

WORKSHOP
FOR DPC
AND CPC
MEMBERS

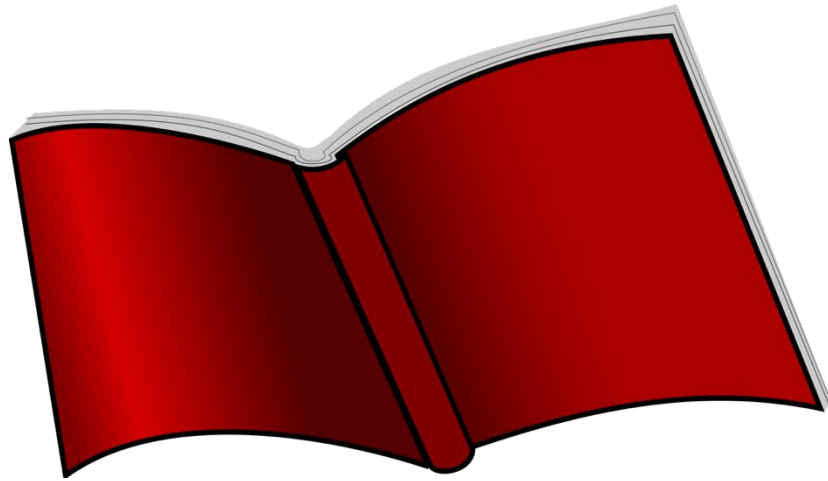
Major Personnel Reviews
Process Guidelines

PRESERVE CONFIDENTIALITY

- The crucial need to preserve confidentiality – nothing that gets discussed in the DPC or CPC should ever leave the confines of these committees.
- You are tasked with a weighty responsibility as a member of the DPC or CPC: deliberating on colleagues' futures and life trajectories.



RED BOOK & IMPLEMENTATION GUIDELINES



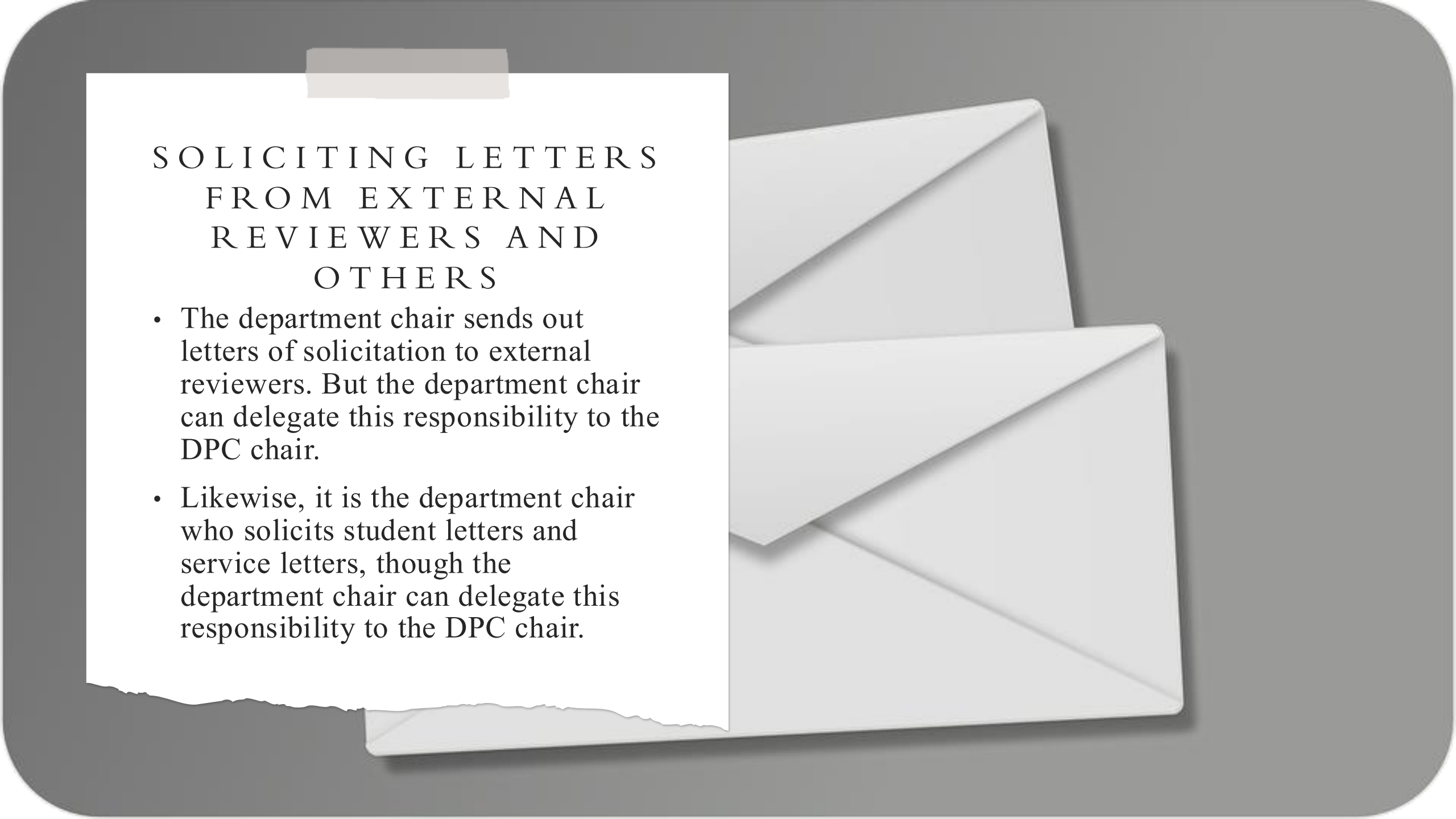
- Familiarize yourself with the Red Book language around tenure. Read the Implementation Guidelines as well. Links to both are on the Provost's site.
- In the Red Book, focus especially on Section 4.1 – Section 6.10. The Red Book can be found at https://www.umb.edu/media/umassboston/content-assets/academics/pdf/_Academic_Personnel_Policy__UMASS_A_B_0.pdf
- The Implementation Guidelines (particularly through p 17) can be found at <https://www.umb.edu/media/umassboston/content-assets/academics/pdf/ImplementationGuidelines.pdf>
- FSU Contract (especially Article 12): https://hr.umb.edu/media/umassboston/editor-uploads/human-resources/documents/FINAL_2024-2027-FSU-Integrated-Agreement_Accepted-Track-Changes-9-10-25.pdf



RESPECT, CIVILITY, AND EMPATHY

It is important to maintain a tone of respect and responsible debate/discussion. Yes, disagreement of perspectives/assessments will occur, but these differences should be shared with civility and empathy within the committee.

Consider this service as an opportunity to take pride and joy in learning about colleagues' contributions to their disciplines and to our campus.



SOLICITING LETTERS FROM EXTERNAL REVIEWERS AND OTHERS

- The department chair sends out letters of solicitation to external reviewers. But the department chair can delegate this responsibility to the DPC chair.
- Likewise, it is the department chair who solicits student letters and service letters, though the department chair can delegate this responsibility to the DPC chair.

CONFLICT OF INTEREST



- The document that provides overall guidance regarding Conflict of Interest in faculty and librarian major personnel reviews can be found at <https://www.umb.edu/academics/provost/faculty/departments-chairs-personnel-committee/personnel-committees/>
- Appendix A spells out the particular conditions that might potentially disqualify a person from providing a review.
- Contact Rajini Srikanth for a template for solicitation external reviewer letters
- There are some relationships that outright disqualify a person from serving as reviewer: spouse, child, sibling, or parent; close friendship; being considered for employment at UMass Boston; employment at UMass Boston within the past 12 months; in a business or financial relationship with the candidate under review.
- Other situations allow for discretion on the part of the DPC; it is important that the reviewer fully disclose the nature of the relationship. The DPC can decide what weight to give a particular reviewer's assessment.

EXTERNAL REVIEWERS FOR SCHOLARSHIP/RESEARCH/CREATIVE ACTIVITY



- The identity of the external reviewers is listed in the ToC of the Basic File. *Average* number of external review letters included is 6 – 10.
- However, in the DPC report, the assessments/ comments are fully anonymous, in that there is no possibility of connecting quoted comments to specific reviewers.
- There is only one list of reviewers – *no distinction is to be made*, either in the DPC report or in the ToC, between those reviewers who were identified by the department chair/ DPC chair and those suggested by the candidate.
- Before the solicitation letters are sent out, the candidate is provided the opportunity to weigh in on whether any reviewer might be prejudicial in their assessment.
- There is language about COVID and about UMass Boston – to provide the context within which our faculty members produce research. There is also language about disruptions to research caused by the stoppages of federal funding since 2025.

SOLICITING STUDENT LETTERS

- There are two components to this process: (1) the request for letters is sent out to all the students on all of the candidate's course rosters; (2) the candidate is asked to come up with a list of students whom they would like the department to contact directly, such as honors thesis advisees, graduate students mentored, other students who have graduated and who can shed light on the candidate's pedagogy and mentoring.
- The names of students who contributed letters are listed in the ToC of the Basic File. Their comments, when included in the DPC report, are anonymous with no way of identifying which student made which comment.
- A sample student solicitation letter can be found on the Dean of Faculty website under the link "Department Chairs and Personnel Committees" and nested within the list of documents that comes up when you click on "Roles and Responsibilities for Personnel Committees."



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)

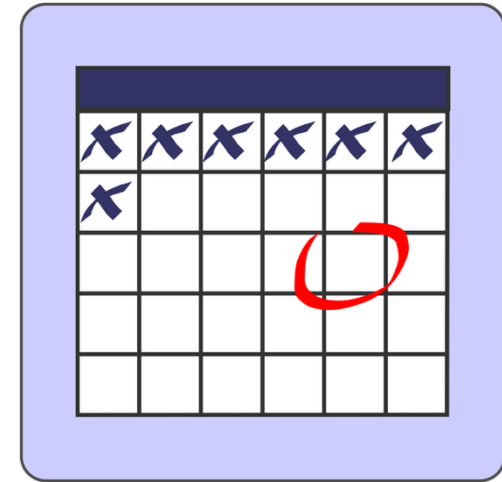
MATERIAL SENT TO EXTERNAL REVIEWERS



- Up-to-date CV, clearly organized.
- **Clear indication of the date their letters are due.**
- Research statement or complete personal statement (even if in draft form), if ready.
- Some departments have sent out a more technical research statement to their outside reviewers and submitted another version, written more broadly for non-specialists, for the official internal tenure packet.
- Links to or pdfs of published materials; works-in-progress that are well along.
- From a department chair: “This may be a science thing, but we like the candidate to clearly mark (in the CV and/or statement) which papers came out of work in their UMB lab, as opposed to their prior lab (such as a postdoc lab).” The point is in to determine whether they have been able to mount a productive research program **at UMass Boston.** A further level of detail includes asking the candidate to indicate, “for collaborative papers, what **parts** of those papers were contributed by their lab.”

TIMELINE – MASTER ACADEMIC CALENDAR

- Pay scrupulous attention to the **Master Academic Calendar**. Particularly for tenure cases, we cannot deviate from the posted timeline because the decisions have to go off campus to the Board of Trustees.
- The Master Academic Calendar can be found on the Provost's website but can also be accessed by typing in "Master Academic Calendar" in the Search Field of the home page. The AY 26-27 Master Academic Calendar will be available by August 2026.
- It is advisable to have your external reviewers identified and confirmed by the end of the Spring semester.
- There is departmental/disciplinary variation in when the materials are sent to external reviewers. The most important thing to keep in mind is that your external reviewers should have sufficient time to review the materials. Most departments send out the materials sometime during the summer – some do so as early as June and others send the materials in August.

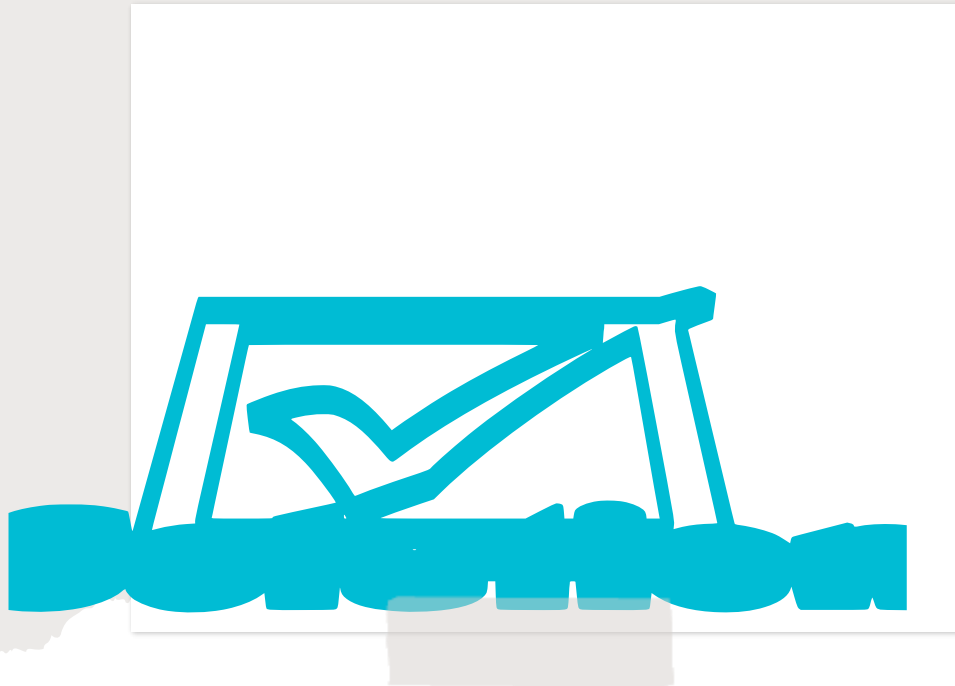


ORGANIZATION OF THE BASIC FILE



- The candidate should have no part in organizing the materials in the basic file. The candidate submits the material to the department chair, and it is the chair's responsibility to ensure that the materials are organized in the basic file.
- The nuts and bolts of the basic file organization structure can be found on the Provost's website at this link:
https://www.umb.edu/media/umassboston/content-assets/academics/pdf/Organization_of_Major_Personnel_Actions_3.28.23.pdf
- Please familiarize yourself with this document so that you can ensure that you have obtained all the materials that need to go in it. For instance, the candidate's waiver of access (or not) must be procured. AFRs for the period under review must also be included.
- Mark each item clearly so that every level of review knows precisely where specific documents can be found.
- The materials are all uploaded into a OneDrive folder.

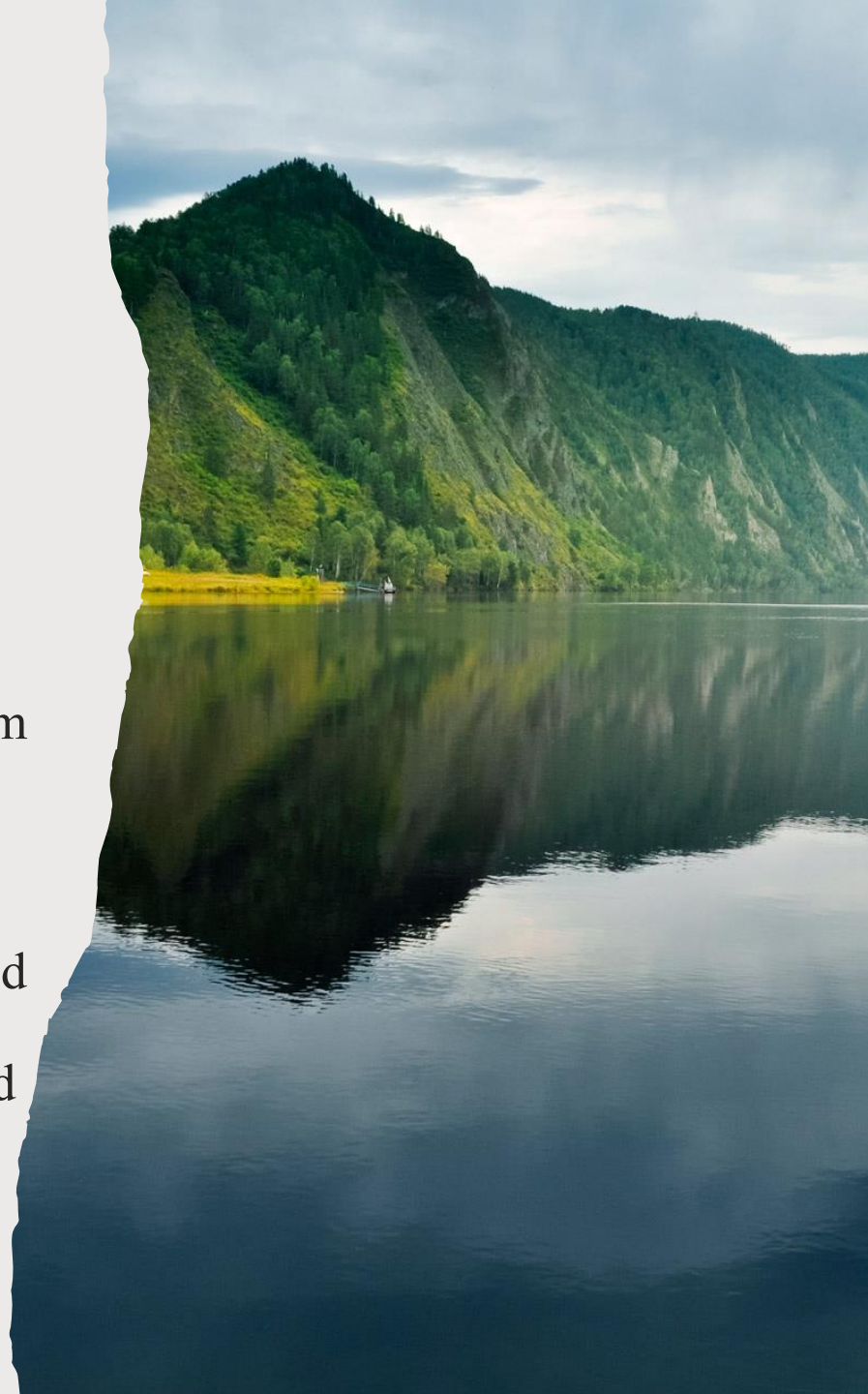
KEY POINTS TO REMEMBER ABOUT TENURE REVIEW



- Responsibility for reviewing specific sections of the candidate's work – i.e., teaching, research, service – should be assigned within the committee on the basis of expertise or familiarity with the material.
- The DPC and CPC chair should emphasize careful and meticulous reading of the materials.
- All members of the committee are encouraged to familiarize themselves with the file in its entirety even if specific responsibility is assigned to specific members.
- At each level, a vote is taken for each area: (1) Research/Scholarship/Creative Activity; (2) Teaching; and (3) Service.
- **For tenure, the minimum is Two Excellents and One Strength. The Excellents can be in any two of the areas.**

ADDITIONAL IMPORTANT CONSIDERATIONS ABOUT MAJOR PERSONNEL REVIEWS

- DPC chair works with the department chair to guide 4th year review, tenure, and promotion candidates in relation to chores required of the candidate, including revision of personal statement when needed.
- Fourth year review: DPC and CPC chairs record votes to renew or not renew contract through 6th year at their level of review. A rating system of excellence, strength, or no strength in each of the three areas is ***not used***. No student letters are required for the 4th Year Review.
- Language of 4th year review report is not meant to be effusive or complimentary. Rather, it is meant to provide constructive feedback and guidance to the candidate on how to improve or maintain steady progress toward the tenure review. The feedback should be specific and draw on what is provided in the AFRs.
- Promotion to Full: DPC and CPC chairs record votes for or against promotion to full professor. A rating system of excellence, strength, or no strength in each of the three areas is ***not used***.



RIGHTS OF THE CANDIDATE

- The right to add materials at any point in the review process. Additional materials must be noted in the ToC.
- The right to receive the report of each level of review.
- The right to respond to the report at any level.
- The DPC report is the foundational document of the 4th year and tenure case. So, it is imperative that the report is solidly grounded in evidence drawn from the materials and external (in the case of tenure) letters.
- Maintain record of correspondence between committees – DPC and CPC – in case there is legal action.

