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.