**APT Pre-Review Opportunity for Faculty**

**2020-2021**

At many universities, faculty are reviewed for promotion at the department level prior to review by the school APT committee. This initial review lends confidence that the candidate is ready to proceed, and if not, provides valuable feedback about how to prepare. Because the SON has no pre-review process, faculty have not had the benefit of this counseling step. Therefore, APT Council is offering optional but strongly encouraged pre-review sessions beginning in 2020-2021. These are intended for faculty considering applying for promotion in the future and who have read the APT policies and procedures. The following points explain the process.

1. Pre-review sessions are requested by a faculty member with the support of their supervisor. We recommend they discuss the opportunity for pre-review in advance and agree to the request. The faculty makes the request to the APT Council chair, with copy to Bonny Benton, who schedules the 1-hour meeting.

2. A pre-review session includes a faculty member, their supervisor, and one or two APT Council members who are at or above the rank to which the faculty aspires.

3. Ahead of the meeting, the faculty prepares documentation to include:

1) an up-to-date CV with date of most recent revision;

2) a cover letter with the following information:

a) current and proposed rank;

b) missions in which evaluation is sought (teaching, research/scholarship, service, practice);

c) the anticipated level of performance (outstanding, substantial, satisfactory; see APT policy for levels of performance by rank);

d) a table aligning items from the CV to criteria in Appendix A of Procedures for the rank you seek. Avoid “double-dipping” of evidence from the CV, i.e., avoid using CV evidence under more than one mission.

4. One week ahead of the session, the faculty provides the written materials to the supervisor and to those Council representatives scheduled for the session.

5. Pre-review sessions are coaching sessions, intended to be constructive, supportive, and honest about whether a faculty’s evidence for promotion is thought to be sufficient to proceed. Council representatives do not render a formal decision nor make statements that imply future decisions by APT Council.

6. Following the session, the Council representative sends a brief memo to the faculty and supervisor that summarizes the conversation.