APT OVERVIEW

A. Sources of Information
This manual contains three sources of information. Discussion of the APT Policy marked in bold, will be cited by line (e.g., APT Policy 453-459). Mandatory procedures for dossier preparation will be in default font. Useful suggestions for the content of the dossier and review process will be printed in italics.

B. The Structure of Reviews
Faculty members have their tenure homes in Departments, and Departments are combined into Colleges. Actions at both levels are governed by campus-wide policies, the most general level of organization; in keeping with the campus commitment to shared governance, advice about promotion and tenure at each of these three levels is provided by a faculty APT Review Committee and by an administrator. Hence, there are ordinarily six sets of recommendations to the President. The order of review is from the most specific level, the Department APT Review Committee and Chair, through the College APT Review Committee and Dean, to the Campus APT Review Committee and Provost. The final decision is made by the President. When a College is not departmentalized, the first review begins at the College (in which case four sets of recommendations go to the President).

C. Useful Definitions

APT Review Committee
Group of voting faculty at or above the rank sought by the candidate who deliberate and vote whether to award appointment, promotion, or tenure. There are three possible levels of APT Review Committees – Department, College, and Campus.

Advisory Subcommittee (formerly referred to as Initial Review Committee, or IRC)
Optional subgroup of voting-eligible faculty who gather information for the review, and who may author the APT Review Committee Evaluative Report, which they sign.

Joint Appointment
When a faculty member holds simultaneous appointments (of any percentage) in more than one Department or other Unit (e.g., Center or Institute). Tenure is sought in the primary Department, or tenure home of the candidate.

Quorum
Amount of eligible voting members needed to conduct a valid vote whether to award appointment, promotion, or tenure based on codified Department methods of operation.

Votes possible for deciding to award appointment, promotion or tenure based on criteria:
Yes
No
Abstention (two types) – these actions count toward quorum
Mandatory – a faculty member who has a conflict of interest (e.g., a family member or partner of the candidate), or who has already voted at a lower level
Voluntary – a faculty member who chooses not to vote (this should be explained in summaries and letters)
Absent – not present in person or via teleconference (if allowed by Department or College plan of organization); this lowers the quorum