

Candidate Notification of APT Decision

Department Level:

Type of Case	Letters From	Contents of Letters	Placement in Dossier	Deadline / Delivery Method	Who May Review the Letter
Both Chair & Committee vote negatively	Dept. Chair & Dean	Dept. Chair: Votes, decision, rationale of Committee & Chair	Front of Dossier. Send entire dossier to Faculty Affairs	Chair's: Required within 2 weeks of Chair's decision, certified mail	Chair's: <i>Required: Comm. Chair</i> <i>Optional: Comm. Members</i>
		Dean: Confirm review was conducted appropriately; promotion denied		Dean's: Suggested within 1 month, certified mail	Dean's: No one
Either / both vote(s) positively	Dept. Chair	Dept. Chair: Votes, decision, rationale of Committee & Chair	In Dossier	Required within 2 weeks of Chair's decision	N/A

College Level:

Type of Case	Letter From	Contents of Letter	Placement in Dossier	Deadline / Delivery Method	Who May Review the Letter
Either / both vote(s) negatively	Dean	Decision & rationale of Committee & Dean	In Dossier	within 2 weeks of Dean's decision	<i>Required: Comm. Chair</i> <i>Optional: Comm. Members</i>
Both are positive	Dean (Optional)	Votes, decision, rationale of Committee & Dean	In Dossier	within 2 weeks of Dean's decision	N/A

Campus Level:

Type of Case	Letter From	Contents of Letter	Placement in Dossier	Deadline / Delivery Method	Who May Review the Letter
All Cases	Associate Provost	Decision	Before President's Letter	Following decision of the President	N/A

President:

Type of Case	Letter From	Contents of Letter	Placement in Dossier	Deadline / Delivery Method	Who May Review the Letter
Decision is negative	President	Decision (if mandatory case, termination date)	Front of dossier [Dossier placed in candidate's personnel file]	Suggested within 2 weeks of President's decision, certified mail	N/A
Decision is positive		Decision and effective date of promotion		Suggested within 2 weeks of President's decision	