

SOM Academic Affairs Appointment and Review File FAQ's

Faculty Appointment Files

Q: I'm putting together an appointment file: the proposed candidate does not have teaching evaluations to add to the file. Is it OK to submit the file without evaluations?

A: Teaching Evaluations are required as part of AP's Appointment checklist. In some cases, there may not be sufficient teaching evaluations available to add to the file. In these cases, the department letter must address the lack of teaching evaluations in the file, and include a substantive discussion of the candidate's potential as a teacher. The candidate's Reflective Teaching Statement must also address/explain any lack of teaching evaluations. Other evidence may be added to the file to demonstrate Evidence of Teaching Effectiveness: these can include contemporaneous peer evaluations of the candidate's teaching, teaching awards (address in teaching statement, provide context), and/or course syllabi. See AP's [Guidance for Faculty on Preparing Files](#) for a list of suggested 'additional evidence'.

Q: There are a few negative teaching evaluations in the appointment file. Is it enough to have this addressed in the department letter?

*A: Negative teaching evaluations must be addressed in **both** the Department Letter and the faculty member's Reflective Teaching Statement. Both the department letter and the faculty's statement must address and contextualize any negative evaluations, and explain ways in which the faculty has worked to address/correct any issues that may be raised in the evaluations.*

Q: The appointment file includes Letters of Recommendation (LORs) that were solicited via AP Recruit. Can I include LOR's submitted through the Recruit system in the file? Should I include the general solicitation letter that my department uses when soliciting LOR's for appointment files?

A: If a letter-writer has submitted their LOR via the AP Recruit system, these may be included in the Appointment file. Please make sure that the LOR is downloaded from the system, and that the AP Recruit 'watermark' is included with the letter. In the file, please include a sample of any and all solicitation letters that were sent out: either through the Recruit system, or outside of it.

Faculty Merit & Promotion Files

Q: I'm putting together a review file and the faculty member does not have teaching evaluations to add to the file. Is it OK to submit the file without evaluations?

A: Teaching evaluations are a required part of a review file. The file must come forward with teaching evaluations for the period under review. The department analyst must consult with the department Program Director, Educational Coordinator, and/or department Chair to gather the required evaluations. If there are no teaching evaluations to add to the file, there must be substantive discussion regarding the

lack of evaluations in the department letter and the faculty must submit a Reflective Teaching Statement. The file must also include other Evidence of Teaching Effectiveness, and the department letter and faculty statement must address/contextualize these other pieces of evidence. Other evidence may include contemporaneous peer evaluations of his/her teaching, teaching awards, and/or course syllabi. See AP's [Guidance for Faculty on Preparing Files](#) for a list of suggested 'additional evidence'.

Q: There are a few negative teaching evaluations in the review file. Is it enough to have this addressed in the department letter?

A: Negative teaching evaluations must be addressed in **both** the Department Letter and the faculty member's Reflective Teaching Statement. Both the department letter and the faculty's statement must address and contextualize any negative evaluations, and explain ways in which the faculty has worked to address/correct any issues that may be raised in the evaluations.

Q: The review file includes Letters of Recommendation (LORs) that were solicited via AP Recruit. Can I include LOR's submitted through the Recruit system in the file? Should I include the general solicitation letter that my department uses when soliciting LOR's for appointment files?

A: If a letter-writer has submitted their LOR via the AP Recruit system, these may be included in the review file. Please make sure that the LOR is downloaded from the system, and that the AP Recruit 'watermark' is included with the letter. In the file, please include a sample of any and all solicitation letters that were sent out: either through the Recruit system, or outside of it.

HS, WOS/Affiliates Files

Q: My department has a non-voting HS, WOS faculty member at the Affiliate site (e.g. LBVA). Since this faculty is the best person to evaluate their performance, can they complete and sign the Department Evaluation form for an HS, WOS/Affiliate initial Appointment file, or for a Merit, MCA or Promotion review?

A: If there is a department faculty member at the Affiliate site, and they are in a position to evaluate the candidate or faculty member, then YES, that faculty member could complete and sign the Department Evaluation form on behalf of the faculty in the department. The Chair could then add their signature to the form if they concur with the evaluation.

Q3: I'm ready to submit an HS, WOS/Affiliate faculty review file through the AP Review system. Do I need to redact the Referee Feedback Forms?

A: YES, the analyst will need to upload redacted Referee Feedback forms into AP Review. Areas to redact include the Evaluator's name, title, expertise, and relationship to the faculty being evaluated (at the top of the form), as well as the Evaluator's signature and confidential comments (at the end of the form).

Q: I'm not sure how to upload the HS, WOS/Affiliate forms into AP Review; I don't know where to upload each item.

A: *Please contact your SOM Dean's Analyst for assistance.*