

**Faculty Affairs Committee Memo on APT Guidelines Review****TO** SEC – April 18, 2019**FROM** Jack Blanchard, Chair**VOTING METHOD** In a single vote

The Joint Provost/Senate APT Guidelines Task Force conducted a [Review of the University of Maryland Guidelines for Appointment, Promotion, and Tenure \(Senate Document #12-13-24\)](#). In addition to recommending revisions to the Guidelines, the task force made the following recommendation on subsequent reviews:

*The APT Guidelines should be reviewed every five years by a Joint Provost/Senate Task Force, as deemed necessary. In the fourth year of the review cycle, the Associate Provost for Faculty Affairs will report to the Senate Faculty Affairs Committee on annual changes and evolving trends in higher education since the last review, to determine whether a formal review is necessary. However, the Associate Provost for Faculty Affairs and the Senate Faculty Affairs Committee may convene a review earlier in the cycle upon mutual agreement.*

At its meeting on March 29, 2019, the Faculty Affairs Committee (FAC) received an update from the Associate Provost for Faculty Affairs, John Bertot, on the revisions to the APT Guidelines since the last comprehensive review.

Associate Provost Bertot provided an overview of revisions to the Guidelines since the comprehensive review. These revisions included:

- Wording clarifications throughout the guidelines;
- Revisions to existing templates and forms required as part of submitted dossiers (e.g., external evaluator letter requests, transmittal form);
- Creation of forms to facilitate the compilation of dossiers (i.e., Candidate Verification Form); and,
- Updates to guidance provided (i.e., Teaching Portfolios).

The Office of Faculty Affairs (OFA) does not recommend a comprehensive review of the Guidelines at this time. OFA finds that the Guidelines, as amended, function well. However, OFA does recommend that the Senate consider a review of the Guidelines in two years, as we anticipate that the campus community will have undertaken revisions to the University's Course Evaluation process and other initiatives that may impact the APT process.

The FAC agreed that a comprehensive review of the APT Guidelines was not necessary at this time and voted to send a memo reflecting its decision to the SEC. However, the FAC recommends that the Associate Provost for Faculty Affairs report to the Senate Faculty Affairs Committee in spring 2021, to determine whether a formal review of the APT Guidelines is necessary at that point.