



School of Nursing

Appointment, Promotion, and Tenure Guidelines

(Formerly titled APT Procedure Manual)

Revised December 13, 2017

Revised April 8, 2019

Revised March 16, 2020

Revised April 12, 2023

Purpose of Guidelines

The purpose of the Guidelines is to support faculty in applying for promotion, series or track changes, and tenure. The document includes references to SON APT policy 60-01-10 (revised February 2021) and procedures 60-01.10 (revised March 2023) for completing an application and dossier.

Table of Contents

1.0	Guidelines for Promotion and Tenure	4
1.1	Policies	4
1.2	Terminology	4
1.3	Staff Support to APT Council and APT Process	5
2.0	Applications Requiring External Evaluation	5
3.0	Promotion Reviewed by APT Council with a Dossier	6
3.1	Overview of Dossier -- Instructions to Candidates	6
3.2	Introduction to Dossier Preparation	7
3.3	General Guidelines for Dossier	7
3.4	Order and Content of Dossier by Sections (see Appendix 3)	8
3.6	Initial Dossier Review	10
3.7	Addendum to Dossier	10
4.0	Reviews Conducted by APT Council not Requiring Dossier	10
4.1	Series or Track Changes at Associate Professor or Above	10
4.2	Initial Appointment for New Hires at Associate Professor or Above	10
5.0	Appointments and Series or Track Changes not Reviewed by APT Council	10
5.1	Series Change Based on Earned Doctorate	10
5.2	Series Change at Assistant Professor Level	10
5.3	Appointment from Lecturer to Instructor Upon Earned Master's Degree	10
6.0	Review and Voting by APT Faculty	10
7.0	APT Council Procedures	11
7.1	Finalize and Publish Timeline and Guidelines	11
7.2	Notification of Faculty Who May Wish to Become Candidates	12
7.3	APT Council Review	12
8.0	APT Voting Meeting	12
8.1	APT Voting Meeting Structure	12
8.2	Faculty Not Present at Meeting	12
8.3	Chair Conducts Meeting	12
8.4	Candidate Presentation	12
8.5	Voting Outcome	12
8.6	Notification of Candidates	12
8.7	Results to Voting Faculty	13
8.8	Meeting Report to Dean	13

8.9	Opportunity for Candidate Response	13
8.10	Dean’s Review	13
8.11	Final Notification of Candidate	13
8.12	Final Notification of Faculty	13
9.0	Responsibilities of APT Chair	13
10.0	Appendices	15
10.1	Appendix 1 Academic Year Timeline for Promotion Process	15
10.2	Appendix 2 Dossier Compliance Checklist	19
10.3	Appendix 3 Outline of Table of Contents	20

1.0 Guidelines for Promotion and Tenure

1.1 Policies

APT Policy (60-01.10, revised February 2021) and Procedures (revised April 2021) govern APT in the School of Nursing. The process differs depending on reason for the request. In general, process includes reviews by the APT Council and APT Voting Faculty who make a recommendation to the Dean, who makes a recommendation to the Provost for final approval. Exceptions to this process are described in this document.

Related OHSU policies are 03-15-020 (Faculty Series and Ranks) and 03-15-025 (Faculty Appointments).

APT Procedures contains Appendices A-E. There are three sets of Appendix A, Criteria for Appointment, Reappointment and Promotion: one for Professorial Series (academic and clinical); one for Instructional Series; and one for Research Professorial Series. Appendices B-E in APT Procedure include the forms necessary to apply for APT review and examples of evidence tables.

1.2 Terminology

Series:

- Instructional
- Professorial (*note: within Professorial there are **two tracks**: academic and clinical*)
- Research

Ranks Within Series:

Series		Ranks
Instructional Series		<ul style="list-style-type: none">• Lecturer• Instructor
Professorial Series	Academic Track	<ul style="list-style-type: none">• Assistant Professor• Associate Professor• Professor
	Clinical Track	<ul style="list-style-type: none">• Assistant Professor of Clinical Nursing• Associate Professor of Clinical Nursing• Professor of Clinical Nursing
Research Series		<ul style="list-style-type: none">• Research Assistant Professor• Research Associate Professor• Research Professor

Categories of Activity:

- Teaching
- Research and Scholarship
- Clinical Care/Practice
- Service

Levels of Evidence:

<p>Satisfactory Record – Evidence of expertise in the category locally recognized (within SON and/or community) as having a positive impact on the profession, university, or community.</p>
<p>Substantial Record – Evidence of sustained expertise and leadership regionally recognized as having a substantial impact on the profession, university, or community.</p>
<p>Outstanding Record – Evidence of highly significant contributions and leadership nationally and internationally recognized as having an outstanding impact on the profession, university, or community.</p>

1.3 Staff Support to APT Council and APT Process

A staff person supports APT Council and assists faculty with final collation and bookmarking of dossier. Throughout this document, “support staff” refers to this person.

2.0 Applications Requiring External Evaluation

External review is required for promotion to Associate Professor or Professor (Academic or Clinical track) or for Tenure.

External reviewers. Candidates are responsible for submitting to support staff the names and contact information (including email address and webpage information) of five potential reviewers who are external to OHSU.

- Potential reviewers must be at the same rank/tenure or higher than the rank/tenure being sought by the candidate.
- To avoid personal bias, ideal external reviewers have minimal to no working relationship with candidate and are expert in candidate’s field of study or a closely related field.
- Colleagues who have been co-authors, co-investigators, or any other form of professional collaboration benefitting the candidate should not be listed as a potential external reviewer.

The Supervisor reviews candidate’s list of potential external reviewers and generates their own list of five additional reviewers. APT Chair reviews and refines list and consults with Dean for

final selection of external reviewers. No more than one-half of external reviewers should be from candidate's list.

Request for external review. APT Council Chair is responsible for obtaining agreement from 3 qualified external reviewers. The APT Council Chair provides each reviewer with:

- OHSU SON criteria for Promotion and Tenure
- Copies of candidate's current curriculum vitae, dossier statement, and selected publications or other relevant materials.
- Each outside reviewer is asked to indicate their name, title, rank, and institutional affiliation, and relationship (if any) to candidate.
- Letters from external reviewers are addressed to Chair of the APT Council and included in candidate's dossier.

3.0 Promotion Reviewed by APT Council with a Dossier

Applies to candidates for promotion to Associate Professor, Professor (both academic and clinical track) and/or Tenure.

Applies to candidates with master's preparation requesting change from Instructional to Professorial Series and rank of Assistant Professor.

Before proceeding, faculty should work proactively with their supervisor to assess their readiness to meet eligibility criteria for promotion or series change. Faculty interested in applying for tenure must be in the Professorial series, academic track. Applying for tenure requires approval of the Provost. Candidate must first submit a request with justification to the Dean.

Upon deciding to proceed with requesting promotion, candidates notify APT Council of intent to seek promotion, tenure, or series change with master's degree by submitting the following forms to support staff before the due date indicated in each academic year.

- Appendix B (Promotion and Tenure Application and Eligibility Form)

*Note: In Appendix B, candidate needs to indicate current rank and the number of years in current rank that have been completed **by the date Appendix B is submitted**. To be eligible to apply for promotion, candidate must meet the minimum required years at their current rank appropriate for rank sought (refer to Appendix A).*

- Appendix C (Declaration of Option to Access Review Materials)
- Appendices A, B, and C are found in the APT Procedure

3.1 Overview of Dossier -- Instructions to Candidates

The dossier is a document compiling evidence demonstrating that the applicant's work meets the level and criteria of the rank being sought. Dossier includes applicant's statements about their accomplishments and contributions in designated categories and evidence of these contributions. The decision to support requested promotion or change in track is solely based on the contents provided in the dossier. The APT Council may request supplemental information from a

candidate; however, no data from sources outside the dossier, such as personal knowledge of a candidate or evidence that are not included in the dossier, are considered in APT review process.

Dossier should include a variety of accomplishments showcasing expertise, leadership, and commitment to advance the healthcare field. Evidence to demonstrate the applicant's contributions in each category include, but not limited to, peer reviewed journal publications, books and book chapters, professional conference presentations, other forms of scholarly dissemination through social media (e.g., OpEd, TED Talks, YouTube, podcast, blogs), evaluations or awards recognizing excellence in teaching, research, practice, or services, and mentoring students, junior faculty, and colleagues. (See Appendix A for examples of evidence appropriate for rank being sought).

Using criteria for promotion found in appropriate section of APT Procedure, Appendix A, construct an Evidence Table (see Appendix D for format). Divide materials into sections by category and list evidence for appropriate series, track, and rank.

3.2 Introduction to Dossier Preparation

Materials provided by Candidate. Candidates prepare a dossier documenting their accomplishments relevant to series, track (if relevant), rank being sought, and categories (i.e. teaching, research and scholarship, practice, service). Candidates submit an electronic copy of completed dossier to support staff by due date indicated in each academic year. Candidate must retain a personal copy of dossier.

Information verified with Human Resources. The APT Chair requests verification of series, rank, and date of faculty appointment from Human Resources.

3.3 General Guidelines for Dossier

- Dossiers must be in **Adobe PDF** format as a single file, using appropriate **bookmarking** to divide file into sections that match table of contents for easy reference. Identify evidence by section and/or numbering system using the bookmark function in Adobe. Support staff may assist with this. Page numbers are required in the dossier; this is done by support staff at time of submission. Additional dossier changes cannot be made after the dossier has been submitted to the support staff.
- Focus on accomplishments occurring during time in current rank (including outside of OHSU).
- Write your contributions/accomplishments and provide evidence to support them. Examples are provided in Appendix A. However, candidate does not need to address all examples in Appendix A. The candidate may choose Appendix A examples that best match their accomplishments or provide similar examples appropriate to the rank being sought. Be specific and give only the pertinent details.
- Clearly link evidence to the promotion criteria examples. Simply listing something in the CV is not evidence.

- Quality is more important than quantity. Some evidence is considered higher quality and more impactful than others. Evidence demonstrating regional, national, or international dissemination (e.g., publications in professional journals, national/international conferences) is considered more impactful than evidence disseminated on the local level (e.g., grand round in a hospital unit, classroom, local chapter conference).
- Consult your Supervisor and seek advice from previous successful candidates in planning for APT application and preparing the dossier.
- Support staff has examples of successful dossiers for review.
- Seek technical advice and problem-solving assistance from support staff. Plan ahead to ensure support staff has adequate time to assist.
- Page Limits -- Total number of pages, including submitted evidence, should not exceed 100 pages for candidates at the Assistant Professor rank and 200 pages for candidates at the Associate Professor or Professor ranks or for tenure.

3.4 Order and Content of Dossier by Sections (see Appendix 3)

Table of Contents

Section 1: Letter from Candidate

Identify current rank (year appointed to the rank), desired track/rank or tenure, and which of the categories (Teaching; Research and Scholarship; Clinical Care/Practice; or Service) candidate is addressing.

Section 2: Appendices B and C

Include copies of Appendices B and C previously submitted to support staff.

Section 3: Current CV formatted to SON CV template. The template is included with FPR materials found on O2, School of Nursing, Quick Links, Annual Faculty Data Gathering page.

Note: Sections 4, 5, and 6 should be organized according to category. For each category start with summary statement, followed by relevant evidence.

Section 4: Summary Statements for categories selected (up to two pages per chosen category).

- Summary statements should provide summary of candidate's accomplishments and growth for each category chosen (Teaching, Research and Scholarship, Clinical Care/Practice, or Service) during time in their current rank.
- For candidates seeking promotion to rank of Associate Professor or Professor or tenure, the summary must provide rationale for candidate's claim of meeting the level of accomplishment for rank being sought in each category (satisfactory, substantial, outstanding) by summarizing achievements that are evidence of the level. See Appendix A in Associate Professor and Professor columns for directions.

- For masters prepared candidates seeking series change from Instructional to Professorial and rank of Assistant Professor of Clinical Nursing, do not include a claim of level of accomplishment (i.e., do not specify satisfactory, substantial, or outstanding).

Section 5: Evidence Table per Category

- Construct one evidence table for each category following format using APT Procedure, Appendix D. Tables should include evidence that reflect the specific criteria in the series, track, and rank requested using relevant examples from APT Procedure, Appendix A.
- In Teaching category, use APT Procedure Appendix E to create Teaching Activity and Evaluations table.

Section 6: Evidence listed in the Evidence Tables:

- Select evidence carefully to demonstrate your highest accomplishment or strongest impact directly related to relevant category.
- If your work is done in teams or on committees, specifically delineate your contributions to the product. Avoid implying ownership of accomplishments or taking more credit than due.
- Do not include entire Sakai discussion section postings; if you wish to use something as evidence, one example is enough.
- Do not include PowerPoint presentations. List presentations in CV, and if truly significant, mention in your Summary Statement. You may include a single title slide or the program from a conference as evidence for truly significant presentations.
- Include an abstract or face sheet for grants only, not entire grant. Indicate if grant is pending or funded.

Section 7: Letter from Supervisor

A letter of support/evaluation must come from candidate's direct supervisor. In situations where the candidate reports directly to the Dean or to a supervisor who has not yet achieved the rank sought, the APT Chair will consult with the Dean to identify an appropriate substitute.

Section 8: Letters of Support from Colleagues

If desired, up to four letters of support can be sought by candidate (*note: these are not the same as letters of external evaluation*); letters of support should state:

- How the writer knows applicant's work.
- That writer has no personal or professional conflict of interest in providing the letter. Examples of conflicts of interest include personal friends, faculty of lower rank or students, unless those faculty or students are providing specific evidence such as mentorship.
- Specific information describing the impact or contribution the candidate made that relate to category (e.g., teaching, research, etc.).

3.6 Initial Dossier Review

Dossiers will be checked by APT Chair for completeness and compliance with these guidelines. If there are deficiencies or concerns as a result of administrative review, dossiers will be returned to applicant with a specific request for remedy and a date by which dossier must be resubmitted (or corrected).

3.7 Addendum to Dossier

APT Council will invite candidates for Associate Professor or Professor to submit an addendum to their dossier in January if they have new evidence demonstrating significant accomplishments after submission of their dossier. Examples of evidence supporting promotion that might be included in the Addendum are newly funded grants or newly published articles (not previously cited as in press), significant new awards or honors, or appointments to a major state or national committee or board. The addendum should include one bulleted page. Two additional pages may be added if needed to provide evidence such as a notice of grant award or other notification.

Note: Information the candidate forgot to include in original dossier cannot be added at this time, the Addendum is only for accomplishments since dossier submission.

4.0 Reviews Conducted by APT Council not Requiring Dossier

4.1 Series or Track Changes at Associate Professor or Above

See SON APT Policy 60-01.10.10 and APT Procedure Section 7.1.

4.2 Initial Appointment for New Hires at Associate Professor or Above

See SON APT Procedure Section 4.0.

5.0 Appointments and Series or Track Changes not Reviewed by APT Council

5.1 Series Change Based on Earned Doctorate

See SON APT Policy 60-01.10.1.0.

5.2 Series Change at Assistant Professor Level

See SON APT Policy 60-01.10.1.0.

5.3 Appointment from Lecturer to Instructor Upon Earned Master's Degree

See SON APT Policy 60-01.10.1.0 and APT Procedure Section 5.0.

6.0 Review and Voting by APT Faculty

APT Voting Faculty are notified at least 8 weeks in advance of annual APT Voting meeting. The agenda is published in advance with list of candidates, the requirements to be eligible APT faculty for each rank, and the invitation to identify conflicts of interest.

APT Voting Faculty. In order for faculty to be eligible to vote they must be:

- At or greater than 0.5 FTE and
- At or above rank to which candidate seeks promotion.
- For tenure decisions, faculty at or above the rank and with tenure are eligible to vote.
- As a precondition for attending the voting meeting, voting faculty members must have reviewed candidate's dossier and signed a Faculty Agreement form.

Conflict of Interest. A faculty member should not participate in APT review of a candidate when there is a conflict of interest. Such a conflict may exist when there is a familial, romantic, sexual, or other relationship with candidate or a relationship such that the faculty member stands to gain or lose professionally or financially from outcome of the review.

The candidate, APT voting faculty member with the conflict, or any other member of APT voting faculty, may identify the conflict of interest. These parties shall notify APT Council chair in writing regarding the conflict, and the faculty member with the conflict should not participate in any aspect of APT review or voting regarding the candidate.

Dossier Review. APT Council and support staff prepare materials for eligible faculty review, to include:

- Candidate's dossier,
- External evaluation letters,
- APT Council summaries (without recommendations).

Support staff arranges for availability and security of dossiers for review by voting faculty who must request access by noon Friday before voting meeting.

- Electronic dossiers shall be password protected.
- Only faculty eligible to vote may request the dossier for review.
- Faculty must sign an APT Voting Faculty Agreement form assuring confidentiality for candidate and indicating they have reviewed the dossier to establish eligibility to vote on promotion and/or tenure of candidate.

7.0 APT Council Procedures

7.1 Finalize and Publish Timeline and Guidelines.

APT Council updates Timeline document annually. Also, in collaboration with FAC, APT Council keeps this Guidelines document up to date.

7.2 Notification of Faculty Who May Wish to Become Candidates.

During the first week of Spring term, APT Council Chair notifies all faculty of APT documents (policy, procedures, timelines and guidelines) needed by faculty who may wish to become candidates in the subsequent year.

7.3 APT Council Review.

APT Council conducts a systematic review of candidates' dossiers and external letters of evaluation vis-à-vis the appropriate criteria. For APT voting faculty, APT Council generates an objective summary of candidate's evidence. This summary does not include APT Council's recommendations. Faculty who have requested to review a dossier and submitted the Letter of Agreement will also receive APT summary.

8.0 APT Voting Meeting

8.1 APT Voting Meeting Structure

Meeting is conducted in Executive Session, beginning with review of candidates for rank of Assistant Professor. At each subsequent rank, members below rank are excused from the meeting. Finally, non-tenured faculty are excused from tenure decisions. All deliberations and voting of APT Voting Faculty are confidential.

8.2 Faculty Not Present at Meeting

Faculty unable to attend may submit written evaluations before the voting meeting to APT Chair. Written evaluations will be read during the discussion. Faculty unable to attend cannot vote.

8.3 Chair Conducts Meeting

APT Council Chair conducts the voting meeting. APT Council presents a summary of each candidate's qualifications and achievements in the categories candidates specify (teaching, research and scholarship, clinical care/practice, service) in relation to the criteria.

8.4 Candidate Presentation

At the conclusion of APT Summary presentation of each candidate and discussion, eligible faculty vote by secret ballot on recommendation for promotion and/or tenure.

8.5 Voting Outcome

For either a positive or negative recommendation, a majority vote of those present is required. In the event of a tie, the summary and vote count are forwarded to the Dean without recommendation. Absentee voting is not permitted as the opportunity for discussion at the meeting is considered an essential part of the consideration.

8.6 Notification of Candidates

APT Council Chair notifies each candidate of the recommendation of the faculty by end of next business day.

8.7 Results to Voting Faculty

Chair also notifies faculty who voted on each candidate of the outcome of vote.

8.8 Meeting Report to Dean

Chair submits candidates' dossiers, external letters, APT Council summaries, and faculty vote to the Dean.

8.9 Opportunity for Candidate Response

Candidate may provide APT Council with written comments on decision for inclusion in dossier within 10 days of notification of faculty vote. Such comments are limited to clarifying the nature and significance of existing content included in dossier submitted at the beginning of process. APT Council may provide a written response to candidate's comments for inclusion in dossier. Only one iteration of comments on the review is permitted.

8.10 Dean's Review

The Dean reviews each dossier, external evaluation letters, APT Council summary, and faculty vote. The Dean prepares a separate written assessment of candidate and makes a recommendation to the Provost for inclusion in dossier. The Dean reports back to APT Council with their recommendation, and in the case of a different recommendation, provides a written rationale for such decision. The Dean notifies the candidate of their recommendation to the Provost.

8.11 Final Notification of Candidate

The Dean notifies each candidate in writing of the Provost's final decision. Human Resources notifies appropriate campus offices of final promotion and tenure decisions

8.12 Final Notification of Faculty

At the first meeting of the Faculty Assembly in the next academic year, the Dean announces all new promotions and/or tenure.

9.0 Responsibilities of APT Chair

9.1 Prepare monthly agendas

9.2 Run monthly meetings

9.3 APT Timeline Dates

9.3.1 Update annually

9.3.2 Awareness of deadlines

9.4 Presentations to FA and FF

9.4.1 Quarterly to FA

9.4.2 March meeting is info about Voting meeting

9.4.3 FF as needed

9.5 Annual report for FAC

9.6 GEHAM Leadership Conference Session (if invited)

9.7 Provosts Professional Development Series

9.8 Pre-Reviews of APT candidates

9.9 Select and invite external reviewers after review with Dean

9.10 Supervisor workshops

9.11 Review Policy and Procedure and update Guidelines annually

10.0 Appendices

10.1 Appendix 1 Academic Year Timeline for Promotion Process

This page is published for all faculty when dates are determined.

Date due	Responsibility	Function
April and May	All candidates and their supervisors	<ul style="list-style-type: none"> – Discuss readiness for promotion – Request APT council for pre-review (optional but recommended)
[Date]	All Candidates	<ul style="list-style-type: none"> – Candidates submit signed forms (SON-APT Procedure 60-10.10 Appendices B and C) to APT Support Staff (Natalie Williams willinat@ohsu.edu)
[Date]	Candidates for Associate Professor or Professor or Tenure Candidates' Supervisor	<ul style="list-style-type: none"> – Submit electronic copy of dossier to APT Support Staff with copy to supervisor. – Candidates submit names, rank, email, and webpage information of 5 potential external reviewers to APT Support Staff. See directions in APT Guidelines. – Submits names and contact info of 5 different external reviewers to APT Support Staff.
[Date]	APT Council	<ul style="list-style-type: none"> – Dossiers reviewed for compliance issues. – Candidate notified if there are issues and given 1 week to remedy or withdraw.
[Date]	Master's prepared candidates for series change and candidates for rank of Assistant Professor of Clinical Nursing	<ul style="list-style-type: none"> – Submit electronic dossier to APT Support Staff.
[Date]	APT Council	<ul style="list-style-type: none"> – Dossiers reviewed for compliance issues. – Candidate notified if there are issues and given 1 week to remedy or withdraw.
[Date]	Support Staff	<ul style="list-style-type: none"> – Notify candidates they have a one-time opportunity to add one-page bulleted addendum to dossier. The deadline for addendum is two weeks following notification.
[Date]	Candidates (Optional)	<ul style="list-style-type: none"> – Submit one-page bullet point addendum to dossier providing additional evidence of significant accomplishments after submission of dossier, if relevant.
[Date]	FCC President	<ul style="list-style-type: none"> – Notify APT voting faculty that dossiers are available for review through the APT Support Staff and announce the voting date.
[Month] [Year]	APT voting faculty Support Staff	<ul style="list-style-type: none"> – Contact Support Staff requesting access to dossiers, return completed confidentiality forms, and review dossiers prior to voting date. – Make confidentiality forms and dossiers available to APT voting faculty.
[Date]	Support Staff	<ul style="list-style-type: none"> – Send summaries to APT voting faculty who have requested dossier review.
[Date]	APT voting faculty	<ul style="list-style-type: none"> – Last day to request access to the APT dossiers for review.
[Date]	APT voting faculty	<ul style="list-style-type: none"> – Attend Faculty Assembly Meeting to vote
[Date]	Dean	<ul style="list-style-type: none"> – Reviews dossiers, external letters of evaluation, and faculty vote/recommendations. Notifies candidates of recommendation, and forwards recommendation to Provost.
Upon receipt of Provost's decision	Dean	<ul style="list-style-type: none"> – Notifies candidates for Associate Professor, Professor, or tenure of Provost's decision.

The following pages provide rationale and processes for determining dates

Date due	Responsibility	Function
1 st week of Spring term	Chair APT Council	Sends all faculty the APT materials for the next academic year, to include: APT Policy 60-01-10 APT Procedures 60-01.10 (includes Appendices A, B, C, D, and E) APT Timeline APT Guidelines
April and May	All candidates and their supervisors	Discuss readiness for promotion Request APT council for pre-review (optional but recommended)
2 nd Monday after Spring Term	All Candidates Support Staff	Candidates submit signed forms B and C from 60-01-10-SON-APT Procedures and Appendices Revised April 2021 to APT Support Staff (Natalie Williams willinat@ohsu.edu) Support staff compiles list of candidates and sends to APT Chair.
1 st Monday after Labor Day	Candidates for Associate Professor or Professor or Tenure Candidates' Supervisor	Submit electronic copy of dossier to APT Support Staff with copy to supervisor. Candidates submit names, rank, email, and webpage information of 5 potential external reviewers to APT Support Staff. See directions in APT Guidelines. Submits names and contact info of 5 different external reviewers to APT Support Staff.
Within 2 weeks of receiving dossier, notify candidate if problem with dossier	Support Staff APT Chair	Sends confidential list of candidates to APT Council members. Assign APT Council members for primary and secondary reviewers for dossiers. Assigned reviewers review dossiers ASAP for problems with compliance. If any identified, notify APT Chair and the chair will notify the candidate and give 1 week to remedy or withdraw.
By 1 st Monday in October	APT Council Chair	Reviews the list of external reviewers, adding as needed, and then discusses list with the Dean for adjustments and final approval.
By 2 nd Monday in October	APT chair	Identify material from dossiers for Associate, Professor, or Tenure to be sent to external reviewers.

By 3 rd Monday in October	Support Staff on behalf of Chair and Dean	Invites external reviewers by email or telephone to provide a letter of evaluation.
By 1 st Monday in November	Support Staff	Sends to external reviewers a letter from the Dean or designee for faculty affairs indicating the evaluative purpose of the external review. Enclose (1) School's promotion policies, (2) Candidates CV, (3) Candidate's written summary of accomplishments in identified categories, and (4) selected publications.
Before end of Fall term	Support Staff	Distributes dossiers and confidentiality forms to APT Council members.
2 nd Monday of Winter term	External reviewers Support Staff	External letters of evaluation due. Confirm reception of letters from external reviewers, and follow up if not received.
Monday, Week 3 of Winter term	Master's prepared candidates for series change and candidates for rank of Assistant Professor of Clinical Nursing	Submit electronic dossier to APT Support Staff.
Monday, Week 3 of Winter term	Support Staff	Provide copies of dossiers for master's prepared candidates for series change and candidates for Assistant Professor of Clinical Nursing to APT Council for review.
Within 2 weeks of receiving dossiers from master's prepared candidates for series change and rank of Assistant Professor of Clinical Nursing	APT primary reviewer	Assign APT council members for primary and secondary reviewers for dossiers. Assigned reviewers review assigned dossiers for any problems with compliance. If any identified, notify APT Chair and the chair will notify the candidate and give 1 week to remedy or withdraw.
Last Monday in January	Support Staff	Notify candidates for Associate and Professor they have a onetime opportunity to add one-page bulleted addendum to dossier. The deadline for addendum is two weeks following notification.
Two weeks after notification	Candidates (Optional)	Submit one-page bullet point addendum to dossier providing additional evidence of significant accomplishments after submission of dossier, if relevant.
Last Monday in February	FCC President	Notify APT voting faculty that dossiers are available for review through the APT Support Staff and announce the voting date.

	Support Staff	Make confidentiality forms and dossiers available to APT voting faculty.
Month	APT voting faculty	Contact Support Staff requesting access to dossiers, return completed confidentiality forms, and review dossiers prior to voting date.
APT Council meetings in February and March	APT Council	Reviews dossiers and prepares a summary of each candidate for presentation to voting faculty.
One Week Prior to Last Day to Request Dossier Review	APT Council Support Staff	Summaries (WITHOUT Recommendation) of dossiers completed Send summaries to APT voting faculty who have requested dossier review.
By noon Friday before Voting Meeting	APT voting faculty	Last day to request access to the APT dossiers for review.
April Faculty Assembly Meeting	APT voting faculty	Attend Faculty Assembly Meeting to vote
Following the April Faculty APT vote	APT Chair	Notify Dean, candidates, and voting members of faculty of the results of APT vote by end of next business day. Formal notification of results to candidate will take the form of letter by APT Chair.
Within 3 weeks of the APT Faculty vote	Dean	Reviews dossiers, external letters of evaluation, and faculty vote/recommendations. Notifies candidates of recommendation, and forwards recommendation to Provost.
1 st Monday in May	Dean	Completes review of candidates for multiyear contract reappointment, makes decision, and notifies candidates.
Upon receipt of Provost's decision	Dean	Notifies candidates for Associate, Professor, or tenure of Provost's decision.
Upon receipt of Provost's decision	Support staff	Places final review materials in each candidate's personnel file and retains a copy in permanent files.
Upon receipt of decision	Support staff	Places final review materials for multi-year contract renewal and earned doctorate candidates in personnel files, retains one copy in HR permanent files.

10.2 Appendix 2 Dossier Compliance Checklist

Initial Dossier Review	
Time in Rank Adequate	
HR Verification of series, rank, and date of faculty appointment	
Organization Acceptable	
Format Correct	
Bookmarks Accurate	
Page Limits	
<ul style="list-style-type: none"> • 2 pages per category summary • 100 pages for Assistant Professor dossier • 200 pages for Associate Professor or above dossier 	
Final Preparation of Dossier for Faculty Review	
Creating a single document for each candidate that includes external reviews and is password protected	

10.3 Appendix 3 Outline of Table of Contents

	Table of Contents
1.0	Letter from Applicant
2.0	Appendices B & C (Promotion Application/Access Option)
3.0	CV
4.0	Summary Statement – Teaching (category 1)
4.1	1 st Category Evidence Table (teaching)
4.2	<ul style="list-style-type: none"> • Appendix E – Teaching Activity and Evaluation Table
4.3	<ul style="list-style-type: none"> • Evidence Doc 1
4.4	<ul style="list-style-type: none"> • Evidence Doc 2
4.5	<ul style="list-style-type: none"> • Evidence Doc 3
	And so on
5.0	Summary Statement – Research & Scholarship (category 2)
5.1	2 nd Category Evidence Table (research & scholarship)
5.2	<ul style="list-style-type: none"> • Evidence Doc 1
5.3	<ul style="list-style-type: none"> • Evidence Doc 2
5.4	<ul style="list-style-type: none"> • Evidence Doc 3
	And so on
6.0	Summary Statement – Service (category 3)
6.1	3 rd Category Evidence Table (service)
6.2	<ul style="list-style-type: none"> • Evidence Doc 1
6.3	<ul style="list-style-type: none"> • Evidence Doc 2
6.4	<ul style="list-style-type: none"> • Evidence Doc 3
	And so on
7.0	Letter from Supervisor
8.0	Letters of Support from Colleagues