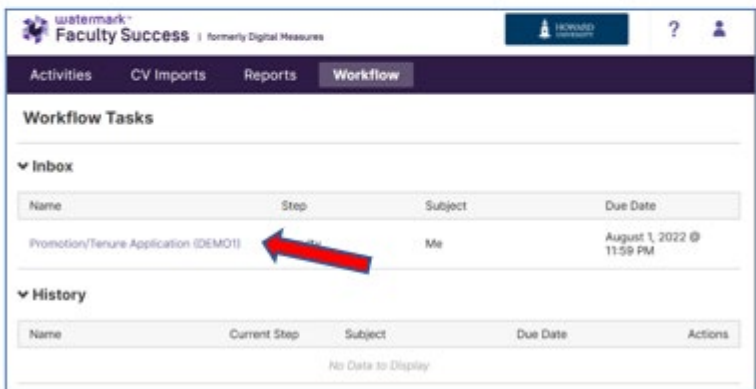
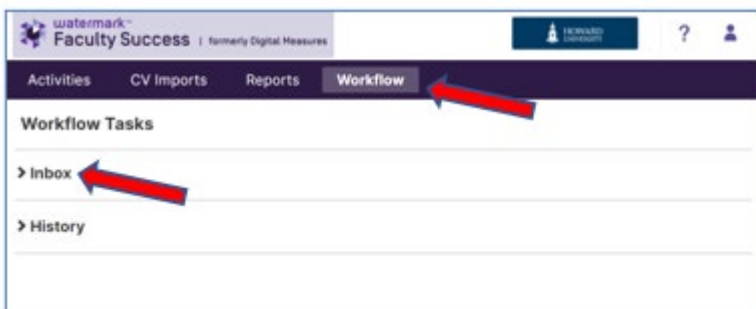


Department APT Committee Review (Section II)

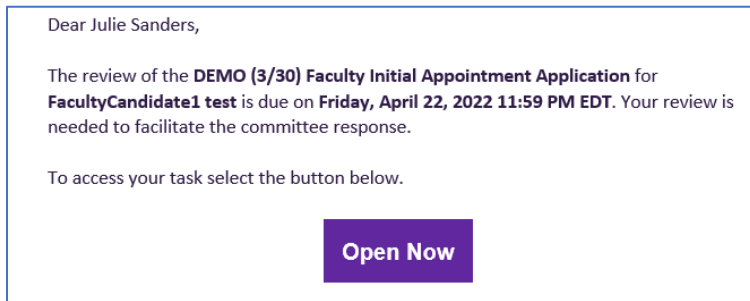
Committee Members

After the Chair has reviewed and submitted the application, it will come to the Department APT Committee for Review. The application will appear in each Committee Member’s Workflow Tasks Inbox, and they will receive an email notification that the Workflow is ready for review.

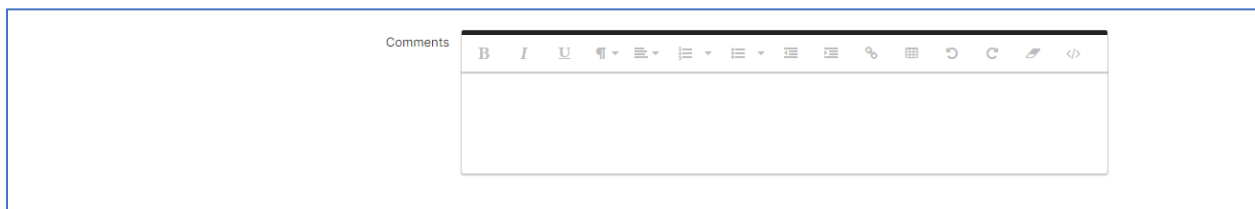
Tasks Inbox Sample:



Email Notification Sample:



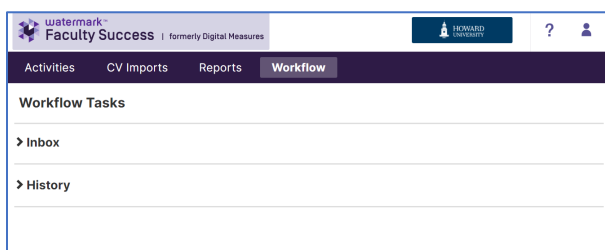
Once the Committee Member opens the application, he/she should review the applicant’s complete file and provide their evaluation in the comments section. The Committee Member’s evaluation should include comments or findings which are pertinent to the application as well as a statement on whether or not the Committee Member endorses the applicant.

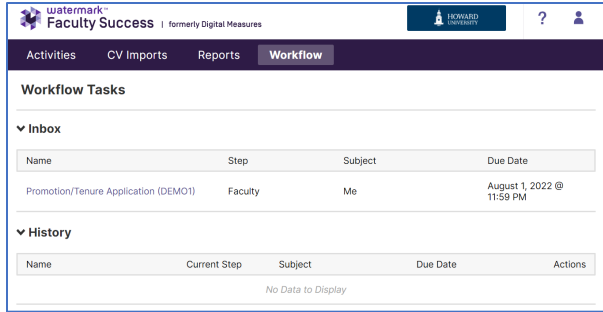


Committee Chairperson

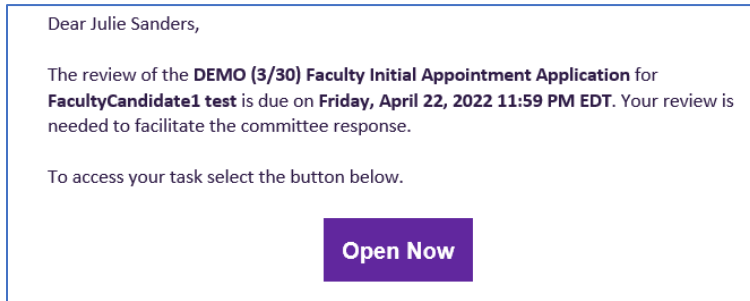
After the Chair has reviewed and submitted the application, the application will also come to the Department APT Committee Chairperson for review. Both the Committee Members and Chairperson have access to the application until it is submitted for the next step within the Workflow (Dean’s Evaluation). The application will appear in the Committee Chairperson’s Workflow Tasks Inbox, and they will receive an email notification that the Workflow is ready for review.

Tasks Inbox Sample:

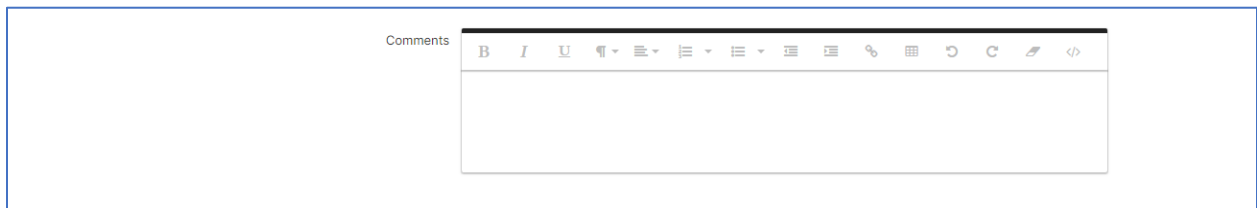




Email Notification Sample:



Once the Committee Chairperson opens the application, he/she should review the applicant’s complete file (as a Committee Member) and provide their evaluation in the comments section. The evaluation should include comments or findings which are pertinent to the application as well as a statement on whether or not they endorse the applicant.



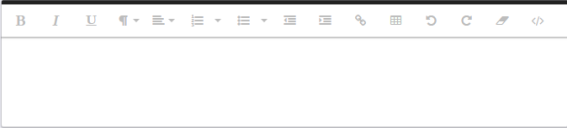
Committee Meeting & Recommendation

Following the review of the application by the APT Committee Members, the APT Committee Chairperson will call a meeting of the APT committee, for the announced purposes of evaluating the applicant’s performance and voting whether or not to recommend reappointment.

After such meeting, the Committee Chairperson returns to the application in Faculty Success. He/she should complete Section II, Recommendation of the Department APT Committee, which includes:

- Names of all Department APT Committee members

• Names of all Departmental APT Committee members



A screenshot of a rich text editor interface. The top part shows a toolbar with various icons for text formatting (bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, clear formatting) and a text area below it. The text area is currently empty.

- Ratings & Evaluation

Ratings & Evaluations

Provide below the APT Committee's ratings and written evaluations of the applicant's performance.

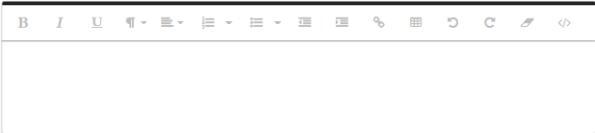
Detailed explanations of the committee's assessments of the applicant's performance, as measured against University and external standards, are required; and not simply minutes of action taken by the committee. The committee should not simply state that the applicant has met the criteria, nor should it evaluate the applicant's performance in the abstract. Rather, it should conduct a thorough evaluation of the applicant, as documented in the e-Portfolio assembled by the applicant, relative to the school's or college's APT criteria, and explain the basis of its evaluation.

• Teaching

Below Average Average Above Average Outstanding

Summarize, in at least 1-2 paragraphs, your assessment of the applicant's performance in the area of teaching in the text box below.

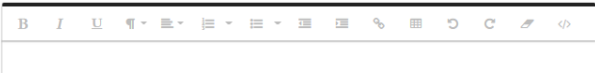
• Evaluation of Teaching



A screenshot of a rich text editor interface, similar to the one above, with a toolbar and an empty text area.

In the text box below, give any comments or additional information that you consider pertinent to this application. You should provide your assessment of the applicant's performance in the area of professional development in this text box as well. Specifically, you should address here any evidence of activities in which the applicant has engaged to promote his/her professional development and growth (e.g., distance learning certification, workshops or coursework would constitute evidence of professional development in the area of teaching).

Additional Comments (including assessment of any professional development activity)



A screenshot of a rich text editor interface, similar to the ones above, with a toolbar and an empty text area.

- Committee Vote

Committee Vote

Indicate below how many committee members (1) voted for **appointment**, (2) voted against **appointment**, (3) abstained, and (4) were absent.

• For APPOINTMENT

• Against APPOINTMENT

• Abstaining

• Absent

- Committee Recommendation

Committee Recommendation

Indicate below whether the committee **endorses/does not endorse** the APPOINTMENT of this applicant.

• APT Committee Appointment Recommendation

Once all steps are completed, the APT Committee Chairperson may then forward the application to the Department Chair for review and recommendation.

To submit, they will choose “**Submit to Chair**” from the drop-down menu. In addition, the form may be saved and the APT Committee Chairperson may return later to **SUBMIT** the form to the next step.

