

Department of Biology

PAC Procedures

Approved: 2016

BIOLOGY Department

PAC Duties and Procedures

Approved by the faculty May 2016

Composition of the committee:

The PAC is composed of six tenured faculty at least two of whom must be Full Professors. Each member serves a three year term. Two members rotate off the committee each year. The two new members are elected by the full-time instructional faculty at large during the Spring semester. Members can be re-elected.

PAC duties and procedures

Review of annual faculty evaluations

The PAC reviews annual evaluation forms of all tenured, tenure-track and renewable term appointment faculty. The PAC chair then submits in writing to the Department Head evaluations grades for each faculty of 'Outstanding,' 'Good,' 'Satisfactory,' 'Marginal' or 'Unsatisfactory,' and brief descriptions for each of teaching, scholarship and service activities. The PAC does not evaluate adjunct, A&P or part-time faculty. The PAC review is an advisory role to the Department Head and the PAC evaluations are not sent to the faculty members.

The procedure followed is to make three teams of two PAC members each. Each team reviews the annual activities report of one third of the faculty under review. Each member makes his or her own independent evaluation and sends it to the PAC chair who compiles their comments and prepares a written summary for the Department Head. If there is lack of consensus in the evaluations of the two members, the subject of the disagreement is presented to the PAC as a whole to resolve the issue.

Implement third year reviews for tenure track faculty:

During their third year tenure track faculty will submit a report to the PAC that sums up their annual activity reports and includes expanded Teaching, Scholarship and Service narratives that explain the evolution of their activities to date and their plans and goals for future work.

Each member of the PAC will review the material and assign a grade of 'Excellent,' 'Satisfactory,' or 'Unsatisfactory' for each category and submit these to the PAC chair. The chair will compile the reviews and submit them 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 towards promotion and tenure. The PAC chair will meet with the faculty member to discuss the committee's comments. If the faculty member is not making satisfactory progress, the PAC in consultation with the Department Head will provide specific recommendations for improving the faculty member's performance in this

regard.

Ensure nominations for the College's Distinguished Teaching, Scholarship and Service awards are submitted by Nov. 1.

In a spring faculty meeting, the PAC will solicit nominations for each of the College's Distinguished Teaching, Scholarship and Service awards from the entire department. Nominations may come from any faculty member. The nominator should first consult the nominee to see if the nominee is agreeable to being nominated.

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). If no nominations are forthcoming for any category, the PAC will select an appropriate nominee.

The PAC will identify one faculty member for each nominee to oversee completion of the nomination packet. The nominator is responsible for asking 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 chair by Oct. 28. The PAC has 3 days to review nomination packets before putting forward a final nomination packet for each award to the CSM office by Nov. 1.

Review and make recommendations on Promotion and Tenure applications.

Overview:

An applicant for promotion and tenure announces his or her candidacy to the Dean by March 1. The applicant submits the Promotion/Tenure applications to the Dean, the Department Head and the PAC by Oct 1. The PAC reviews the application and its recommendation is sent to the Dean's office by Nov. 15. The application is evaluated on Teaching, Scholarship, and Service as described in the JMU Faculty Handbook Section III.E. (*also see below*). To advance from Assistant Professor to Associate Professor the applicant must obtain an "Excellent" rating in either Teaching or Scholarship and "Satisfactory" in the others. To advance from Associate Professor to Professor, the applicant must obtain an "Excellent" rating in two categories (Teaching, and normally, Scholarship), and "Satisfactory" in the other. Copies of the submitted recommendation are sent to the Department Head and the applicant.

PAC Procedure:

Every member of the PAC will submit independent written evaluations, and assign grades of 'Excellent,' 'Satisfactory' or 'Unsatisfactory' with justifications for each category to the chairperson of the PAC. PAC members under evaluation will not have access to working papers concerning them nor will they be present during deliberations of their evaluation. The chairperson will then prepare final written reports with summary justifications for

approval by the entire membership. The PAC will rely on the collective wisdom of the entire committee membership to dilute any errors in judgment by a single member, should any occur. A majority opinion will be used as that person's evaluation. In the case of a tie, the entire PAC will convene and attempt to reach a majority decision. If differences cannot be resolved, a "split" evaluation will be recorded. The committee's working papers will be maintained and secured by the PAC chairperson and will not be transmitted to future committees.

For information on the basis of the evaluation, consult the Promotion and Tenure Guidelines.