

College of Behavioral and Social Sciences
DEPARTMENT-LEVEL Elements of the APT Dossier
AY 2018-2019

The APT Dossier is made up of three main parts:

1. Candidate Review Materials (mandatory)
2. Teaching Portfolio (mandatory)
3. Supplemental Materials (optional)

Detailed information about each part, the tenure and promotion process, and policies is found in The APT Manual and Guidelines on the Office of Faculty Affairs' website:

<https://www.faculty.umd.edu/faculty/promotion.html>

Please refer to the College APT checklist and notes in the following pages, in addition to the materials provided by the Office of Faculty Affairs. The College checklist should serve as an aid to organizing the APT dossier.

Note that the College checklist includes elements of the dossier which may not be listed on the "What's in the Dossier for Different Cases?" table or on the [Transmittal Form](#) of the APT Manual and Guidelines. For example, the *3. Reputation of Publication Outlets* section of the dossier contains four parts. This section must include a) journal rankings, b) impact factor, c) citation counts from Google Scholar, and d) citation counts from Web of Science. These four parts are listed on the College checklist.

On the [Transmittal Form](#), please make sure that the meeting dates, dates of letters, and vote counts match on all documents. Count absent faculty members as absent, NOT as voluntary abstentions. Please remember to enter the *Date to Present Rank* --for tenure cases, it's the date of hire, for promotion cases, it's the date of the last promotion. Please confirm whether the review is mandatory or non-mandatory. And finally, please remember to include room numbers and building names under the *Contact Information*.

Please check that the Curriculum Vitae, Personal Statement, and the Unit Promotion Criteria (and Agreement of Modified Criteria if applicable) are signed and dated before the materials are sent to the external evaluators. Additionally, per the Office of Faculty Affairs, a candidate must review and sign/date the following documents at least two weeks prior to departmental deliberation on the APT case:

- Summary Statement of Professional Achievements
- Reputation of Publication Outlets
- Summary of Student Evaluations
- Record of Mentoring, Advising and Research Supervision
- Unit Promotion Criteria (and Agreement of Modified Criteria if applicable)
- Sample Letter Requesting External Evaluation
- Reports of Peer Evaluation of Teaching

Candidate Citation Counts

Starting AY2018-2019 and moving forward, all promotion and tenure candidates are responsible for producing the citation counts in their review materials. In order to have the most accurate and complete citation information, candidates should provide the counts themselves. They are the experts of their research and publications and ultimately, they must certify that the citations are a current and accurate statement of their professional record.

For **Google Scholar** citations, if the candidate has not already done so, he or she should create a Google Scholar profile: <https://scholar.google.com/intl/en/scholar/citations.html>. For the APT materials, the candidate may create a PDF of their profile and attach their electronic signature with date. Electronic signatures are accepted by the Office of Faculty Affairs.

For the **ISI Web of Science (WoS)** citations, the database is available through the UMD Library website: www.lib.umd.edu and go to "Databases". WoS provides video tutorials and step-by-step instructions on conducting a cited reference search. Below are a few WoS resource links.

Web of Science Core Collection: Introduction - <http://clarivate.libguides.com/woscc/basics>

Web of Science Core Collection: Cited Reference Search -

<http://clarivate.libguides.com/woscc/citedreference>

Web of Science Core Collection: Quick Reference Cards (PDF) -

<http://clarivate.libguides.com/woscc/guides>

Regarding the WoS citation format, another useful tool within the WoS database is the "Create Citation Report" tool - <http://clarivate.libguides.com/woscc/citationreport>. The report creates a citation overview as an Excel spreadsheet which can then be saved as a PDF file. Once saved as a PDF document, the candidate may attach their electronic signature with date. Again, electronic signatures are accepted by the Office of Faculty Affairs.

Organizing the Dossier: Bookmarks and Searchable Text

The bookmarks in the dossier form a table of contents for the included materials. The items which are to be bookmarked are listed at the bottom of the Transmittal Form (and on the College checklist), in the appropriate order. Of course, not all of the listed materials will appear in every candidate's dossier. If an item is not present in the dossier, there is no need to create a bookmark for it.

To create a bookmark: navigate to the page you wish to bookmark. If the bookmarks pane is open, click the new bookmark button and enter the appropriate label. Labels should match the items listed on the transmittal form. You can alter the text of the bookmark by right clicking the bookmark and choosing "Rename" from the menu. To edit the page a bookmark links to: right click the bookmark and then choose "Properties". From the window that appears, choose the "Actions" tab, and then click in the Actions window to highlight "Go to a page in this document." Click the "Edit" button, and change the page number to whatever it should be.

To show the bookmarks panel: Choose “Properties” from the File menu. Next, click the “Initial View” tab. Change the Navigation tab dropdown to “Bookmarks Panel and Page.” Change the Magnification dropdown to “Fit Width”. Finally, click OK. This sets the default view of the dossier so that bookmarks are visible and the dossier pages are easy to read.

The text in the dossier must be searchable so that committee members can easily move around within the dossier and confirm various elements of the content. The easiest way to create searchable text is to create the elements of the dossier straight from Word or from Excel (in the case of the summaries of student evaluation of teaching), using the “Save as PDF” function from the File Menu. However, you can also create searchable text from a traditionally-scanned page (if, for example, you receive an external evaluator’s letter through the mail), using the optical character recognition built into Adobe Acrobat Pro. To use this OCR function, click on “Tools” on the right side of the Acrobat menu. Click on “Enhance Scans” and then click “Recognize Text” and “In this File”. Acrobat will convert the scanned text into searchable text. It is a requirement that all dossiers be searchable. Non-searchable dossiers will be returned to the units that created them.

Uploading the Dossier and Teaching Portfolio for Unit APT Managers

The candidate review materials, teaching portfolio, and the optional supplemental materials must be submitted through the online Appointments, Promotions, and Awards (APA) management application. Go to <http://faculty.umd.edu/apa>, log in with your university login and follow the instructions in the "Help" section. There is no need to notify the Dean's Office or the Office of Faculty Affairs when you upload an APT dossier; the system will generate an automatic notification.

DEPARTMENT-LEVEL Elements of the APT Dossier
Checklist for AY 2018-2019

- 1. Candidate Review Materials** (mandatory; sections correspond with the items listed on the [Transmittal Form](#) with the exception of the New Faculty Appointment form)
2. Teaching Portfolio (mandatory)
3. Supplemental Materials (optional)

Detailed information on each item is found in The UMD APT Manual and Guidelines and the Forms and Templates ✓ = required element	Tenure and Promotion Cases	New UMD Faculty Cases
0. New Faculty Appointment Form <ul style="list-style-type: none"> • for new faculty appointments only 		✓
1. Transmittal Form (and <u>Optional</u> Candidate Verification Page)	✓	✓
2. Curriculum Vitae <ul style="list-style-type: none"> • must be signed and dated by candidate 	✓	✓
Addendum(s) to the Curriculum Vitae <ul style="list-style-type: none"> • <u>if applicable</u> • each addendum must be signed and dated by candidate 	✓	✓
3. Reputation of Publication Outlets <ul style="list-style-type: none"> • all parts must be signed and dated by candidate • includes parts a, b, c, and d 	(✓)	(✓)
a. Journal Rankings	✓	✓
b. Impact Factor <ul style="list-style-type: none"> • a tabular format is preferred 	✓	✓
c. Citation Counts from Google Scholar <ul style="list-style-type: none"> • prepared by the APT candidate 	✓	✓
d. Citation Counts from Web of Science <ul style="list-style-type: none"> • prepared by the APT candidate 	✓	✓

4. Personal Statement <ul style="list-style-type: none"> • must be signed and dated by candidate 	✓	
5. Summary Statement of Professional Achievements <ul style="list-style-type: none"> • prepared by Department APT Committee • must be signed and dated by candidate 	✓	
6. Optional Rejoinder from Candidate <ul style="list-style-type: none"> • must be signed and dated by candidate 	✓	
7. Promotion Criteria <ul style="list-style-type: none"> • all unit criteria must be dated (month/year; is the criteria presented to the candidate at the time of appointment) • must be signed and dated by candidate 	✓	✓
Secondary Unit Promotion Criteria <ul style="list-style-type: none"> • <u>if applicable</u>; usually for joint appointments • all unit criteria must be dated (month/year; is the criteria presented to the candidate at the time of appointment) • must be signed and dated by candidate 	✓	✓
8. Agreement of Modified Unit Criteria <ul style="list-style-type: none"> • <u>if applicable</u>; must be signed and dated by candidate 	✓	✓ (if applicable)
9. Department APT Report <ul style="list-style-type: none"> • two parts in the following order: Vote Summary and Evaluative Summary reports • must be signed and dated by Department APT Committee 	✓	✓
10. Optional Minority Report <ul style="list-style-type: none"> • <u>if applicable</u>; must be signed and dated by Department APT Committee 	✓	✓ (if applicable)
11. Department Chair Letter	✓	✓
Secondary Department Chair Letter <ul style="list-style-type: none"> • <u>if applicable</u>; usually for joint appointments 	✓	✓
12. College APT Report This report is completed at the College-level	✓	✓
13. Dean's Letter This letter is completed at the College-level	✓	✓

14. Optional Teaching Statement <ul style="list-style-type: none"> • must be signed and dated by candidate • same file as Teaching Statement in the Teaching Portfolio 	✓	
15. Student Evaluation Reports <ul style="list-style-type: none"> • must be in computation table format as required by Faculty Affairs • must be signed and dated by candidate 	✓	
16. Peer Evaluation Data <ul style="list-style-type: none"> • must be signed and dated by candidate 	✓	
17. Mentoring, Advising, and Research Supervision <ul style="list-style-type: none"> • must be signed and dated by candidate 	✓	✓
18. Credentials of External Evaluators <ul style="list-style-type: none"> • in the following order: Unit List, then Candidate List • in alphabetical order by last name within each of the subcategories 	✓	✓
19. Responses of External Evaluators <ul style="list-style-type: none"> • in the following order: Unit List, then Candidate List • in alphabetical order by last name within each of the subcategories • six letters total (3 – Unit List and 3 – Candidate List) 	✓	✓
20. Candidate Notification from Chair	✓	
21. Candidate Notification from Dean This letter is completed at the College-level		
22. Letter Log of Evaluation Requests <ul style="list-style-type: none"> • in the following order: Unit List, then Candidate List • in alphabetical order by last name within each of the subcategories 	✓	✓
23. Sample Letter Requesting Evaluation & Message Requesting Availability <ul style="list-style-type: none"> • the Sample Letter must be signed and dated by candidate • redact all evaluator information (name, email address, etc.) 	✓	✓
24. Declines from Evaluators	✓	✓

DEPARTMENT-LEVEL Elements of the APT Dossier
AY 2018-2019

1. Candidate Review Materials (*mandatory*)
- 2. Teaching Portfolio** (*mandatory*)
3. Supplemental Materials (*optional*)

Teaching Portfolios are now required for all faculty wishing to be considered for promotion. New faculty are not required to submit a teaching portfolio.

Per the APT Manual, the candidate will prepare a teaching portfolio, according to Department guidelines (*if applicable*), which could include the following types of items: course syllabi; a statement of teaching philosophy; a statement about how the candidate addresses diversity and inclusion in teaching; reflective assessments; learning outcomes assessment materials; and mentoring accomplishments, such as placement of advisees in academic and professional positions.

There are no specifically required elements in the teaching portfolio, but there are several recommended core elements:

1. Personal Teaching Statement. If the candidate prepares a teaching statement, it should be signed and dated. You should also include a copy of the candidate's teaching statement in the candidate review materials.
2. Course-related Materials. This includes syllabi, innovative assignments, etc.
3. Assessments. Includes information observations of teaching (not the peer evaluations that are included in the candidate review materials), self-evaluation of courses, student comments or letters, etc.
4. Awards and Invitations.
5. Training Taken (i.e., professional development) and Given
6. Instructional Advancements and Innovation.

The APT Manual suggests the broad categories listed above be used as the major bookmarks of the teaching portfolio, while the individual items in a given category are sub-bookmarks.

Faculty are encouraged to work with the Teaching and Learning Transformation Center (TLTC) in the development of their portfolio, following department, school, or university guidelines. Link: <https://tltc.umd.edu/portfolios>. Please also read the *Planning for the APT Teaching Portfolio* section of the APT Manual (<https://faculty.umd.edu/policies/documents/APTManual.pdf>).

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1. Candidate Review Materials (*mandatory*)
2. Teaching Portfolio (*mandatory*)
- 3. Supplemental Materials** (*optional*)

Per the APT Manual, a candidate may include representative pieces of scholarship or descriptions of awards and honors in an optional supplemental dossier. If the materials chosen for inclusion are publicly available, the candidate is advised to include a description of the item and a link, rather than copying the full item into the supplemental dossier.

Candidates are encouraged to remember that the supplemental materials file is a place for representative scholarship and other extraordinary materials. The candidate should choose items for inclusion carefully. Though there are no rules in this area, the contents of the supplemental dossier should be bookmarked to show what they are.