1. **(From Jon Kastendiek, current PAC Chair)**

**Constitution:**
- The PAC is made of six tenured faculty.
- Each serves a three year term.
- Two members rotate off the committee each year.
- The members are elected by the faculty at large.

**Promotion procedures:**
- Promotion applications are received by Oct 1. The committee members review the application and its recommendation is sent to the Dean's office by Nov. 15.
- The application is evaluated on Teaching, Service and Scholarship as described in the Faculty Handbook.
- Copies of the recommendation are sent to the Dept Head and the applicant.

**Early promotion**
Biology has had no instance of someone applying for "early promotion" and currently have no definition of a "compelling case" for such an application.

2. **Biology Handbook 2011**

6. **Personnel Advisory Committee**
   a. **Membership**
      - Jon Kastendiek, Chairman
      - Janet Daniel
      - Reid Harris
      - Mark Gabriele
      - Roshna Wunderlich
      - Conley McMullen
   b. **Selection Procedure:** See "Election and Composition" below.
   c. **Term of Service:** Two years
   d. **Responsibilities and Procedures** — Major responsibilities of the PAC are outlined in the *Faculty Handbook* III.E.2.

**This was changed to three year terms, 6 member constitution, at least two full professors in 2008 (biology faculty minutes 3/26/08)**

3. **Biology P&T Guidelines document** (See separate attachment) reviewed by faculty 2009

Does not include any information about early promotion
4. **DRAFT - Procedures/Duties of the PAC** (currently in development):

**PAC duties: DRAFT**

1. Review annual evaluation forms of all tenure, tenure-track and rolling term faculty and have the PAC head submit in writing grades of Outstanding, Good, Satisfactory, Marginal or Unsatisfactory and brief descriptions for each of teaching, scholarship and service activities for each faculty member to the department head.

   *The PAC does not evaluate adjunct, A&P and part time faculty.*

2. Review P&T applications from tenure and tenure track faculty and have the PAC head submit in writing grades of Excellent, Satisfactory, or Unsatisfactory and descriptions of activity and accomplishment for each of teaching, scholarship and service to the department head.

   *The PAC is expected to be aware of the Dean’s expectations for promotions, whether they are official, i.e. written down in the faculty handbook, or not. Based on recent departmental history, the Dean expects to see at least one publication in a tenure application, and two grades of Excellence, one of which must be in teaching, for a promotion to full professor.*

3. Implement third year reviews for tenure track faculty:

   3.1 Have tenure track faculty at the start of their third year submit written descriptions with the same content as the annual information packages, and expanded Teaching, Scholarship and Service narratives that explain the evolution of their activities over their first two years and their plans and goals for future work.

   3.2 Have the PAC review the material and assign a grade of Excellent, Satisfactory, or Unsatisfactory for each category and submit these to the Department Head in a letter that summarizes the faculty member’s accomplishments and advises the Head as to whether he/she is making satisfactory progress for tenure.

   3.3 If the faculty member is not making satisfactory progress, have the PAC in consultation with the Department Head provide specific recommendations for improving their performance in this regard.

4. Implement a policy to ensure that at least one nomination packet is submitted on time (Nov. 1) for each teaching, scholarship and service faculty award:

   4.1 In a spring faculty meeting, the PAC will solicit nominations from the entire department. *In this way, faculty are always free to submit their own nominations at any time and for whatever reason.*

   4.2 Also in spring, the PAC will meet to select a most appropriate nominee for each award based on seniority, history of past submissions, and the activities and accomplishments accumulated over the individual’s entire time spent at JMU (which should be ascertained from current CVs on file in the department office).
4.3 The PAC will select and request one faculty member for each nominee to officially nominate the candidate and oversee completion of the nomination packet.

4.4. The nominator should first consult the nominee to see if they are agreeable to being nominated. If so, the nominator asks the nominee to provide the names of letter writers and other required documentation. The nominator compiles all required parts of the application package as a PDF (see http://www.jmu.edu/csm/facstaff.shtml), and submits it by email to the PAC head by Oct. 28.

4.5 The PAC has 3 days to review and select among multiple nomination packets for each award and then submits a final nomination packet for each award to the CSM office by Nov. 1.

**BIOLOGY SEARCH INFORMATION**

Follow Faculty Handbook
Dean’s guidelines