

**Please use the appropriate APT Vote Justification Form. There are two forms, one for promotion and one for tenure. In cases involving assistant professors applying for promotion and tenure, for example, both of the forms must be completed. Please address any questions regarding the forms to your APT Committee Chair.**

See Faculty Handbook Chapters 3 and 4 for minimum criteria for Appointments, Tenure and Promotion. Additional criteria may be provided in department, colleges, school, or libraries foundational documents.

**OP 7.3.16 Vote Justification Forms for APT Committee Business. In cases regarding consideration of reappointment, tenure, or promotion, each member of the APT Committee shall complete the Vote Justification Form (VJF) citing specific evidence of why the candidate does or does not meet criteria for another contract, tenure, or promotion in the areas of teaching, research, service, and participation in University affairs as per the department, college/school/library or University guidelines. The VJFs may be anonymous and shall be submitted within five calendar days of the APT meeting at which the vote is taken. VJFs from APT Committee members who submitted absentee ballots shall be submitted by the same deadline.**

**Required APT Committee Vote Justification Form for Promotion (all areas should be completed)**

Name of APT Member Reviewing \_\_\_\_\_ (giving your name is optional).

Name of Candidate: \_\_\_\_\_, being considered for promotion to: \_\_\_\_\_.

**1. Teaching:**

- a. Provide evidence explaining why the candidate does or does not meet expectations per department P&T document.

**2. Scholarly/Creative Activity:**

- a. Provide evidence explaining why the candidate does or does not meet expectations per department P&T document.

**3. Service:**

- a. Provide evidence explaining why the candidate does or does not meet expectations per department P&T document

**APT Committee Vote Justification Form for Tenure (all areas should be completed)**

Name of APT Member Reviewing \_\_\_\_\_ (giving your name is optional).

Name of Candidate: \_\_\_\_\_, being considered for promotion to: \_\_\_\_\_.

**1. Teaching:**

- b. Provide evidence explaining why the candidate does or does not meet expectations per department P&T document.

**2. Scholarly/Creative Activity:**

- b. Provide evidence explaining why the candidate does or does not meet expectations per department P&T document.

**3. Service:**

- b. Provide evidence explaining why the candidate does or does not meet expectations per department P&T document