

## CMPS APT Policy

This policy consists of the following seven items, together with the University APT policy. Amendments to adapt to the integration of CLFS units are highlighted.

1. Initial appointments to the rank of Assistant Professor shall normally be for a term of three years. The Assistant Professor's performance will be reviewed by the unit in the third year of the initial appointment. A report on the candidate, with a recommendation by the Chair for or against renewal, will be submitted for approval to the Dean. The report should review all aspects of the candidate's performance, including teaching, research, and service.

2. The first level promotion review committee shall normally request eight letters of reference from external sources, chosen from a list including individuals nominated by the candidate and approved by the Dean. All letters of reference received must be included with the promotion package. A list of names of references, including those solicited but not received, must be included in the promotion package. A standard College solicitation letter should be used when contacting referees.

3. Evidence of the candidate's teaching performance shall be provided, based upon both anonymous student evaluations and peer evaluations. Student evaluations can be in the form of replies to standard questions or statements and written comments. If selected comments are included some indication of the percentage of favorable and unfavorable comments should be given. Each unit will develop a peer evaluation procedure so that all aspects of the candidate's teaching performance and preparation are evaluated by at least one faculty member.

4. The Committee will consist of ten full professors, one selected by each academic department in the college, and the Dean, who will be a non-voting member of the Committee. Each department shall normally submit two names of individuals to the Dean for consideration, as a Committee member. In discussions of Research Scientist appointments and promotions the Committee shall include three Research Scientists, who shall be appointed for these discussions by the Dean. The term of appointment of voting members is normally two years with five new members selected each year.

5. After reviewing promotion or appointment materials, the Committee will discuss and vote on the merits of the case. The Committee Chair will write to the Dean stating the outcome of the vote, the Committee's recommendation, and include discussion points which are relevant to the case. A positive recommendation by the Committee will require **seven** affirmative votes. for Assistant and Associate Professors and **eight** affirmative votes for Assistant and Associate Research Scientists. The Committee will review the Committee Chair's letter and, if necessary, include a minority opinion.

6. A report of the decisions of the Dean and second-level committee shall be provided to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate no later than two weeks after the deadline for the Dean to submit the names of promotion candidates considered to the Provost.