

Faculty Affairs Committee
Review of APT Sections of Plans of Organization
Checklist for Non-Departmentalized Colleges

A. Initial Advisory Subcommittee Review

- a. Criteria
 - i. The plan must stipulate that promotion criteria are available to the candidate at the beginning of his/her appointment
 - ii. The criteria must be agreed upon by the college.
- b. Rules for the Advisory Subcommittee
 - i. The plan should stipulate who may be a member of the committee. College bylaws may permit inviting faculty from other units to provide expertise.
 - ii. The document must describe who selects the advisory subcommittee members and the way they are selected.
 - iii. The document must describe how a chair is selected.
 - iv. The plan should describe the responsibilities of the advisory subcommittee in assembling the dossier, gathering and performing teaching evaluations, and reporting to the college APT committee.
 - v. If faculty members from other units are permitted, the plan should stipulate whether they have a vote in the advisory committee recommendations

B. College Review

- a. Voting Rights
 - i. The voting body should consist of all faculty who hold a tenured appointment in the unit and are at or above the rank to which the candidate seeks appointment or promotion. College bylaws may permit other tenured faculty to have voice in college deliberations.
 - ii. College bylaws should stipulate whether the dean may have a voice during the college's deliberations.
 - iii. The plan must describe quorum rules and whether absent members are permitted proxy votes.
- b. The Role of the Chair
 - i. The chair must be selected with faculty input.
 - ii. The chair is responsible for: a) conducting the college APT review meeting, b) writing the recommendation on the candidate, c) recording the transactions at the review meeting, and d) serving as spokesperson at higher levels of review. Under no circumstances may the dean serve as a spokesperson for the first-level unit review committee or write its report.
 - iii. The dean shall provide an independent assessment separately; the recommendation of the dean shall be considered together with all other relevant materials by any reviewing committee at a higher level.
 - iv. Requests for information from higher level review units shall be transmitted to both the chair of the advisory subcommittee and the dean.
- c. Notification
 - i. Upon completion of the first-level review, the dean shall, within two weeks of the date of the decision: a) inform the candidate whether the recommendations made by the faculty committee and the dean were positive or negative (including specific information on the number of faculty who voted for tenure and/or promotion, the number who voted against, and the number of abstentions), and b) prepare for the candidate a letter summarizing in general terms the nature of the considerations on which those decisions were based
- d. Other Procedural Issues

- i. The committee members must maintain absolute confidentiality in their consideration of cases, including the content of dossiers. Outside of the committee meetings, members of the second-level review committee shall not discuss specific cases with anyone who is not a member of the second-level review committee.
- ii. Votes held by the College should be conducted via secret ballot.