

**History Department APT (Appointment, Promotion, Tenure)  
Procedures and Committee Chair Selection Policy**

**\*Added to the Department Plan August 23, 2023**

**Department Vote—Unanimously Approved (27-0)**

**\*Amended October 25, 2023 - Passed unanimously**

- I. The APT Committee Chair shall be elected annually by vote of the members of the department's APT Committee by no later than September 1 of the year the person will serve as APT Chair.

The term of service for the APT Chair begins when elected and continues to the end of the academic year. APT Chairs are eligible for reappointment by vote of the APT Committee.

In the event an APT Chair must be replaced prior to the end of a term, the Department Chair shall appoint a replacement who shall serve until the end of the current academic year.

- II. *APT Procedures*

- A. *The APT Committee shall consist of all tenured faculty in the History Department.*

- B. *A subset of four members of the APT may (at the discretion of the full committee) be elected annually at the opening APT meeting to review and make recommendations regarding subsequent appointments of Special Faculty with contracts of two years or less. These recommendations shall move directly to the Department Chair. Vacancies occurring during the academic year shall be filled by appointment of the APT Chair in consultation with the Department Chair.*

- C. *The APT subset may also make an unofficial recommendation to the APT regarding Special Faculty with contracts of more than two years; however, those actions will require a full action and vote of the APT Committee to move on to the Department Chair.*