APT Promotion Informational Session

APT Policies, Guidelines, and Procedures

HHS GOVERNANCE AND PROMOTION WEBSITE

Dossier Artifacts

- Workload/Annual Review
- Curriculum Vitae (straight forward, standard format for your discipline)
- Teaching
- Service
- Scholarship/Productivity
- Directed Professional Activity
- Letters of Support
- Departmental Review

Workload/Annual Review

▶ For each APT faculty member, the specific areas of focus and their weightings may differ according to individual, disciplinary and programmatic circumstances reflected in individually assigned work plans. To facilitate the communication of expectations, and to provide for fair and equitable evaluation of APT faculty performance, the assignments and expectations of APT faculty will be embodied in an Annual Work plan, that specifies assignments and expectations within each of the four major evaluation categories: Teaching; Service; Professional Scholarship and Productivity; and Directed Professional Activity. (*APT Guidelines*, page 11)

Teaching

▶ Review *APT Guidelines* for:
  ▶ Description of teaching (pp.4-6)
  ▶ Criteria for promotion to specific ranks (pp. 11-15)
▶ Recommended that you include the following (as appropriate)
  ▶ Teaching philosophy
  ▶ Summary of teaching
    ▶ Including a list of courses by semester
  ▶ Evaluations from students (summarized) and peers
  ▶ Summary of advising responsibilities (e.g., number of students, graduate/undergraduate)

Service

▶ Review *APT Guidelines* for:
  ▶ Description of service (pp.7-9)
  ▶ Criteria for promotion to specific ranks (pp. 11-15)
▶ Recommended that you include the following (as appropriate)
  ▶ Overall summary and itemized narratives depicting service within
    ▶ Department/program
    ▶ School
    ▶ University
    ▶ Community
    ▶ Professional organizations
    ▶ Other service

Scholarship/Productivity

- Review *APT Guidelines* for:
  - Description of scholarship/productivity (pp. 9-10)
  - Criteria for promotion to specific ranks (pp. 11-15)
- Recommended that you include the following (as appropriate)
  - Statement on professional scholarship/productivity
  - Documentation of scholarship/productivity (e.g., list of publications, workshops, presentations, etc.)
  - Honors/awards

Direct Professional Activity

- Review *APT Guidelines* for:
  - Description of directed professional activity (pp. 10-11)
  - Criteria for promotion to specific ranks (pp. 11-15)
- Recommended that you include the following (as appropriate)
  - Statement of directed professional activity
  - Description of specific directed professional activity assignments

Letters of Support

- Recommended: minimum of 2
- Letters are solicited by Department Chair, Program Chair, or Office of the Dean
- Names of persons familiar with the work of the candidate may be provided by candidate and senior members of departmental faculty or immediate supervisor
- Letters may be internal or external to the university

Departmental Review Letter

- ► Committee convened by Department Chair, Program Chair, or Dean's Office
- ► Consists of a minimum of 2 APT faculty and 1 TT faculty at or above the rank being sought by the candidate
- ► After reviewing evidence, committee will
  - ► Prepare a written critique of applicant's teaching, service, scholarship and productivity, and directed professional service
  - ► Vote
  - ► Make a recommendation to the Departmental Chair, Program Chair, or Dean's Office, as appropriate.

What If?

- ► What if your department does not have a Workload Assignment form?
  - ► One is provided on the Workload/Annual Review page
- ► What if I have no responsibilities within one of the dossier sections?
  - ► Type "Not Applicable" on the corresponding Canvas page

- ► Keep in mind, that for most sections, you will only be including documentation supporting your work since your last promotion (or initial appointment, if this is your first promotion attempt)

General Tips

- ► Create a computer file to hold all promotion related materials, including subfolders for each are of the dossier
- ► Collection of artifacts should be an ongoing activity
- ► When putting your dossier together, start early
- ► Discuss promotion with Department Chair, Program Chair, or immediate supervisor early (few years out)
- ► Obtain a mentor
- ► Upload all materials as pdf files