




January 6, 2014

**JAMES W. DEAN JR.**  
*Executive Vice Chancellor and Provost*  
James\_Dean@unc.edu

**MEMORANDUM**

TO: Deans in Academic Affairs and Health Affairs

FROM: James W. Dean,   
Executive Vice Chancellor and Provost

RE: APT Policy Change

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I write to advise you about an APT Policy Change to be implemented as soon as possible, but no later than July 1, 2014.

The APT Committee has reviewed dossiers that lack information about why certain faculty members voted “no” or abstained from voting during an appointment, promotion or tenure vote. Without this information the APT Committee makes inferences about “no” votes and abstentions.

The APT Committee and the Office of the Provost recommends that Chairs/Deans (1) require faculty members provide reasons for “no” votes and abstentions; and (2) present that information in their review letter.

While schools differ in how professors vote during faculty personnel decisions, whether using open or secret/closed ballots, it is necessary for the Dean and Department Chair to be able to explain negative votes and abstentions along with reviewing positive votes and attributes. With open voting the Chair/Dean can both summarize concerns and rationales for votes of “no” or abstentions. In schools with closed voting, paper or electronic ballots can be designed so that faculty members have space to provide a required explanation for “no” votes or abstentions. In at least one school, the Dean will not accept a vote of “no” or an abstention if the explanation is not provided. Explanations and rationales for votes are crucial to the APT committee and should be located in the Chair’s and/or Dean’s letter.

copy: Abigail Panter, Chair, APT Committee  
Ron Strauss, Executive Vice Provost and Chief International Officer