

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

A. Composition of the Committee

a. Membership

- i. The plan should describe eligibility - must include tenured professors (some colleges allow associate professors).
- ii. The plan should discuss how its membership and its chair are selected, their terms of service, and how the college is informed of its membership.
- iii. The plan should discuss how units of the college are represented
- iv. The plan should discuss the role of the dean, e.g., as a nonvoting ex-officio member.

b. Voting Rights

- i. The plan should discuss restrictions on voting rights (e.g., when members have voted on a candidate at a lower level review).
- ii. The plan should discuss the permissibility of proxy votes.

B. Procedural issues

- a. The plan should discuss quorum rules.
- b. The plan should include discussions of confidentiality of the balloting, the materials in the case, and the discussions of the case.
- c. The plan should mention how a case is presented and provide a protocol for inviting input from the first level of review when significant questions arise.
- d. The plan should describe when and how the outcome of the deliberations is transmitted to the dean (e.g., who writes the letter, who approves the letter, what the letter should contain).
- e. The plan should describe the role of the dean in making an independent evaluation and transmitting the two reports to the next level of review.

C. Notification

- a. The plan should discuss the timing, format, and contents of the notification of the candidate. The description should designate who is responsible for telling the candidate.