YEAR APPOINTMENT DATES:**
- Fall Semester: 09/04/18 - 12/22/18  
  - 7.9 pay periods
- Spring Semester: 01/22/19 - 05/11/19  
  - 7.9 pay periods
- Full Year: 09/04/18 - 05/11/19  
  - 17.9 pay periods
DATES for 2019-2020 Personnel Actions

ACADEMIC APPOINTMENT DATES:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>09/01/19 - 01/18/20</th>
<th>13.05 pay periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>01/19/20 - 08/31/20</td>
<td>13.05 pay periods</td>
</tr>
</tbody>
</table>

Encumbrance pay periods:

| January Hires     | 01/19/20 - 08/31/19 | 50% Salary ÷ 16.1 PP |
| Sept. PA for Jan. Hire | 09/01/19 – xx/xx/xx | 100% Salary ÷ 26 PP |

Academic Year 09/01/19 - 08/31/20 26 Pay periods

CALENDAR YEAR APPOINTMENT DATES:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>09/03/19 - 12/21/19</th>
<th>7.9 pay periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>01/21/20 - 05/09/20</td>
<td>7.9 pay periods</td>
</tr>
<tr>
<td>Full Year</td>
<td>09/03/19 - 05/09/20</td>
<td>17.9 pay periods</td>
</tr>
</tbody>
</table>

Five College Faculty Exchange see:
https://www.fivecolleges.edu/faculty/faculty_exchange

Faculty Promotional Increments are as follows: Effective 7/1/14

<table>
<thead>
<tr>
<th>Increment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer to Senior Lecturer</td>
<td>$5,500</td>
</tr>
<tr>
<td>Senior Lecturer to Sr. Lecturer II</td>
<td>$5,500</td>
</tr>
<tr>
<td>Instructor to Assistant Professor</td>
<td>$7,000</td>
</tr>
<tr>
<td>Assistant to Associate Professor</td>
<td>$8,400</td>
</tr>
<tr>
<td>Associate to Professor</td>
<td>$13,700</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Increment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian I to Librarian II</td>
<td>$5,500</td>
</tr>
<tr>
<td>Librarian II to Librarian III</td>
<td>$7,000</td>
</tr>
<tr>
<td>Librarian III to Librarian IV</td>
<td>$8,400</td>
</tr>
<tr>
<td>Librarian IV to Librarian V</td>
<td>$9,600</td>
</tr>
</tbody>
</table>

Salary floors:

<table>
<thead>
<tr>
<th>Title</th>
<th>Academic Year Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>$52,000</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>$57,500</td>
</tr>
<tr>
<td>Senior Lecturer II</td>
<td>$63,000</td>
</tr>
<tr>
<td>Instructor</td>
<td>$57,000</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$64,000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$74,000</td>
</tr>
<tr>
<td>Professor</td>
<td>$92,000</td>
</tr>
</tbody>
</table>
Librarian I $50,000
Librarian II $56,000
Librarian III $63,000
Librarian IV $73,000
Librarian V $84,000

PT Lecturer minimum (25%): $6,500

TENURE DEADLINES FOR AY 2017-2018

For those faculty members with a tenure decision year of:


2018-2019 I, recommendations are due on April 16, 2018.

We are required to submit tenure cases to the President's Office approximately six weeks prior to meetings of the Trustees’ Committee on Academic and Student Affairs. Our President’s Office mailing deadlines are as follows:

<table>
<thead>
<tr>
<th>Tenure Due</th>
<th>Non-Tenure Items Due</th>
<th>CAASA Meeting Date</th>
<th>Trustees Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/29/17</td>
<td>10/27/17</td>
<td>11/15/17</td>
<td>12/8/17</td>
</tr>
<tr>
<td>4/13/18</td>
<td>5/11/18</td>
<td>5/30/18</td>
<td>6/20/18</td>
</tr>
<tr>
<td>7/20/18</td>
<td>8/17/18</td>
<td>9/5/18</td>
<td>9/20/18</td>
</tr>
<tr>
<td>9/28/18</td>
<td>10/26/18</td>
<td>11/14/18</td>
<td>12/13/18</td>
</tr>
</tbody>
</table>
Tenure Track Appointments: Attached is a TDY Chart to determine the tenure decision year for faculty being hired through 9/1/2022. These dates are for faculty hired without credit towards tenure.

**TDY CHART**

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>TDY Date On Offer Form</th>
<th>TDY Date On PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2017</td>
<td>2022-2023 II</td>
<td>8/31/23</td>
</tr>
<tr>
<td>1/2018</td>
<td>2023-2024 I</td>
<td>1/31/24</td>
</tr>
<tr>
<td>9/1/2018</td>
<td>2023-2024 II</td>
<td>8/31/24</td>
</tr>
<tr>
<td>1/2019</td>
<td>2024-2025 I</td>
<td>1/31/25</td>
</tr>
<tr>
<td>9/1/2019</td>
<td>2024-2025 II</td>
<td>8/31/25</td>
</tr>
<tr>
<td>1/2020</td>
<td>2025-2026 I</td>
<td>1/31/26</td>
</tr>
<tr>
<td>9/1/2020</td>
<td>2025-2026 II</td>
<td>8/31/26</td>
</tr>
<tr>
<td>1/2021</td>
<td>2026-2027 I</td>
<td>1/31/27</td>
</tr>
<tr>
<td>9/1/2021</td>
<td>2026-2027 II</td>
<td>8/31/27</td>
</tr>
<tr>
<td>1/2022</td>
<td>2027-2028 I</td>
<td>1/31/28</td>
</tr>
<tr>
<td>9/1/2022</td>
<td>2027-2028 II</td>
<td>8/31/28</td>
</tr>
</tbody>
</table>

*Vacation Payout:*
For Faculty on calendar appointments who are converting to academic or separating from the University please indicate on the PAF whether or not their vacation time should be paid out.
*Faculty on Administrative Appointments:*
Please indicate both the total bi-weekly and the separate components of pay on the PAF for anyone with an administrative stipend.

*e.g.*

**Department Chair**
- Base salary: $100,000
- Stipend: $10,000
- Total Bi-weekly: $4,230.76

**Associate Dean, Director, etc.**
- Base salary: $100,000
- Stipend: $10,000
- Total Bi-weekly: $4,230.76

**Reappointment of Contract Faculty:**
The probationary period for full-time state-funded contract faculty members will increase from two years to three years. The exceptions for certain programs in Music and Dance and in Math and Stats will continue.

**Parental Leave for Contract Faculty:**
Full-time state-funded contract faculty members will now be eligible for parental leave after three years of full-time service, provided they have reappointments that make it possible to fulfill the return obligation.

**Periodic Multi-Year Review (PMYR):**
Any candidate who completes a PMYR or successful promotion to Professor will receive $2,000 (instead of variable funding based on the number of applicants). The candidate must submit a bona fide request for development funds.

**Changes from Academic to Calendar Year (and vice versa):**
No bargaining unit faculty member may be transferred from an academic to calendar year except by mutual agreement between the faculty member and the administration. Faculty members who are placed on calendar year appointments should be informed, in writing, of the corresponding salary increase and the responsibilities associated with the conversion. At least one year’s notice must be given when converting back to an academic year appointment. This notice must include the salary differential and list the reduction in responsibilities. The reduction in responsibilities must correspond with the original agreement made when converting to calendar year.
Post Doc Floors:

<table>
<thead>
<tr>
<th>Years of experience</th>
<th>1-DEC-16</th>
<th>1-DEC-17</th>
<th>1-DEC-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>$47,476.00</td>
<td>$47,476</td>
<td>$47,476</td>
</tr>
<tr>
<td>3-4</td>
<td>$47,476.00</td>
<td>$49,394</td>
<td>$50,382</td>
</tr>
<tr>
<td>5+</td>
<td>$47,476.00</td>
<td>$50,382</td>
<td>$51,390</td>
</tr>
</tbody>
</table>

Important Information Related to Postdoc Contract

A. Definition of Postdoc
   1) Received doctoral degree within five years (generally within five years) of initial hire date or letter from institution that all requirements met but degree not formally conferred;
   2) Appointed temporarily (generally no more than six years), including previous postdoc appointments at other institutions;
   3) Is a trainee and is mentored;
   4) Expected to publish;
   5) Primarily engaged in research;
   6) May serve as co-PI; not permitted to serve as PI unless grant or contract requires.

B. Appointments
   1) Fixed beginning and end date;
   2) Minimum duration of one year, except if there is insufficient funding for a full year, or continuation of project is less than a full year, or visa limitations;
   3) In an anticipated gap in funding, PI may extend postdoc appointment up to six months in duration.

C. Appointment/Reappointment Letter
   1) For initial appointments, Appointment Letter must be provided no later than start date of appointment;
   2) For reappointments, Appointment Letter must be provided no later than 30 days prior to start date of reappointment.

D. Individual Development Plans and Progress Assessments
   1) Individual Development Plan
      - Mandatory for all postdocs; process by which postdoc progress is assessed;
• IDP identifies a postdoc’s short-term research objectives, a plan for achieving these objectives and PI/supervisor’s goals and expectations;
• Initial meeting within one month of postdoc’s appointment;
• Postdoc submits draft of short-term goals and expectations (within 2 weeks of initial meeting);

2) Progress Assessments
• PI/Supervisor’s evaluation of goals and objectives stated in IDP;
• Shall be provided at least once during appointment period and, at minimum, annually.

E. Teaching Opportunities
1) Unless teaching is required part of postdoc’s job duties, postdocs shall not be required to teach;
2) Where funding is available and with approval of PI, Department Chair and Dean, interested and qualified postdocs may be offered a Lecturer position to teach;
3) While teaching, the postdoc’s research appointment will be reduced accordingly. A one three-credit course will be a 25% Lecturer appointment and will not be in the postdoc unit;
4) Postdocs not funded by federal grants or contracts and with approval of PI, Department Chair and Dean; postdocs may avail themselves of teaching opportunities through CPE; research appointment will not be reduced and payment will be through ADD/COMP process.

F. Personal Time Off (vacation)
1) Full-time postdocs accrue 1 and 5/12 work days per month for a total of 17 days per year; prorated for less than full-time;
2) Use requires advance approval of PI; attempts should be made to minimize impact on research; postdoc requests for time off must include operational impact of leave;
3) Days may be carried over into subsequent appointments, but total accumulation may never exceed 25 days;
4) Pay out at separation of employment from University up to maximum of 25 days.
5) Time sheets must be kept and time used reported.

G. Sick Leave
1) Full-time postdocs accrue 1 and ¼ days per months for a total of 15 days per year; prorated for less than full-time;
2) Notwithstanding above, in first year of appointment only, postdocs will have available half of their sick leave up front and rest of sick leave after six
months (e.g. those on 100% 12-month appointment will receive 7.5 days at beginning of 1st appointment; another 7.5 days after six months; beginning second year of appointment accrual is on monthly basis); all postdocs in unit at time of ratification will receive half of their sick leave they would earn for remainder of their appointment and rest of sick leave at mid-point of their remainder of appointment;
3) Unused sick leave will be carried forward to subsequent years of postdoc appointments; no pay-out of sick leave upon separation of employment from University;
4) Sick leave may only be used for specific reasons; see Article 31.05 in contract for details.

H. Bereavement Leave
   1) 4 consecutive work days for immediate family or living in the immediate household;
   2) 2 consecutive work days for others;

I. Parental Leave
   1) Postdocs employed for at least 3 consecutive months is entitled to up to 8 weeks of paid leave for giving birth or adopting. Benefits run concurrently with FMLA;
   2) Benefits will continue. If postdoc has accrued time off after the 8 weeks, the time may be used at the commencement of the parental leave;
   3) Postdocs shall give at least two weeks’ notice to supervisor of the anticipated departure and return dates;
   4) Postdocs will have all aspects of the position restored upon return from leave;
   5) Use of parental leave shall not affect any benefit or right to which postdoc was entitled at the commencement of leave; however time on leave shall not be used toward the computation of any benefit or right.

J. Other Leaves

K. Dues/Agency Fee
   1) As a condition of employment, all postdocs must become members of the union or pay an agency service fee;
   2) Authorization of Payroll Deduction forms will be provided at new postdoc orientations.
L. Work Authorization
   1) Postdocs shall not suffer a loss in pay due to the failure to timely process work authorization paperwork, if there is a resulting delay in postdoc’s begin date of employment;
   2) Postdocs shall not be responsible for payment of IPO fees for processing of their visas.

M. Instances of Terminating Postdoc Prior to End Date of Appointment
   1) LAY-OFF
      ▪ Involuntary separation, reduction in percent effort or duration of appointment because of funding becoming unavailable;
      ▪ Where practicable, at least, 60 calendar days’ notice, but in no event less than 30 days;
      ▪ Postdoc may be given pay in lieu of notice;
      ▪ If funding is restored within time that current appointment would have been in place, provision for recall;
      ▪ PI may be requested to provide written statement re unavailability of funding.
      ▪ Call or email Brian Harrington, 545-6530, brianharring@umass.edu prior to implementing lay-off procedure.
   2) DISMISSAL FOR JUST CAUSE
      ▪ Progressive disciplinary steps must be taken (unless action is severe in first instance): letter of warning, suspension without pay, dismissal;
      ▪ Due process must be adhered to;
      ▪ Expedited process for arbitrating dismissals for cause; if postdoc chooses expedited process, s/he will remain on payroll until decision is issued or 69 calendar days, whichever comes first.
      ▪ Call or email Brian Harrington, 545-6530, brianharring@umass.edu for advice re steps/actions/letters PI must take before imposing discipline or dismissal.

N. Grievance/Arbitration
   ▪ Union and/or Postdoc may file grievance;
   ▪ Must be initiated within 60 days of occurrence giving rise to grievance;
   ▪ Informal Level: generally with PI;
   ▪ Step 1: Provost or VCRE (or designee);
   ▪ Step 2: Chancellor (or designee)
   ▪ Step 3: Arbitration
Summary of new Senior Research Fellow Policy Effective 1/1/12:

Definition:
A SRF shall be defined as a “PhD with six or more years’ experience in a postdoctoral position OR a researcher with more than six years of related research experience who may be considered an “outstanding researcher” in their field.

No SRF will be appointed at 50% time or less, unless it is an extremely short appointment period, or there are extenuating circumstances and the appointment is approved by the Provost’s office in advance.

Benefits and Union group:
All SRFs will be benefitted and will fall into the Non-Unit Professional Staff benefits group. Also, they will be entitled to choose between the Optional Retirement Plan or the State Employees Retirement System for retirement purposes.

VERY temporary appointments (under three months) may be allowed to be non-benefitted. Approval will be required from the Provost’s Office for such appointments.

Foreign source appointments may be non-benefitted provided they are extended some kind of health and other benefits from the country or institution where the research is taking place.

Salaries:
All SRF’s salaries shall be market driven. The PI may determine the starting salary for a new SRF. However, if there is a floor determined by a granting agency, or a prevailing wage for H-1B visa holder, the salary must meet those levels at a minimum.

Time off:
Vacation, sick and personal time will be accumulated as they would for any Non Unit Professionals. It is imperative that all PI’s require their SRF’s to report any vacation, sick, and/or personal time when it is used.