Staff APT Workshop

Office of Faculty Affairs

www.faculty.umd.edu
AGENDA:

- BE PROACTIVE
- DO’s AND DON’T’s
- SIGNING & DATING: WHAT & WHEN
- QUESTIONS & ANSWERS
Understand your role in the process

Visit http://faculty.umd.edu/policies/changes.html

Look at the APT Guidelines, here:

Meet with the unit APT chair/spokesperson as soon as possible

Encourage faculty to visit the Faculty Affairs APT webpage
DO’s AND DON’T’s

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

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

http://faculty.umd.edu/policies/apt_forms.html
### 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.**

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<table>
<thead>
<tr>
<th><strong>Candidate Verification</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td>I have seen the following components of my dossier:</td>
</tr>
<tr>
<td>Summary Statement of Professional Achievements</td>
</tr>
<tr>
<td>Reputation of Outlets of Publication</td>
</tr>
<tr>
<td>Student Evaluation Scores</td>
</tr>
<tr>
<td>Peer Review(s) of Teaching</td>
</tr>
<tr>
<td>Record of Mentoring / Advising / Research Supervision</td>
</tr>
<tr>
<td>Department Promotion Criteria</td>
</tr>
<tr>
<td>Agreement of Modified Criteria (if applicable)</td>
</tr>
<tr>
<td>Sample Letter Requesting Evaluation</td>
</tr>
</tbody>
</table>

**Signature**

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

http://faculty.umd.edu/policies/apt_forms.html
DO’s AND DON’Ts

- DON’T:
  - Use a Bar-Graph or Line-Graph for teaching evaluations
DO’s AND DON’T’s

• DON’T:
  • Include student comments in dossier. They belong in the Teaching Portfolio
  • Include examples of scholarly works or unsolicited letters in the dossier. They belong in the Supplemental Materials
SIGNING & DATING: before materials are sent to external evaluators

- CV
  - Changes to the CV may be added after materials are sent, but must be submitted as an addendum with only the new significant information. The addendum should be signed and dated with current date.
- Personal Statement
- Unit APT Criteria
- Agreement of Modified Criteria (if applicable)
Questions? Concerns?

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RESOURCES

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