

Department of Mathematics and Statistics

Lecturer AUPAC Policies

Approved: 2022

Academic Unit Personnel Advisory Committee Policies— Lecturer PAC

Department of Mathematics and Statistics – April 2022

Composition of AUPAC

The AUPAC for the Department of Mathematics and Statistics will consist of two parallel standing subcommittees referred to as the PAC and the L-PAC. These two subcommittees of the AUPAC reflect the critical value of faculty governance in the evaluation and promotion of faculty in our department. For ease of reference, PAC continues to refer to the five-person committee reviewing tenure-track and RTA faculty progressing in the ranks of Assistant Professor, Associate Professor, and Professor. The Lecturer PAC, shortened to L-PAC, is the parallel three-person standing body that provides this critical peer review for RTA faculty progressing in the new promotion ranks of Lecturer, Senior Lecturer, and Principal Lecturer, beginning Fall 2022. Parallel departmental documents describe Policies as well as Evaluation and Promotion Guidelines for each of the PAC and the L-PAC. These two subcommittees of the department's AUPAC maintain good communications as needs arise regarding any aspect of the process and evaluation of faculty in either career promotion path.

Composition of L-PAC

The L-PAC for the Department of Mathematics and Statistics is a peer-elected body of three faculty members, one of whom is designated L-PAC chair. Whenever possible, two of the three members of the L-PAC will be faculty holding RTA or Lecturer positions and the third will be a tenured faculty member. In addition to the L-PAC chair, at least one member of the L-PAC must have had some previous PAC or L-PAC experience. An L-PAC member can hold the chair position for at most two consecutive years. This method of selection preserves continuity while reflecting the current culture of the department.

Election of L-PAC members

The chair of the L-PAC is chosen by the previous year's L-PAC and preferably from the current L-PAC members. The L-PAC chair must have at least two years of previous PAC or L-PAC experience. If the L-PAC chair candidate is selected from outside the current L-PAC membership, the candidate must be confirmed by a departmental vote of approval.

The other two individuals serving on L-PAC are elected in a department meeting by secret ballot. Nominations must include at least one individual who has previous PAC or L-PAC experience. If the new L-PAC chair has been selected from outside the current L-PAC membership, the department should give strong consideration to electing at least one individual from the current L-PAC to maintain continuity. All full-time faculty in the department other than the AUH are eligible to vote. Each voting member will vote for at most two of the nominated individuals. L-PAC membership will be determined by the votes as follows. First, the nominee with prior L-PAC experience receiving the most votes will be elected as a member. Then from the remaining nominees, the individual with the most votes will be elected as a member.

Filling L-PAC vacancies

In the event that an L-PAC member vacates their seat for any reason, that seat will be filled by an election in a department meeting. Nominations and elections will follow the same format as for annual L-PAC elections.

In the event that the L-PAC chair vacates their seat, the L-PAC follows the standard procedure for appointing a new L-PAC chair. If an existing L-PAC member is chosen as L-PAC chair, then the seat that member held is then filled by the policy in the preceding paragraph.

Timeline for Primary L-PAC Duties

One of the primary duties of the Lecturer Personnel Advisory Committee (L-PAC) is to evaluate performance of faculty in Lecturer positions in each of the three areas of teaching, scholarly achievement and professional qualifications, and service, providing recognition for their efforts and offering recommendations. This is done at least once every three years for faculty in any rank of Lecturer, and is based on the contents of the yearly Faculty Activity Reports. Annual evaluations in other years are completed by the Academic Unit Head unless the faculty member requested L-PAC review. The L-PAC also evaluates lecturer applications for promotion to the ranks of Senior Lecturer and Principal Lecturer.

The L-PAC begins its meetings at the start of the academic year, usually the first week of fall classes, depending on the number and type of evaluations that the L-PAC will do. University deadlines guide the L-PAC work. The L-PAC chair and AUH maintain open communications. The L-PAC chair will discuss the review of the faculty member with the AUH around mid-September, in appropriate timing so that the L-PAC and AUH can meet the October 1 deadline for annual evaluations to be provided to the faculty member. The AUH writes the evaluations and sends these to the L-PAC for review and the L-PAC provides feedback on recommended changes. The AUH makes any agreed-upon final edits and then sends these annual evaluations to the faculty members.

The other university-established deadline that the L-PAC must meet is November 15. This is the date by which reviews for promotion to the rank of Senior Lecturer or Principal Lecturer must be completed by L-PACs and AUHs for those faculty members in RTA Lecturer positions who have applied for promotion. As part of each promotion review, three classroom observations are conducted, one by each of the L-PAC members. Communication lines should be kept open between the L-PAC and the AUH as they carry out their respective, independent evaluations. The department encourages communications between the L-PAC chair and the current PAC chair regarding the promotion letter written by the L-PAC. The L-PAC chair sends the L-PAC's recommendation letter to the Dean and sends copies of the L-PAC letter to the AUH and the faculty member.

The L-PAC keeps the PAC and the AUH informed of any other business (e.g., updating documents, annual activity report, promotion dossier) that the L-PAC identifies for discussion, if needed, in Spring semester.

Annual Evaluation Appeals

Based on the Faculty Handbook, a faculty member can appeal an Annual Evaluation within seven days after receipt of the official written evaluation.

In the event that the Annual Evaluation was authored by the AUH only, the L-PAC will be the appeal body. If the L-PAC was involved in the original evaluation, an ad hoc Evaluation Appeals committee will be formed by the Department, as described in the paragraph below. L-PAC policies regarding conflict of interest apply to the members of the appeals committee.

When an ad hoc committee is required, this committee will be comprised of three former members of the PAC or L-PAC, prioritized by experience first as chair of the PAC or L-PAC and secondarily by experience as a member of the PAC or L-PAC. Current members of the L-PAC are ineligible. The individual making the appeal may identify one eligible former PAC or L-PAC member for one of the seats, with the other two seats filled according to the previously outlined policy.

The appeals committee will evaluate the appeal according to the Faculty Handbook III.E.4. The appeals committee communicates its recommendations to the AUH and to the L-PAC if the L-PAC was involved in the original evaluation. The AUH and L-PAC remain in communication regarding the outcome of the appeal and any modifications to the original evaluation letter.

L-PAC Behavior Guidelines

Recusal

In the event that the L-PAC is asked to perform an evaluation of a faculty member for which one of the L-PAC members has a conflict of interest that L-PAC member will be asked to recuse themselves from all considerations of that evaluated faculty member but will otherwise remain a member of L-PAC. If the L-PAC chair is recused, an acting L-PAC chair is selected from the remaining two L-PAC members for the relevant evaluations.

Dismissal

As per the Faculty Handbook (III.E.2.a), "The AUPAC may by majority vote of the committee as a whole remove a member of the committee for violation of AUPAC rules. Any such action is subject to review by the AUH and the dean." Any L-PAC member may initiate the review of possible rule violation. In the event that a majority votes for dismissal, the L-PAC will prepare a report describing the rule violation and providing the evidence used in determination of the decision. The dismissed L-PAC member may also prepare a rebuttal statement. These reports will be submitted to the AUH and the dean for review.

Confidentiality

As per the Faculty Handbook (III.E.2.a), "All members of the AUPAC must respect and maintain strict confidentiality of deliberations on all matters under their consideration. Failure to maintain confidentiality may be grounds for removal from the AUPAC or for a misconduct charge."

Materials (physical or digital) relating to L-PAC evaluation of faculty must be kept secure and private. Physical copies of reviewed materials should be securely destroyed using locked disposal bins.

Decision Making

The L-PAC strives for consensus in its decisions. In the lack of consensus, a majority determines the decision. In the event that there is an even number of L-PAC members deliberating (e.g., in the case of a recusal), a split decision is decided by the L-PAC chair or acting L-PAC chair.

Updates to Faculty Handbook

References to JMU's Faculty Handbook in this document are intended to reflect its current state. If the JMU Faculty Handbook is amended, this document defers to the new Faculty Handbook wording.