

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) _____
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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]

B. Research and Creative Activities *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 regarding scholarly products, grants, or juried exhibits. [Detailed Justification Here]

C. Service *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 service to the department, college, profession, or community. [Detailed Justification Here]

D. Participation in University Affairs *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 related to the candidate's engagement in university-level governance or initiatives. Justifications should reference the expectations for "Institutional Affairs" and "willingness to contribute" as established in **The Faculty Handbook**. [Detailed Justification Here]

Section IV: Submission Certification and Confidentiality

Submission Instructions Per **AASOPs**, VJFs from committee members who submitted absentee ballots are subject to the same five-day submission deadline. VJFs from members on leave or those submitting absentee ballots must be delivered to the APT Committee Chair via Appalachian State email or signed letter by the 5-day deadline. All VJFs will be forwarded to the Department Chair for the personnel file, or to the Dean if the personnel action concerns the Department Chair.

Confidentiality Statement In accordance with **the AASOPs**, confidentiality is mandatory for all APT Committee personnel actions. Information gathered during this process—including deliberations and these forms—is confidential and may not be shared outside the APT Committee without written permission. However, faculty members have the right to request copies of all VJFs from the Dean. Furthermore, individuals have access to portions of the APT minutes in which personnel actions involving them were considered.

Signature Area (Optional/Anonymous) Faculty Member Signature

(Optional if submitting anonymously): _____

Date of Submission: _____