APT Workshop for Staff

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Office of Faculty Affairs
The Process
The End Goal

• Clear and consistently-organized dossiers allow committee members to focus on the candidate’s case.
  • Our work means committees see what they expect to see – where they expect to see it.
  • No need to pause to ask a question
But Don’t Forget…

• Overarching goal:

Do no harm to the candidate!
# A Few Numbers

## 2017 Dossiers

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>36</td>
</tr>
<tr>
<td>Non-Mandatory</td>
<td>17</td>
</tr>
<tr>
<td>Promotion</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98</strong></td>
</tr>
</tbody>
</table>

## 2018 Dossiers

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>50</td>
</tr>
<tr>
<td><em>Non-Mandatory (est.</em>)*</td>
<td>24</td>
</tr>
<tr>
<td><em>Promotion (est.</em>)*</td>
<td>63</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>137</strong></td>
</tr>
</tbody>
</table>
Be Proactive

• Your role in the process
• Review the APT Guidelines
• Meet with your unit APT chair / spokesperson
• Encourage faculty to review the Faculty Affairs APT webpages
Signing and Dating

• Before materials are sent to external evaluators
  • CV
    • Changes to CV must be submitted as addenda, with only the new info
    • Addenda should be signed and dated
  • Personal Statement
  • Unit APT Criteria (and Agreement of Modified Criteria if applicable)
Letter Log

Do not include addresses on this form; just the evaluator’s name and institution.

Evaluator should be contacted **first** by email, **then** send materials.
The language in these letters has changed; evaluators should not be asked if the candidate would receive tenure at their own institution.

Tenure delay language should be included if appropriate.
Candidate Verification

The candidate can do all the reviewing of documents and all the signing... in one place.

You can verify that the candidate has signed every necessary document by looking... in one place.

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**CANDIDATE VERIFICATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dept:</th>
</tr>
</thead>
</table>

_I have seen the following components of my dossier:_

<table>
<thead>
<tr>
<th>Component</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Statement of Professional Achievements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reputation of Outlets of Publication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Evaluation Scores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Review(s) of Teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record of Mentoring / Advising / Research Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Promotion Criteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreement of Modified Criteria (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Letter Requesting Evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ________________

*Please note that the CV and personal statement must be signed on those documents. Signing this page does not replace those two signatures.*
Student Evaluation of Teaching

Information about student ratings is clear and organized in a standard fashion. This template calculates the averages for you. You can extend the form horizontally or just create a new page. Please don’t get creative – no bar graphs or line graphs.

* Average rating for all similarly leveled course sections (e.g., all 100-level courses sections) in that college in that semester.

Scaled 0-4: Strongly Disagree = 0; Strongly Agree = 4. N/A is not in the average.
More (or less) About Teaching

• Don’t include student comments in the dossier.
  • They belong in the Teaching Portfolio

• Don’t include examples of scholarly works or unsolicited letters in the dossier.
  • They belong in the Supplemental Materials file
Transmittal Form

**Date to Present Rank:** For tenure cases, the date of hire. For promotion cases, the date of last promotion.

**Mandatory Review:** Is this the candidate’s tenure review year (listed in PHR)? If not, this is a non-mandatory review.

**Abstentions:** For faculty who were present and didn’t vote – not for absent faculty.

**Contact Information:** Include room and building number, please.
More About the Transmittal Form

• Confirm that dates of meetings/letters, and vote counts match on all documents.

• Count absent faculty members as absent, NOT as voluntary abstentions.

• Enter Date to Present Rank. For tenure cases, it’s the date of hire.

• Confirm whether the review is mandatory or non-mandatory (from PHR).

• Under Contact Information, include room number and building name

• Use the Forms, Samples and Templates provided here: http://faculty.umd.edu/policies/apt_forms.html
Resources

• Office of Faculty Affairs Website (faculty.umd.edu)
  • 2015 APT Changes: faculty.umd.edu/policies/changes.html
  • UMD APT Policy: president.umd.edu/policies/2014-ii-100a.html
• Teaching & Learning Transformation Center: tltc.umd.edu
Contact Information

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