Academic Affairs Standard Operating Procedures (AASOP) Updates
AASOP Review Committee (ARC)
Approval 11/17/26

1. OP 4.3.5.1 - Post tenure review materials
2. OP 4.1.3.2 - Annual review during family or medical leave
3. OP 7 - APT Committee Membership and Voting
4. OP 8.2.5.1 - Department Chair Search Committee
5. OP 8.4 - Department Chair performance reference
6. OP 10 - Emeritus status during phased retirement

OP 4 Updates:

OP 4.1.3.2 Leave on Annual Review. Any academic year during which a faculty member is on paid/unpaid family or medical leave (i) for more than twenty-five (25) class days of the academic year or (2) receives a total teaching load reduction of more than six (6) credit hours per semester, excluding buyouts, an annual review shall not be completed for that year. A faculty member may request to bypass the annual review waiver and participate in an annual review for the year they received an unpaid or medical leave.

OP 4.3.5 PTR Materials.

OP 4.3.5.1 Materials Submitted to the PTR Committee by the Faculty Member. ~~Each faculty member under review shall provide to the PTR Committee a one (1) page self-assessment of their accomplishments over the previous five (5) years, the faculty member's long-term, 5-year work plan with any noted updates to the plan since its creation; which may include: evidence of teaching effectiveness, student feedback, peer reviews of teaching, professional development specific to improving teaching; and a current *curriculum vita*.~~

Each faculty member under review shall provide their self-assessment of their performance over the previous five (5) years. The self-assessment shall be composed of:

1) the faculty member's long-term, 5-year work plan with any noted updates to the plan since its creation;
2) copies of each annual review for the past 5 years;
3) evidence of teaching effectiveness, which may include student feedback;
4) peer reviews of teaching;
5) self -assessment;
6) professional development specific to improving teaching;
7) and a current curriculum vita.

Any narrative sections of the self-assessment should not exceed five pages in length. These materials will be submitted in InfoReady.

OP 7 Updates:

The numbering of this OP has been revised to align with recent updates.

OP 7.1 Membership of the APT Committee. ~~The APT Committee shall consist of all tenured faculty in a Department or unit (hereafter "Department') and may include voting-eligible Special Faculty. Special Faculty member(s) of the APT Committee attend all meetings, but can only vote on decisions related to Special Faculty. The APT Committee shall not have less than four (4) tenured faculty members. Special Faculty will serve one (1) year terms.~~

~~**OP 7.1.1 Sufficient Number of Tenured Faculty.** In Departments with fewer than four (4) tenured faculty members, the APT Committee members shall nominate and elect tenured faculty from allied disciplines at Appalachian State to comprise a total of four (4) members. The faculty from other Departments shall serve for one year.~~

~~**OP 7.1.2 Subset of APT Committee**. Members of the APT Committee may vote to use a subset of no less than four (4) faculty from the APT Committee to review and make recommendations regarding appointments of Special Faculty with contract periods of two years or less. The use of this subset, if authorized by APT Committee vote, shall be stated in the department's foundational documents and must also include the following (to be determined by the APT Committee Members):~~

1. ~~the number of APT Committee members in this subset;~~
2. ~~the procedures for and timing of the election of subset members, including whether APT Committee members shall elect the subset or if other voting-eligible (see OP 11.2) members of the department shall be allowed to vote for members of the subset;~~
3. ~~the terms of the subset members or replacement of vacancies;~~
4. ~~whether the recommendations of the APT Committee subset regarding subsequent appointments of Special Faculty with contracts of two years or less shall move directly to the Department Chair or shall require a vote of the full APT Committee prior to moving the recommendation forward to the Department Chair.~~
5. ~~A process for members of the APT Committee discontinuing use of the subset.~~

~~**OP 7.2 APT Committee Chair.** The APT Committee Chair must be a member of the APT Committee other than the Department Chair. The department's foundational documents shall include a process for how the APT Committee Chair is to be selected (i.e., elected by the members of the APT Committee, elected by department faculty, appointed by the Department Chair, etc.).~~

7.1.1 Composition. The APT Committee shall consist of all tenured faculty members in a Department or unit (hereafter "Department"). A Department may also include tenure-track faculty members and voting-eligible Special Faculty members, either all such faculty or a subset chosen through a process set out in the Department's foundational documents. The APT Committee shall include no fewer than four (4) tenured faculty members. If a Department has fewer, the dean, after consulting the Department's tenured faculty, shall appoint tenured faculty from related departments to bring the number to four.

7.1.2 APT Committee Chair. The APT Committee Chair shall be a tenured faculty member, elected in accordance with the Department's established procedures.

7.1.2.1 Subset of APT Committee. Members of the APT Committee may vote to use a subset of no fewer than four (4) faculty from the APT Committee to review and make recommendations regarding appointments of Special Faculty with contract periods of two years or less. The use of this subset, if authorized by APT Committee vote, shall be stated in the department's foundational documents and must also include the following (to be determined by the APT Committee Members):

1. the number of APT Committee members in this subset, half of whom are elected from APT eligible Special Faculty;
2. the procedures for and timing of the election of subset members, including whether APT Committee members shall elect the subset or if other voting-eligible (see OP 11.2) members of the department shall be allowed to vote for members of the subset;
3. the terms of the subset members or replacement of vacancies;
4. whether the recommendations of the APT Committee subset regarding subsequent appointments of Special Faculty with contracts of two years or less shall move directly to the Department Chair or shall require a vote of the full APT Committee prior to moving the recommendation forward to the Department Chair.
5. A process for members of the APT Committee discontinuing use of the subset.

7.1.3 Committee operations. All APT Committee members may vote on matters related to the operation of the committee, including the election of the APT Chair.

7.1.4 Personnel actions for tenure-track and tenured faculty. Only tenured faculty members may attend, deliberate, or vote in any meeting, subcommittee, or other proceeding concerning the reappointment, promotion, or tenure of tenure-track or tenured faculty. Votes on promotion shall be limited to tenured faculty holding a rank equal to or higher than the rank sought.

7.1.5 Personnel actions for Special Faculty. Special Faculty members (or a subset) serving on the APT Committee shall attend, deliberate, and vote on the reappointment and promotion of Special Faculty. Tenured and tenure-

track members (or a subset) may also vote on these actions. Votes on promotion shall be limited to members holding a rank or title equal to or higher than the one sought, as defined in the Department's foundational documents. Each such review shall include at least two Special Faculty members. If none are eligible, the APT Chair shall invite eligible Special Faculty from a related department.

7.1.6 Confidentiality. All members, and any observers permitted under 7.1.4, shall keep APT Committee personnel deliberations and votes confidential.

OP 8 Updates:

OP 8.2.5 Department Chair Search Committee Procedures

OP ~~8.4.5.1~~ 8.2.5.1 Calling Meetings of the Department Chair Search Committee. The Department Chair Search Committee Chair shall call and schedule all Department Chair Search Committee meetings.

Department Chairs (or Unit Supervisors, hereinafter "Department Chair") shall not attend these meetings.

OP 8.4 Protocol for Meeting About Faculty Concerns Regarding Department Chair Performance. A department's faculty (by a petition of more than 50% of the voting-eligible (see OP ~~10.2~~ 11.2) faculty in a department), may call for a meeting between the Dean and the department's faculty members to discuss concerns pertaining to the Department Chair's performance. The "more than 50%" voting-eligible faculty requirement is not to be construed that the petitioning faculty members have decided one way or the other on the merits of the issues that might be discussed.

OP 10 Updates:

10.3 Eligibility to Apply for Emeritus Faculty Status. The earliest a faculty member may apply for emeritus faculty status is in their final year of employment.