



# **APT: APPOINTMENTS, PROMOTION AND TENURE COMMITTEE**

What does an APT Chair & Committee Need to Know?  
*AY 26-27*





# THE BASICS



**Handbook 7.3 Appointment, Promotion and Tenure Committee (APT):** Each department (or other comparable academic unit) shall have an APT Committee. The APT Committee shall consist of [all tenured faculty](#) in a Department but shall not be smaller than four(4) total faculty members. In Departments with fewer than four (4) tenured faculty members, the APT Committee members shall nominate and elect tenured faculty from allied disciplines on campus to comprise a total of four (4) members. [The faculty from other Departments shall serve for a term of one year.](#)



**Handbook 7.3.5 Chair of the APT Committee:** Prior to September 1 of each Academic Year, the members of the APT Committee shall elect a Chair. The Department Chair cannot serve in this role. Prior to presiding over the first meeting of the academic year, the Chair of the APT Committee shall complete the annual APT Committee Chair training. [Foundational documents should talk about how chair is selected.](#)



## 7.3.4 Faculty Handbook:

### Functions of the APT Committee

- a. **establishing any departmental criteria for appointment, promotion, or tenure** of faculty members beyond the minimum qualification indicated in the faculty handbook
- b. reviewing the relevant material and **making recommendations regarding the reappointment of probationary-term faculty [TT]** and the subsequent appointment [NTT] of **Special Faculty**
- c. reviewing applications for and making recommendations on **graduate faculty status**
- d. reviewing applications and making recommendations on **all faculty promotions**
- e. reviewing applications and making recommendations for the **granting of permanent tenure**
- f. reviewing materials and making recommendations on the credentials of faculty who could be **granted tenure upon hire**
- g. recommending a tenure-track open-ranked position candidate's **rank and/or tenure status** to the appropriate Dean for consideration
- h. reviewing applications and making recommendations on **Emeritus/a/x status**

# TIPS FOR CONSIDERING A NEW HIRE WITH CREDIT TOWARDS TENURE

**Condition:** Candidates in the finalist pool want to be considered for credit towards tenure

When a **search committee** has identified their ranked/ unranked list of finalists to send to the hiring manager, the **Department Chair** should bring the **APT together** to meet to discuss which candidates would be eligible for credit towards tenure and make that determination as early as possible.

This will prevent unnecessary delays in offers by the hiring manager and keep the integrity of the search by not knowing the order of offers to candidates.

---

# PRESIDING OVER MEETINGS FOR P&T OR PROMOTION DECISIONS

01

REVIEW THE  
UNIVERSITY'S  
CRITERIA FOR P&T

02

REVIEW DEPT'S  
(AND COLLEGE)  
CRITERIA FOR  
P&T

03

REVIEW THE  
"IMPERMISSIBLES"

04

KEEP THE  
DELIBERATIONS  
FOCUSED ON  
RELEVANT MATTERS

05

KEEP MINUTES, OR  
DESIGNATE ANOTHER  
TO DO SO [MINUTES  
SHOULD BE  
REFLECTIVE OF  
ACTIONS NO EXTRA  
COMMENTARY]

---

# University Criteria FH 3.7.2

## Academic Tenure (FH 3.8)

The conferral of tenure requires:

- A doctorate or other appropriate terminal degree;
- An assessment of the faculty member's demonstrated professional competence;
- Potential for future contributions
- Commitment to effective teaching, research, and professional service to the University and the public
- The needs and resources of Appalachian

## Promotion to Associate Professor (FH 3.2.3)

The minimal criteria for consideration for promotion to the rank of Associate professor are as follows:

- The appropriate earned terminal degree from an accredited institution and at least 5 years of appropriate experience, **unless there are exceptional circumstances;**
- Recognized Skill in teaching;
- Recognized accomplishment in research or other germane creative activity;
- Recognized accomplishment in professional service to the University and/or to the public; and
- Demonstrated willingness to participate in institutional affairs.

# University Criteria continued

## FH 3.2.4: Promotion to Professor

**\*Note there is not “early” promotion to full for excellence.**

Minimal criteria for consideration of promotion to the rank of professor are:

- The appropriate earned terminal degree from an accredited institution and **at least ten [10] completed years** of appropriate experience [typically TT];
- Recognized skill in teaching;
- Demonstrated ability and participation in professional service to the University and/or public;
- AND Evidence of at least one of the following:
  - \*Outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or
  - \*Outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity.



**50%+1  
TENURED  
FACULTY**

**APT COMMITTEE QUORUM OP 7.3.15** TO CONDUCT BUSINESS, A SIMPLE MAJORITY OF MEMBERS IS REQUIRED AND THAT NUMBER SHALL INCLUDE MEMBERS WHO HAVE PROVIDED THE APT COMMITTEE CHAIR WITH VALID ABSENTEE BALLOTS. MEMBERS ON APPROVED LEAVE MAY CHOOSE TO CAST VOTES (INCLUDING ABSENTEE BALLOTS), BUT DO NOT COUNT TOWARD THE REQUIRED QUORUM.

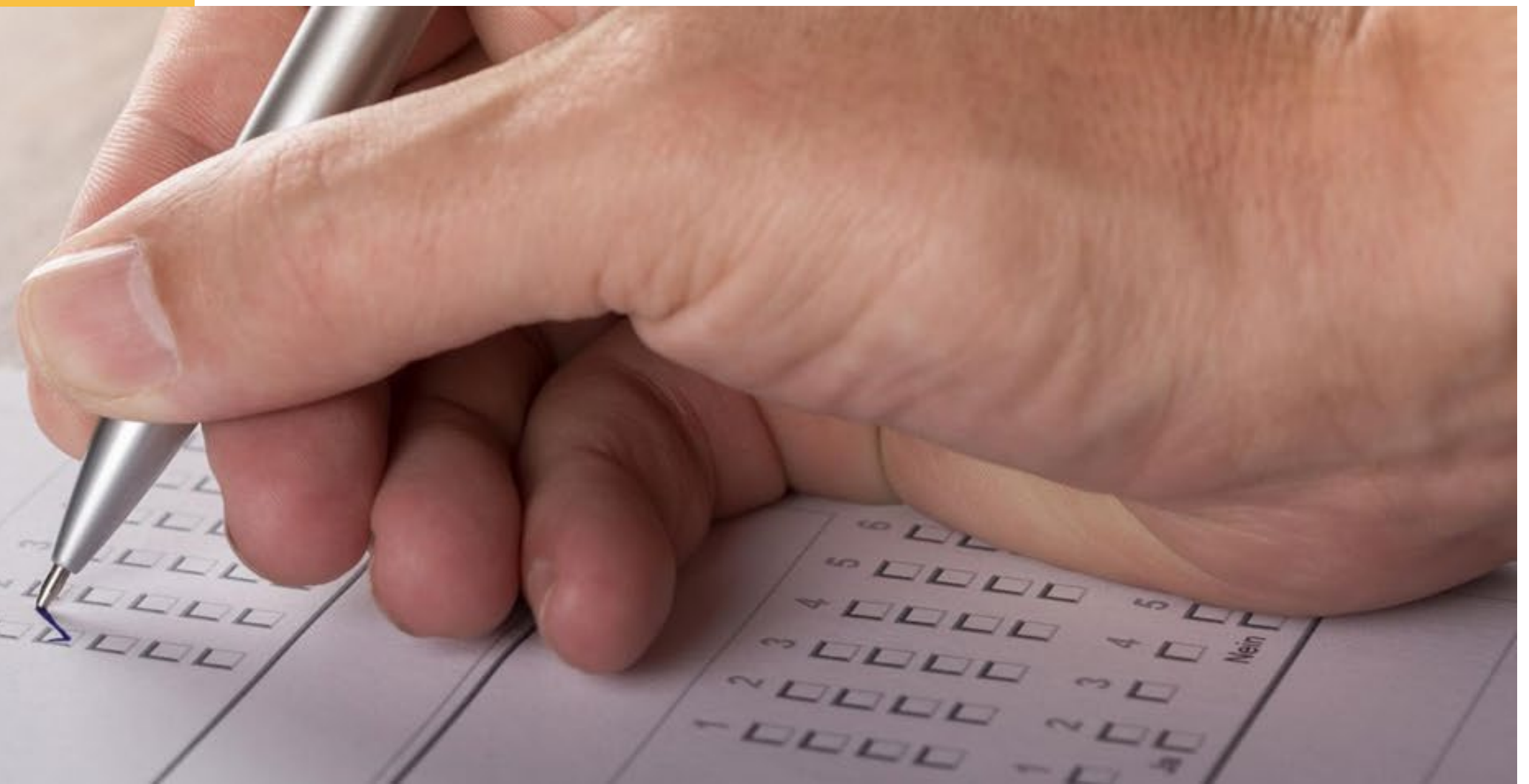


## VOTING

- Voting is carried out either by anonymous secret paper ballots or electronic means that anonymizes respondents (OP 7.3.14)
- Two separate votes are required for the following:
  - 1) Tenure and
  - 2) Promotion
- Motions should be phrased in the affirmative; e.g., "I move that Faculty Member X should be granted tenure"

### ABSENTEE BALLOTS OP 7.3.16

- Permitted only in extenuating circumstances as determined by the department chair
- Dept. should draft/have a departmental policy/procedure for this request that must adhere to the minimum criteria in OP 7.3.16





## What does the APT Review?

### FACULTY HANDBOOK, SECTION OP 3.3

The **entire P&T Portfolio** (the P&T dossier and the collection of artifacts/documentation) shall be submitted to the Department Chair for consideration by the APT committee. **The P&T Dossier as highlighted in section OP 3.3 must be submitted via InfoReady.** Artifacts and documentation may be submitted electronically or in printed form or a combination. The departmental APT and Department Chair shall use the dossier and the collection of artifacts when evaluating the candidate for tenure and/or promotion. However, after the departmental deliberations are completed, only the P&T Dossier shall leave the department and go to the Dean of the candidate's college/school/libraries. The collection of artifacts/documentation shall be stored in the department/unit and be available upon request during the remainder of that faculty member's P&T process. OP 3.4

# The APT considers...

Within the University, important faculty personnel decisions are based on evaluations of performance rendered by a candidate's colleagues and supervisors, who are in the best position to make such judgments. These assessments are not the product of mechanically applied checklist criteria, or formulas; there is no simple litmus test for outstanding job performance. Rather, **these decisions must reflect careful exercises of discretion, in which the faculty colleagues draw on their own academic knowledge, experience, and perceptions to evaluate the candidate's qualifications and performance.** The academic review process seeks to obtain the collective good faith professional academic judgment of the candidate's colleagues and responsible university administrators as the basis for personnel decisions. These decisions are entitled to great deference and weight and, as such, **must be based on considerations that are relevant to the candidate's performance and potential to contribute to the good of the institution.** (*The UNC Policy Manual 101.3.1.2(R) Amended 07/28/23*)

# **VOTE JUSTIFICATION FORMS FOR APT COMMITTEE BUSINESS**

## **OP 7.3.17**

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 (5) 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.

**Vote Justification Form (VJF)**

This Vote Justification Form (VJF) serves as the official written record of the evidence-based deliberation process for faculty personnel actions. Completion and submission of this form are mandated for all recommendations regarding reappointment, tenure, or promotion.

**REQUIRED SUBMISSION DEADLINE:** This form must be submitted to the APT Committee Chair within **five (5) calendar days** of the APT Committee meeting at which the vote was conducted.

**NOTICE REGARDING ANONYMITY:** This form may be submitted anonymously to the APT Committee Chair.

**Section I: Candidate and Action Identification**

**Candidate Name:** \_\_\_\_\_

**Department/School/Library/Academic Unit:** \_\_\_\_\_

**Date of Vote:** \_\_\_\_\_

**Type of Personnel Action:**

- ☐ Reappointment
- ☐ Tenure
- ☐ Promotion
- ☐ Emeritus
- ☐ Other (list) \_\_\_\_\_

**Section II: Vote Recommendation**

**REQUIRED:** Indicate your recommendation below based on the evaluation of the candidate's credentials and performance.

**Recommendation:**

- ☐ Recommend
- ☐ Do Not Recommend

**Section III: Justification of Vote - Areas of Evaluation**

**A. Teaching** *Instruction: Cite specific evidence based on department, college/school/library, or University guidelines to support why the candidate does or does not meet the criteria. Provide evidence of teaching effectiveness, specifically referencing peer observations and student feedback as required. [Detailed Justification Here]*

# APT Minutes

Keep accurate minutes that... (OP 7.3.19)

Record all persons in attendance and all absent; and record all absentee ballots received and accepted for each motion (**document that a quorum existed**)

State each personnel action considered and those things considered (i.e., the criteria as set forth in Section 3.2.2 and any departmental criteria)  
Do NOT include individual comments.

Record the vote (number affirmative and the number of negative) on each action, but NOT the votes of individual committee members.

# OP 7.3.20

## Official Record of the APT Committee Business

- All minutes of The APT Committee action shall be approved and, if necessary, modified by a majority of the assembled committee where a quorum is present.
- Such action shall normally take place at the next meeting of the APT Committee but may be gathered by electronic approval if the committee is not scheduled to meet again in a given year.
- All ballots and minutes shall be scanned and uploaded into a secure electronic file.
- Nothing in these guidelines shall violate the confidentiality of the APT Committee minutes.
- EXCEPTION--Any individual faculty member shall have access to **those portions of the minutes of meetings in which personnel actions involving that faculty member were considered.**



Let's Talk about

Grievance Rights





# Grounds for **GRIEVANCE (604)** Non-Reappointment Decisions for Probationary Term Faculty



## "Impermissibles"

- 1) Exercise of rights guaranteed by the First Amendment of US Constitution or by Article I of the NC Constitution
- 2) The faculty member's membership in a group protected from discrimination under state or federal law
- 3) Other violations of state or federal law
- 4) Material violation of applicable university policies for reappointment, promotion, and tenure that materially affected the decision

# Additional Considerations

- Be familiar with the proper procedures (think about creating a checklist)
- All candidates have the right to address the APT, and whether or not they do should not be a consideration of a particular vote
- At the start of the meeting, review the relevant criteria for P&T, including University criteria and your Departmental criteria (as documented), college/unit criteria (if applicable)
- Work to keep discussions "on point" 1) Don't permit discussion of "impermissibles" and be cautious if committee members bring up information not included in the portfolio. Ensure that such information is relevant to the main criteria for P&T
- Committee members shall complete vote justifications forms (remind the committee at the end of the meeting and prompt them again prior to the [5] five calendar days deadline
- The Department Chair's role in the committee's deliberations and decisions shall be minimal
- In cases where the APT Committee is making personnel recommendations involving the Department Chair, the Department Chair shall not be present during the deliberation or voting

# THE APT COMMITTEE SUBSET



q  
u  
e  
s  
t  
i  
o  
n  
s