

# JMU Libraries

## Personnel Advisory Committee Procedures

Approved: 2024

## **Libraries Personnel Advisory Committee Membership, composition, elections, and related procedures**

### *1. Purpose of the PAC*

- 1.1. The Libraries Personnel Advisory Committee (PAC) is composed of full-time Libraries faculty, who are elected to and who serve on the PAC in accordance with the terms of this policy. The primary purpose of the PAC is to make recommendations related to promotion and tenure and to provide evaluation of Libraries faculty by means of midterm review.
- 1.2. The PAC is charged with providing all levels of evaluation detailed in section 2.2.2 of James Madison University Libraries Promotion and Tenure Guidelines.
- 1.3. The PAC is additionally charged with functions related to appeals and remediation, as described in James Madison University Libraries Promotion and Tenure Guidelines.
- 1.4. *Procedures.* The PAC operates in accordance with procedures detailed in the James Madison University Faculty Handbook and James Madison University Libraries Promotion and Tenure Guidelines, including those procedures specified in section 5 of this policy.

### *2. Membership of the PAC*

- 2.1. Membership of the PAC is restricted to full-time Libraries faculty, who have been properly elected to the PAC in accordance with section 4 of this policy. The membership of the PAC must meet the PAC composition requirements detailed in section 3 of this policy, except in instances where this policy expressly allows derogation from section 3.
  - 2.1.1. *Ineligibility of Libraries administrators to serve on the PAC.* The Dean, Associate Deans, and Assistant Deans of Libraries, as well as any member of the Libraries faculty serving as an Academic Unit Head (AUH), are ineligible to serve on the PAC.
  - 2.1.2. *Ineligibility of faculty members under review to serve on the PAC.* Any Libraries faculty member who will be subject to review by the PAC is ineligible to serve on the PAC during the academic year in which that review is scheduled to take place. If any serving member of the PAC falls under review by the PAC during the period of their elected term, that member shall be released from their PAC service at the earliest possible juncture prior to the review being conducted by the PAC.
- 2.2. *Removal from the PAC.* As per the JMU Faculty Handbook III.E.2.a., the PAC may, by simple majority vote of the PAC as a whole, remove a member of the PAC for violation of PAC rules. Any such action is subject to review by the Dean of Libraries and the AUH for the faculty member who is to be removed.

### *3. Composition of the PAC*

- 3.1. The PAC is composed of four full-time, tenured, Libraries faculty members. In the situation described in 4.5.2 the PAC will also include non-tenure-track RTA or Administrative or Professional (AP) faculty and may be up to six members.

3.2 In the event that fewer than four tenured faculty members are eligible to serve on the PAC, the two-year period of ineligibility between terms on the PAC (see section 4.3) will be suspended.

#### 4. *Election to the PAC*

4.1. *Obligation to serve.* If duly elected to the PAC, a Libraries faculty member is obliged to serve on the PAC for the duration of their elected term.

4.1.1. *Release from PAC service during an elected term.* Serving PAC members are immediately released from the PAC if no longer eligible to serve (see section 2 of this policy). Other reasons for release may include prolonged medical or family leave, or other substantial absence from the Libraries. If the PAC member's authorized absence from the Libraries is provided by applicable federal or state law or the provisions of the JMU Faculty Handbook, no additional approval is required for release from PAC service. The PAC member or their supervisor must simply notify the PAC Chair in writing of the absence. Any other request for release from PAC service must be submitted in writing to the PAC Chair by the PAC member concerned or their supervisor. Under such circumstances, the decision to approve the PAC member's request for early release shall be made by simple majority vote of the PAC itself.

4.2. *Duration of elected terms.* The duration of an elected term is dependent upon the tenure and/or employment status of the Libraries faculty member elected to the PAC.

4.2.1. Tenured faculty members, of any academic rank, shall be elected to the PAC for a term of two academic years. The terms of tenured members shall be staggered.

4.2.2. RTA faculty members shall be elected to the PAC for a term of one academic year.

4.2.3. Administrative or Professional faculty members shall be elected to the PAC for a term of one academic year.

4.3. *Period of ineligibility to serve on the PAC after completing an elected term.* Upon completing an elected term on the PAC, either in entirety or in part, Libraries faculty members are ineligible to serve on the PAC or to be elected to the PAC for two academic years following the end of their elected term.

4.4. *Election procedures.* In advance of a new academic year, the PAC Chair will announce a ballot for membership of the PAC for that forthcoming academic year. The announcement of the ballot must be communicated to the Libraries one month prior to the vote taking place.

4.4.1. *Inclusion on the ballot.* All tenured Libraries faculty members who are eligible to serve on the PAC in the forthcoming academic year must be included on the ballot.

4.4.2. *Requests to be excluded from the ballot.* In the period between the announcement of the forthcoming ballot and the vote being held, members of the Libraries faculty eligible for election to the PAC may communicate to the PAC Chair, in writing, a need to be excluded from the ballot. Acceptable reasons for exclusion from the ballot include anticipated prolonged absence or expectations of ineligibility to serve that would arise during the term the faculty member would serve if elected. In the instance of Special Elections held under section 4.5.2, an otherwise eligible faculty member may request to be excluded from the ballot on the basis of an anticipated inability to contribute to the PAC's business under section 5.7. The decision to

exclude an eligible faculty member from the ballot resides with the PAC Chair. If the faculty member's anticipated authorized absence is provided by applicable federal or state law or the provisions of the JMU Faculty Handbook, then no decision by the PAC Chair regarding exclusion from the ballot is required, and simple notification of the anticipated absence, communicated by the faculty member or their supervisor to the PAC Chair in writing, shall provide adequate justification for exclusion from the ballot.

4.5 *Special Elections.* The ballot in any Special Election must be devised in order to ensure continued conformity with the PAC composition detailed in section 3 of this policy.

4.5.1 *Special Elections to replace a PAC member who has left the PAC.* In the event of a member leaving the PAC before their term has expired and before the annual PAC election, the PAC Chair shall call a Special Election within two weeks, and expeditiously fill the vacancy via ballot.

4.5.2 *Special Elections in the event that the PAC has insufficient membership to meet the quorum requirement in section 5.2.* If the PAC is unable to conduct its business because of an inability to meet the quorum requirement specified in section 5.2, then the PAC Chair shall call a Special Election within two weeks. This Special Election shall elect the required number of eligible Libraries faculty members to the PAC for the remainder of that academic year, in order that the PAC can meet its quorum requirement.

4.5.2.1 The service of the PAC members elected in a Special Election under section 4.5.2 shall be limited to the specific matter requiring quorum for which they were elected; there is no obligation or expectation for those members to provide other service to the PAC.

4.5.2.2 Serving as a PAC member elected in a Special Election under section 4.5.2 is not considered an "elected term on the PAC" for the purposes of section 4.3.

4.5.3 *Special Elections related to the replacement of the PAC Chair.* Special Elections related to the replacement of the PAC Chair are detailed in section 5.1.4 (below). In the event of any conflict between the requirements of section 4.5 regarding continued conformity of PAC composition detailed in section 3 of this policy, and the requirements of section 5.1.4 of this policy, section 5.1.4 takes precedence over section 4.5 in order to ensure that the PAC has a Chair.

4.5.4 *Special Elections related to the inclusion of an AP or RTA Faculty member.* In order to stay in alignment with section 5.5, if an AP or RTA faculty member notifies the PAC chair of their intention to apply for promotion, the PAC chair will hold a special election of eligible AP or RTA faculty members to serve on the PAC. This election will take place on the first business day of September and follow PAC election procedures detailed in Section 4.

4.6 *Franchise.* As per the JMU Faculty Handbook III.E.2.a, all full-time Libraries faculty members at the time of the ballot are eligible to vote in any election of member(s) to the PAC. The Dean, Associate Deans, and Assistant Deans of Libraries, and serving AUHs within the Libraries are not eligible to vote in any election of member(s) to the PAC.

## 5. PAC procedures

- 5.1. *The PAC Chair.* At the first meeting of a new PAC the members of the PAC will elect a Chair from its ranks. The PAC Chair is elected by a simple majority vote of the PAC. The first meeting of a new PAC, at which the PAC Chair is to be elected, must take place prior to the first day of the fall semester in each academic year.
  - 5.1.1. *Chair eligibility.* To be eligible for election to the PAC Chair, a PAC member must be a tenured Libraries faculty member of the academic rank of Associate Professor or above.
  - 5.1.2. *Duration of term as PAC Chair.* The duration of the PAC Chair's term is limited to one academic year. This does not preclude an individual Libraries faculty member serving as Chair of future PACs, but consecutive (back-to-back) terms are forbidden. The outgoing PAC Chair is hence ineligible for election to the position of Chair of an incoming PAC.
  - 5.1.3. *Replacement of Chair.* If the incumbent PAC Chair resigns that position for any reason, or becomes ineligible to serve on the PAC, a meeting of the PAC must be called immediately, and a new PAC Chair elected from the current PAC membership.
  - 5.1.4. *If no serving PAC member is eligible to serve as PAC Chair.* If no serving PAC member is eligible to serve as PAC Chair in accordance with section 5.1.1 of this policy, then the outgoing PAC Chair shall immediately cease to be a member of the PAC. The remaining members of the PAC must immediately, by simple majority vote, elect an Interim PAC Chair. The Interim PAC Chair may be any currently serving PAC member. The Interim PAC Chair shall then call a Special Election within two weeks, with the ballot limited to Libraries faculty members eligible to serve as PAC Chair in accordance with section 5.1.1 of this policy. Section 5.1.4 of this policy shall be construed as allowing direct election of the PAC Chair by members of the Libraries Faculty Assembly. The newly elected PAC Chair shall serve a term on the PAC in accordance with the provisions of section 4.2 of this policy, and shall serve as PAC Chair in accordance with section 5.1.2 of this policy.
- 5.2. *PAC quorum.* Any decision or review voted on by the PAC requires votes to be cast by a minimum of three eligible PAC members in order for the decision or review to be ratified.
  - 5.2.1. *Simple majority voting.* The ratification of any decision or review voted on by the PAC shall be determined by a simple majority of votes cast by eligible members of the PAC.
  - 5.2.2. *Absentee voting.* Proxy voting is strictly prohibited. While in-person voting is preferred, PAC members who are absent from JMU at the scheduled time of voting may directly communicate their votes to the PAC Chair in writing or may allow their votes to be documented by the PAC by contemporaneously joining a vote by telephone or video-link.
- 5.3. *PAC voting on tenure recommendations.* As per the JMU Faculty Handbook III.E.2.a., voting on tenure recommendations within the PAC is restricted to PAC members who are tenured Libraries faculty of any academic rank. The writing and signing of tenure recommendations is restricted to members of the PAC who are tenured Libraries faculty of any academic rank. In the event one or more untenured faculty members are on the PAC, as provided for by section 4.5.2, a subcommittee consisting of only tenured members of the PAC must be formed to review tenure applications and make recommendations.

- 5.4. *PAC voting on promotion recommendations.* Voting on promotion recommendations is restricted to PAC members who are tenured Libraries faculty of any academic rank. The writing and signing of promotion reviews and/or promotion recommendations is restricted to members of the PAC who are Libraries faculty currently holding the academic rank of Associate Professor or higher.
- 5.5. *PAC voting on promotion recommendations concerning RTA and Administrative or Professional Faculty.* When voting on promotion recommendations concerning a subject who is a member of the Libraries' RTA or Administrative or Professional faculty, the PAC quorum of a minimum of three PAC members must also include a minimum of one PAC member from the Libraries' Administrative or Professional or RTA faculty. The writing and signing of promotion reviews and/or promotion recommendations must also include a minimum of one PAC member from the same classification.
- 5.6 *Voting, writing, and signing requirements for other reviews.* Voting on decisions for other reviews may involve all eligible PAC members, provided the quorum requirements of section 5.2 of this policy are met. The signing of the review must also reflect the requirements of section 5.2. The PAC is free to assign the writing of other reviews to any PAC member.
- 5.7 *Recusal from reviews and recommendations.* PAC members must request from the PAC Chair, in writing, a recusal from any review, recommendation, or decision, if any of the circumstances detailed in sections 5.7.1 - 5.7.3 of this policy apply. Once recused, the PAC member concerned must absent themselves from all discussion and decision-making processes related to the review or decision concerned.
- 5.7.1 *Family members of the subject of a review or recommendation.* As per the JMU Faculty Handbook III.E.2.a., a serving PAC member must recuse themselves from any review or decision where a family member is the subject of the review or decision. Family members are defined by JMU Policy 1301 (<https://www.jmu.edu/JMUpolicy/policies/1301.shtml>).
- 5.7.2 *Supervisors and supervisees.* A serving PAC member must recuse themselves from any review or recommendation concerning a subject whom they currently supervise.
- 5.7.3 *Impedances to fair and objective review.* A serving PAC member must recuse themselves from any review or decision under circumstances where their current or prior relationship, of any sort, with the subject of a review or decision, causes the PAC member to believe that they cannot provide fair and objective review of the subject of the review or decision.
- 5.8 *PAC review procedures.* The following procedure must be followed for all promotion, tenure, and midterm reviews. The PAC must write a comprehensive evaluation for each application for promotion and/or tenure, including providing ratings in each performance area. To do this, all members of the PAC should independently read all applications. PACs may choose to create confidential documents to communicate asynchronously, such as templates for written evaluations, to facilitate the process. When the PAC meets to discuss the applications, each member should share their independent ratings for each applicant's performance area. The PAC then votes on and assigns ratings for each applicant in each category. After ratings are completed, the PAC works together to determine which member of the PAC will write which applicant's evaluation, in the form of a letter, by an agreed-upon due date. Once the letters are drafted, they are shared with the rest of the PAC and edited by the PAC. Once the PAC has finished editing the letters, they are submitted following the procedures outlined in the PTG.

### *Policy Document Versions*

- September 2024: Revisions approved by Libraries Faculty Assembly, Libraries Dean, and Provost.
- October 2023: Approved by Provost.
- April 2023: Revisions approved by vote of the Libraries Faculty Assembly.
- January 2022: Revisions approved by vote of the Libraries Faculty Assembly.
- February 2019: Provost-approved copy added to [JMU Academic Affairs website](#).
- January 2019: Clarifying statement added to 3.1 regarding a possible six members added to increase clarity; revisions from current policy are highlighted
- January 2019: Shared with Dean for Provost approval
- October 2018: Approved by vote of the Libraries Faculty Assembly with removal of sentence related to AP Faculty membership removed to increase clarity
- Superseded policy: [Libraries Personnel Advisory Committee Membership, composition, elections, and related procedures](#) (approved May-August 2018)