

**Operating Guidelines for the CMPS APT Committee regarding Committee Members from the Same Unit as a Candidate and the Presentation of Cases**  
*May 2005*

- All members of the APT Committee are encouraged to be present for all deliberations.
- When a Committee member is entitled to vote on a candidate at the first level, the Committee member may not speak to any issue in the College APT deliberations that specifically concerns the candidate, or participate in the Committee vote on the candidate. The member may be invited by the Committee Chair to address general issues concerning the discipline, preferably before the discussion of the file.
- The College intends to continue the practice of providing its APT Committee with an understanding of the substance of a candidate's contribution to knowledge through a presentation by a faculty member in the discipline. This presentation will occur before discussion of the case by the Committee. The presenter may only address such issues as the context of the research, its place in the discipline and its relation to other disciplines, but may not offer quality judgments. Similarly, the presenter may be questioned about details of the work, but not about rank or quality. The presenter will leave the meeting before discussion of the case begins.
- As it is not appropriate that these presentations be made by a member of the Committee, the APT Chair will ask the Unit Head to assign a presenter in each case.