

APT Workshop for Staff

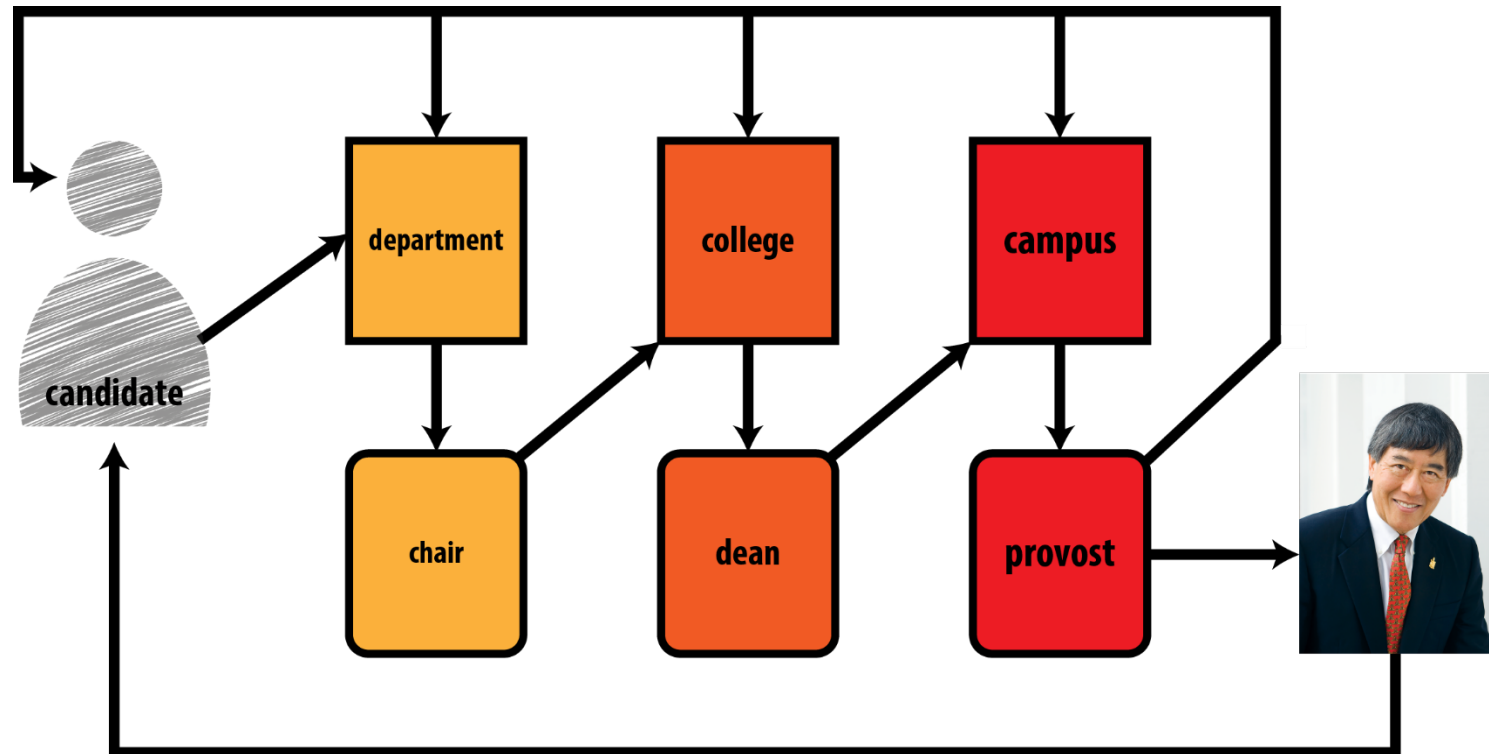
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UNIVERSITY OF
MARYLAND

THE OFFICE OF FACULTY AFFAIRS

The Process



The End Goal

- Clear and consistently-organized dossiers allow committee members to focus on the candidate's case.
 - Our work means committees see what they expect to see – where they expect to see it.
 - No need to pause to ask a question

But Don't Forget...

- Overarching goal:

Do no harm to the candidate!

A Few Numbers

2017 Dossiers

Mandatory	36
Non-Mandatory	17
Promotion	45
Total	98

2018 Dossiers

Mandatory	50
<i>Non-Mandatory (est.)</i>	24
<i>Promotion (est.)</i>	63
Total	137



Be Proactive

- Your role in the process
- Review the APT Guidelines
- Meet with your unit APT chair / spokesperson
- Encourage faculty to review the Faculty Affairs APT webpages



Signing and Dating

- Before materials are sent to external evaluators
 - CV
 - Changes to CV must be submitted as addenda, with only the new info
 - Addenda should be signed and dated
 - Personal Statement
 - Unit APT Criteria (and Agreement of Modified Criteria if applicable)

Letter Log

Do not include addresses on this form; just the evaluator's name and institution.

Evaluator should be contacted **first** by email, **then** send materials.

LETTER LOG

UNIT'S CHOICE	DATES			
EVALUATOR / AFFILIATION	INITIAL CONTACT	AVAILABLE, UNAVAILABLE, NO RESPONSE	MATERIALS SENT	DATE RECEIVED OR ENTER "NO RESPONSE"

CANDIDATE'S CHOICE	DATES			
EVALUATOR / AFFILIATION	INITIAL CONTACT	AVAILABLE, UNAVAILABLE, NO RESPONSE	MATERIALS SENT	DATE RECEIVED OR ENTER "NO RESPONSE"

Letter to External Evaluator

The language in these letters has changed; evaluators should **not** be asked if the candidate would receive tenure at their own institution.

Tenure delay language should be included if appropriate.

Sample Letter to External Evaluator

Dear Dr. XXXXXX:

Dr. XXXX XXX is due to be reviewed for Associate Professor with tenure in academic year YYYY-YYYY. I am writing to request your confidential evaluation of the qualifications of Dr. XXX for promotion to the rank of Associate Professor of XXXX with tenure.

If a tenure delay has been granted, insert the following language:

Dr. XXX has received an extension of time for review for tenure and/or promotion in accordance with University of Maryland policy. University policy expressly provides that faculty shall not be disadvantaged upon review as a result of such an extension. Please evaluate Dr. XXX's dossier as if it were completed in the ordinary period for review, which is in the xxth year of appointment.

In accordance with Appointment, Promotion, and Tenure Policy and Guidelines adopted by the University of Maryland, College of XXXX and Department of XXXX at College Park, I am required to indicate the criteria for promotion and request your evaluation of the following:

- The quality and impact of the candidate's research and creative activity, including the quality of the candidate's publications, exhibitions, or performances; the quality of the journals, presses, or outlets in which the candidate has published, exhibited, or performed; and the candidate's potential for future contributions;
- The candidate's teaching and mentoring (to the extent you are able to do so);
- The candidate's service to the profession; and
- How the candidate compares to others in the field at a comparable stage in their careers.

Please evaluate the candidate's qualifications for promotion based on the criteria and materials provided. Based on your evaluation, please indicate whether you would or would not recommend this candidate for promotion at the University of Maryland. If applicable, please comment on the nature of your professional interaction with the candidate and also on the candidate's collaboration with other scholars in his/her field.

To assist in your evaluation, I am enclosing the following information: Dr. XXX's latest curriculum vitae and personal statement, copies of the [X number of] sample works listed below selected by Dr. XXX, and a brief summary of the promotion criteria. With respect to teaching and mentoring, we do not expect external reviewers to comment on how the candidate meets these criteria unless they are able to do so.

I realize that this information is rather extensive and will require considerable effort on your part to review. However, your assistance in helping evaluate Dr. XXX's credentials will be greatly appreciated and will constitute an important element in the overall evaluation. I would be very grateful if you could respond to us in writing no later than..... If possible, would you send your reply electronically toumd.edu as an attachment?

Sincerely,

4.17.2017

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Candidate Verification

The candidate can do all the reviewing of documents and all the signing... in one place.

You can verify that the candidate has signed every necessary document by looking... in one place.

CANDIDATE VERIFICATION

Name: _____

Dept: _____

I have seen the following components of my dossier:

	Initials	Date
Summary Statement of Professional Achievements		
Reputation of Outlets of Publication		
Student Evaluation Scores		
Peer Review(s) of Teaching		
Record of Mentoring / Advising / Research Supervision		
Department Promotion Criteria		
Agreement of Modified Criteria (if applicable)		
Sample Letter Requesting Evaluation		

Signature _____

Date _____

*Please note that the CV and personal statement must be signed **on those documents**.
Signing this page **does not** replace those two signatures.*

Student Evaluation of Teaching

Information about student ratings is clear and organized in a standard fashion.

This template calculates the averages for you.

You can extend the form horizontally or just create a new page.

Please don't get creative – no bar graphs or line graphs.

	A	B	C	D	E	F	G	H	I	J
1	Student Evaluation Ratings									
2	Course: UNIV100	N	Mean F11	Course Level Mean*	N	Mean S12	Course Level Mean*	N	Mean F12	Course Level Mean*
3	The course was intellectually challenging.	19	3.05	3.26	39	3.08	3.29	27	3.05	3.26
4	I learned a lot from this course.	19	3.05	3.27	39	3.09	3.47	27	3.09	3.47
5	The instructor treated students with respect.	19	3.00	3.00	39	3.00	3.00	27	3.00	3.00
6	The instructor was well-prepared for class.	19	3.21	2.88	39	3.27	2.78	27	3.27	2.78
7	Overall, this instructor was an effective teacher.	19	3.26	2.82	39	3.29	2.82	27	3.26	2.82
8	Average		3.11	3.05		3.15	3.07		3.13	3.07
9										
10	* Average rating for all similarly leveled course sections (e.g., all 100-level courses sections)									
11	in that college in that semester.									
12	Scaled 0-4: Strongly Disagree=0; Strongly Agree=4. N/A is not in the average.									
13										
14	The standards the instructor set for students were...									
15			F11			S12			F12	
16	Too Low		0%			5%			10%	
17	Appropriate		89%			85%			80%	
18	Too High		11%			10%			10%	
19										
20	How does this course fit into your academic plan or course of study?									
21			F11			S12			F12	
22	CORE Requirement		32%			29%			10%	
23	Program Requirement		58%			61%			80%	
24	Elective		11%			10%			10%	
25										



More (or less) About Teaching

- Don't include student comments in the dossier.
 - They belong in the Teaching Portfolio
- Don't include examples of scholarly works or unsolicited letters in the dossier.
 - They belong in the Supplemental Materials file

Transmittal Form

Date to Present Rank: For tenure cases, the date of hire. For promotion cases, the date of last promotion.

Mandatory Review: Is this the candidate's tenure review year (listed in PHR)? If not, this is a non-mandatory review.

Abstentions: For faculty who were present and didn't vote – not for absent faculty.

Contact Information: Include room and building number, please.



TRANSMITTAL FORM

Appointment, Promotion, and Tenure

Candidate's Name			UID No.	
Primary Unit			Secondary Unit	
College			Date to Present Rank	
Present Rank			Proposed Rank	
Mandatory Review	Yes <input type="radio"/>	No <input type="radio"/>	Citizenship	
New Hire	Yes <input type="radio"/>	No <input type="radio"/>	Type of Appt:	9-month

Primary Unit

	Meeting Date	Vote Summary		Abstentions		Absent	Sum
		Yes	No	Vol.	Man.		
Tenure Home							0
Dept. APT Committee							0
Department Chair							0
College APT Committee							0
Dean							0

Contact Information

	Name	Phone	Email	Address
Dean				
College APT Spokesperson				
Dept. Chair				
Dept. APT Spokesperson				



More About the Transmittal Form

- Confirm that dates of meetings/letters, and vote counts match on **all** documents.
- Count absent faculty members as absent, NOT as voluntary abstentions.
- Enter Date to Present Rank. For tenure cases, it's the date of hire.
- Confirm whether the review is mandatory or non-mandatory (from PHR).
- Under Contact Information, include room number and building name
- Use the Forms, Samples and Templates provided here:
http://faculty.umd.edu/policies/apt_forms.html



Resources

- Office of Faculty Affairs Website (faculty.umd.edu)
 - 2015 APT Changes:
faculty.umd.edu/policies/changes.html
 - APT Guidelines:
faculty.umd.edu/policies/documents/APTManual.pdf
 - UMD APT Policy: president.umd.edu/policies/2014-ii-100a.html
- Teaching & Learning Transformation Center:
tltc.umd.edu

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