



# Appointment, Promotions and Tenure (APT) Committee\*

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\* Utilized an earlier presentation to the EFC by Prof. Paul Ronney

# VSoE Appointments, Promotions and Tenure Committee



- 1 member (full professor) chosen by each department
- 5 at-large (associate professor) members, elected by whole VSoE faculty
- 2 Research-track faculty, 2 Teaching-track faculty

Responsible for making recommendations on appointments, promotions and tenure decisions to Dean of Engineering and Vice Dean for Faculty Affairs

APT's decisions are advisory not obligatory,

# VSoE Appointments, Promotions and Tenure Committee



APT's role is to provide:

- A uniform standard across VSoE departments

- A “second opinion” that might offset unusually critical or lenient Department decisions

- Independent check on accuracy and completeness of Department's information (15-20% request new information or clarification from the Dept.)



# Candidate

Candidate provides information to departmental committee

CV

Statement of research and teaching accomplishments & plans

Mentoring record (e.g. Ph.D. students)

Service (Department, School, University, external)

Examples of key publications ( $\approx 5$ )

Sometimes candidates are invited to recommend names of persons to write letters of recommendation (non-arms length), more often Department Committee selects referees with no connection with the candidate and are considered “arms-length”

The UCAPT manual is the rule book for the promotion evaluation process:

[https://policy.usc.edu/files/2017/04/170420\\_UCAPT-Manual-2017.pdf](https://policy.usc.edu/files/2017/04/170420_UCAPT-Manual-2017.pdf)

# Promotion process – Department Role



Department chair appoints Departmental committee – 3 members (for Research or Teaching Track promotions, the committee will include such faculty members)

Departmental committee duties:

Recommend referees (subject to approval by Dean's Office)

More 'weight' given to referees from top US universities and referee letters describe the impact of the candidate's work and stature within the field

# Promotion process – Department's Role (Con't)



Collect quantitative information

Web of Science and/or Google Scholar (papers, citations, h index)

Research / teaching funding

Teaching evaluations

Identify peer group for quantitative comparison

Prepare report and provide recommendation to Department

# Promotion process – Department Role (Con't)



Department's tenured faculty (plus research-track or teaching-track faculty, as appropriate) discuss report/recommendation and votes.

Department Chair prepares memo

- Candidate's fit with the Department

- Summary of Department's discussion and result of the vote

- Chair's personal recommendation

# Promotion process – APT role – tenure-track



APT Chair (elected by APT committee) appoints subcommittee for each candidate – 3 members

Subcommittee evaluates dossier prepared by Department

APT does not collect additional information, but may ask for clarifications or corrections to data in dossier

Prepares report and provides recommendation to full APT Committee

APT discusses report/recommendation and votes - members of candidate's department will not vote at the APT level

APT Chair prepares memo for Dean that includes a summary of discussion and result of vote



# APT role – Research and Teaching Tracks



Evaluated by APT “Executive Committee” and APT Chair  
2 Research or Teaching faculty members as appropriate

Executive Committee discusses dossier prepared by Department  
and votes on candidate

APT Chair prepares memo for Dean  
Summary of discussion  
Result of vote



## Subsequent to APT

Dean prepares recommendation based on outcomes of Department and APT actions and his/her own opinion

For Research or Teaching-Track faculty, the VSoE Dean's Office is the last step

For Tenure-Track faculty, University-level APT committee (UCAPT, within Provost's office) evaluates information and provides another recommendation