

Geosciences
Uniform Outline or Template for Faculty Handbook
CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS

APSU Policies 5:060, 5:061 and 5:062 describe the nature of areas of evaluation for faculty under consideration of retention, tenure or promotion. The following are the minimum criteria to be used in evaluating a faculty member for retention, tenure, and promotion in the Department of Geosciences in the areas listed below, according to the personnel action under consideration.

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. ***Student evaluations of instruction:*** Faculty members are expected to show improvement in their evaluations with the expectation that they perform at levels near the departmental average by the end of their third year.
- b. ***Peer review of instruction:*** Faculty members will be peer-reviewed every year until they are tenured using the departmental form by a senior colleague at an agreeable date and time. Faculty mentors should guide faculty in more effective classroom instruction.
- c. ***Direction of undergraduate research:*** Faculty members are encouraged to become involved in undergraduate research.
- d. ***Course and curricular development or improvements:*** The candidate should demonstrate his or her willingness to participate in the curriculum development and enhancement process, including preparation of proposals and teaching of new courses (includes study-abroad courses).
- e. ***Effective student advisement:*** Faculty should advise a proportionate number of majors or minors in their discipline by the third year. Faculty should be active in giving quality advisement to students that leads toward their graduation and assist students in their future decisions regarding their majors.
- f. ***Works effectively with colleagues on academic issues:*** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.
- g. ***Other:*** The faculty should provide evidence to continuing professional development and growth by attending training seminars and workshops, subject to the availability of travel funds.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other

special activities for which reassigned time is given: Not required.

B. Research/Scholarship/Creative Activities

By their third-year review, faculty must have completed a minimum of two items (a, b, c, d, e, f) from any category (1, 2, 3, 4) under Section B. Items may come from the same or different categories. (Items may be repeated.)

1. Publications:

- a. Publication as sole or joint author in a peer-reviewed nationally- or internationally-recognized scientific publication.
- b. Publication as sole or joint author in peer-reviewed proceedings of a recognized nationally- or internationally-recognized scientific society.
- c. Publication as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- d. Publication as sole or joint author in peer-reviewed proceedings of a recognized regionally-recognized scientific society.
- e. Publication as sole or joint author of an abstract in a scientific proceedings where the abstract is peer-reviewed.
- f. Publication of a University-level book or chapter of a book.

2. Papers Presented:

- a. Presentation of a scientific paper in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society.
- b. Serving as field trip leader or co-leader for a field trip.

3. Research or Creative Arts in Progress:

- a. Evidence of scholarly research in progress or submission of scholarly work that will satisfy the requirements of Area B, Section 1a or 1b of the tenure criteria.
- b. Evidence of progress in writing a textbook.
- c. Evidence of progress in writing University lab manual or software.
- d. Developing research proposal for funding.

4. Other Items:

- a. Submission of external or internal research proposal for funding.
- b. Production of University lab manual or software.
- c. Other discipline-specific research and scholarly activities.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

This section includes items that involve professional service to one's discipline, nation, or local community. Each year for the first three years, the faculty must have completed one activity from category No. 1 and one activity from either category No. 2 or 3 for a total of two items completed under Section C. (Items may be repeated.)

1. Service to Campus

- a. **Committee work or other administrative service:** Faculty must

engage in some departmental and university service. Examples include, but are not limited to, the following: lab liaison; library liaison; VA Advisor; building coordinator; maintaining a bulletin board that posts opportunities in the faculty members' discipline; coordinating program events (e.g., receptions for graduates; geoconclave); and university committees.

- b. **Service on Faculty Senate or special task forces:** Faculty should be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.
- c. Other participation or leadership in the university's governing and policy-making processes.
- d. Advisor to student organizations: Faculty should be the advisor and supervisor of students' organizations.
- e. Grants for student activities: Submission of an internal grant proposal for student activities (multiple submissions of the same proposal will only be counted as one item).
- f. Other campus service: Faculty members are expected to collaborate on student recruitment efforts, which may include visiting and giving presentations at area high schools. Additionally, each faculty member is expected to recruit individual students. Other campus service activities.

2. Service to One's Discipline

a. **Memberships and leadership in professional organizations:**

- i. Active membership in discipline-related learned societies, which includes a variety of activities such as organizing events for the society, promoting the discipline and society, participating in society's activities, recruiting new members, attending training
- ii. Attendance at professional meetings and/or training sessions twice every three years, subject to the availability of travel funds.
- iii. Leadership roles and positions in discipline-related learned societies. More significance is attached to formal and informal leadership in professional organizations than to mere membership.
- iv. Evidence in organizing regional, national or international professional conferences.

b. **Professional service as session chair, discussant, paper reviewer, other:**

- i. Chairperson or co-chair of a technical session at a national or regional meeting of a recognized scientific society.
- ii. Field trip leader or co-leader for a field trip associated with a regional or national meeting of a recognized scientific society.

- iii. Editorial work for professional journal, conference proceedings, or other scholarly format appropriate to one's discipline.
- iv. Peer reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- v. Peer reviewer for research proposals for competitive scientific granting agencies.

3. Service to the Community

Faculty may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

- a. Discipline-related presentations to community groups
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

II. Faculty Retention Years 4-5

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. ***Student evaluations of instruction:*** Faculty members are expected to perform at levels near the departmental average.
- b. ***Peer review of instruction:*** Faculty members will be peer-reviewed every year until they are tenured using the departmental form by a senior colleague at an agreeable date and time. Faculty mentors should guide faculty in more effective classroom instruction.
- c. ***Direction of undergraduate research:*** Faculty members are encouraged to become involved in undergraduate research.
- d. ***Course and curricular development or improvements:*** The candidate should demonstrate his or her willingness to participate in the curriculum development and enhancement process, including preparation of proposals and teaching of new courses (includes study-abroad courses).
- e. ***Effective student advisement:*** Faculty should advise a proportionate number of majors or minors in their discipline. Faculty should show continued improvement of quality as measured by the consistent advancement of students towards attaining their degrees and should assist students in their future decisions regarding their majors.

- f. *Works effectively with colleagues on academic issues:* Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.
- g. *Other:* The faculty should provide evidence to continuing professional development and growth by attending training seminars and workshops, subject to the availability of travel funds.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given: Not required.

B. Research/Scholarship/Creative Activities

By their fifth-year review, faculty must have completed a minimum of three items (a, b, c, d, e, f) from any category (1, 2, 3, 4), with one item being from category No. 1, under section B (items may be repeated); and the candidate must show evidence of significant progress towards completing the requirements of Area B, Section 1a or 1b of the tenure criteria.

1. Publications:

- a. Publication as sole or joint author in a peer-reviewed nationally- or internationally-recognized scientific publication.
- b. Publication as sole or joint author in peer-reviewed proceedings of a recognized nationally- or internationally-recognized scientific society.
- c. Publication as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- d. Publication as sole or joint author in peer-reviewed proceedings of a recognized regionally-recognized scientific society.
- e. Publication as sole or joint author of an abstract in a scientific proceedings where the abstract is peer-reviewed.
- f. Publication of a University-level book or chapter of a book.

2. Papers Presented:

- a. Presentation of a scientific paper in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or university educators.
- b. Serving as field trip leader or co-leader for a field trip.

3. Research or Creative Arts in Progress:

- a. Evidence of scholarly research in progress or submission of scholarly work.
- b. Evidence of progress in writing a University-level book or chapter of a book.
- c. Evidence of progress in writing University lab manual or software.
- d. Developing research proposal for funding.

4. Other Items:

- a. Submission of external or internal research proposal for funding.
- b. Production of University lab manual or software.
- c. Other discipline-specific research and scholarly activities.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

This section includes items that involve professional service to one's discipline, nation, or local community. Each year for years 4 and 5, the faculty must have completed one activity for category No. 1 and one activity from either category No. 2 or 3 for a total of four activities completed under section C. (Items may be repeated.)

1. Service to Campus

- a. **Committee work or other administrative service:** Faculty must engage in some departmental and university service. Examples include, but are not limited to, the following: lab liaison; library liaison; VA Advisor; building coordinator; maintaining a bulletin board that posts opportunities in the faculty members' discipline; coordinating program events (e.g., receptions for graduates; geoconclave); and university committees.
- b. **Service on Faculty Senate or special task forces:** Faculty should be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.
- c. **Other participation or leadership in the university's governing and policy-making processes.**
- d. **Advisor to student organizations:** Faculty should be the advisor and supervisor of students' organizations.
- e. **Grants for student activities:** Submission of an internal grant proposal for student activities (multiple submissions of the same proposal will only be counted as one item).
- f. **Other campus service:** Faculty members are expected to collaborate on student recruitment efforts, which may include visiting and giving presentations at area high schools. Additionally, each faculty member is expected to recruit individual students. Other campus service activities. Other campus service activities.

2. Service to One's Discipline

a. Memberships and leadership in professional organizations:

- i. Active membership in discipline-related learned societies, which includes a variety of activities such as organizing events for the society, promoting the discipline and society, participating in society's activities, recruiting new members, attending training sessions, etc.
- ii. Attendance at professional meetings and/or training

sessions twice every three years, subject to the availability of travel funds.

- iii. Leadership roles and positions in discipline-related learned societies. More significance is attached to formal and informal leadership in professional organizations than to mere membership.
- iv. Evidence in organizing regional, national or international professional conferences.

b. Professional service as session chair, discussant, paper reviewer, other:

- i. Chairperson or co-chair of a technical session at a national or regional meeting of a recognized scientific society.
- ii. Field trip leader or co-leader for a field trip associated with a regional or national meeting of a recognized scientific society.
- iii. Editorial work for professional journal, conference proceedings, or other scholarly format appropriate to one's discipline.
- iv. Peer reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- v. Peer reviewer for research proposals for competitive scientific granting agencies.

3. Service to the Community

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

- a. Discipline-related presentations to community groups
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

III. Tenure

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. **Student evaluations of instruction:** Faculty members should be performing at levels near the departmental average. Otherwise, faculty can be considered for tenure.
- b. **Peer review of instruction:** Faculty members will be peer-reviewed every year until they are tenured using the departmental form by a senior colleague at an agreeable

date and time. Faculty mentors should guide faculty in more effective classroom instruction. Peer reviews of instruction by the time of tenure shall demonstrate competency in instruction.

- c. ***Direction of undergraduate research:*** Faculty members are encouraged to become involved in undergraduate research.
- d. ***Course and curricular development or improvements:*** The candidate should demonstrate his or her willingness to participate in the curriculum development and enhancement process, including preparation of proposals and teaching of new courses (includes study-abroad courses).
- e. ***Effective student advisement:*** Faculty should advise a proportionate number of majors or minors in their discipline. Faculty should show continued improvement of quality as measured by the consistent advancement of students towards attaining their degrees and should assist students in their future decisions regarding their majors.
- f. ***Works effectively with colleagues on academic issues:*** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.
- g. ***Other:*** The faculty should provide evidence to continuing professional development and growth by attending training seminars and workshops, subject to the availability of travel funds.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given: Not required.

B. Research/Scholarship/Creative Activities

Faculty must have completed a minimum of six items (a through h) from any category (1, 2, 3, 4) under Section B, with one being from category No. 1 letter “a” or “b”, under section B; and one item being from category 2 “a”, under section B. (Items may be repeated except for items in category 3, under section B.)

1. Publications:

- a. Publication as sole or multiple author in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the applicant must have done the majority of work on the paper and/or have made a significant contribution to the paper.
- b. Publication as sole or multiple author in peer-reviewed proceedings of a recognized nationally- or internationally-recognized scientific society. In the case of a multiple-author publication, the applicant must have done the majority of work on the paper and/or have made a significant contribution to the paper..

- c. Publication as multiple author in a peer-reviewed nationally- or internationally-recognized scientific publication where the candidate has not done the majority of the work on the paper.
- d. Publication as multiple author in a peer-reviewed nationally- or internationally-recognized scientific society where the candidate has not done the majority of the work on the paper.
- e. Publication as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- f. Publication as sole or joint author in peer-reviewed proceedings of a recognized regionally-recognized scientific society.
- g. Publication as sole or joint author of an abstract in a scientific proceedings where the abstract is peer-reviewed.
- h. Publication of a University-level book or chapter of a book.

2. Papers Presented:

- a. Presentation of a scientific paper in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or university educators.
- b. Serving as field trip leader or co-leader for a field trip.

3. Research or Creative Arts in Progress:

- a. Evidence of significant scholarly research in progress or submission of scholarly work.
- b. Evidence of significant progress in writing a University-level book or chapter of a book.
- c. Evidence of significant progress in writing University lab manual or software.
- d. Evidence of developing a significant research proposal for funding.

4. Other Items:

- a. Submission of external research proposal for funding.
- b. Submission of internal grant proposal (multiple submissions of the same proposal will only be counted as one item).
- c. Production of University lab manual or software.
- d. Other discipline-specific research and scholarly activities.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

This section includes items that involve professional service to one's discipline, nation, or local community. Faculty must have completed three activities from category No. 1 and three activities from either category No. 2 or 3 for a total of six activities completed under section C. (Items may be repeated.)

1. Service to Campus

- a. **Committee work or other administrative service:** Faculty must engage in some departmental and university service. Examples include, but are not limited to, the following: lab liaison; library liaison; VA Advisor; building coordinator; maintaining a bulletin

board that posts opportunities in the faculty members' discipline; coordinating program events (e.g., receptions for graduates; geoconclave); and university committees.

- b. ***Service on Faculty Senate or special task forces:*** Faculty should be involved in campus governance and special efforts of the University. Examples include, but are not limited to, Faculty Senate, Academic Council, and administration-appointed task forces.
- c. **Other participation or leadership in the university's governing and policy-making processes:**
- d. **Advisor to student organizations:** Faculty should be the advisor and supervisor of students' organizations.
- e. **Grants for student activities:** Submission of an internal grant proposal for student activities (multiple submissions of the same proposal will only be counted as one item).
- f. **Other campus service:** Faculty members are expected to collaborate on student recruitment efforts, which may include visiting and giving presentations at area high schools. Additionally, each faculty member is expected to recruit individual students. Other campus service activities.

2. Service to One's Discipline

a. Memberships and leadership in professional organizations:

- i. Active membership in discipline-related learned societies, which includes a variety of activities such as organizing events for the society, promoting the discipline and society, participating in society's activities, recruiting new members, attending training sessions, etc.
- ii. Attendance at professional meetings and/or training sessions twice every three years, subject to the availability of travel funds.
- iii. Leadership roles and positions in discipline-related learned societies. More significance is attached to formal and informal leadership in professional organizations than to mere membership.
- iv. Evidence in organizing regional, national or international professional conferences.

b. Professional service as session chair, discussant, paper reviewer, other:

- i. Chairperson or co-chair of a technical session at a national or regional meeting of a recognized scientific society.
- ii. Field trip leader or co-leader for a field trip associated with a regional or national meeting of a recognized scientific society.
- iii. Editorial work for professional journal, conference proceedings, or other scholarly format appropriate to

- one's discipline.
- iv. Peer Reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- v. Peer reviewer for research proposals for competitive scientific granting agencies.

3. Service to the Community

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

- a. Discipline-related presentations to community groups
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

V. Promotion to Associate Professor

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. **Student evaluations of instruction:** Faculty should be performing at levels near the departmental average.
- b. **Peer review of instruction:** If deemed necessary or requested, promotion candidates shall be peer-reviewed using the departmental form by a senior colleague at an agreeable date and time.
- c. **Direction of undergraduate research:** Faculty members are encouraged to become involved in undergraduate research.
- d. **Course and curricular development or improvements:** The candidate should demonstrate his or her willingness to participate in the curriculum development and enhancement process, including preparation of proposals and teaching of new courses (includes study-abroad courses).
- e. **Effective student advisement:** Faculty should advise a proportionate number of majors or minors in their discipline. Faculty should show continued improvement of quality as measured by the consistent advancement of students towards attaining their degrees and should assist students in their future decisions regarding their majors.
- f. **Works effectively with colleagues on academic issues:** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.

- g. **Other:** The faculty should provide evidence to continuing professional development and growth by attending training seminars and workshops, subject to the availability of travel funds.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given: Not required.

B. Research/Scholarship/Creative Activities

The following categories of achievement are recognized. In addition to the holding of a doctorate in an applicable field, faculty must have completed a minimum of six items (a through h) from any category (1, 2, 3, 4) under Section B, with one being from category No. 1 letter “a” or “b”, under section B; and one item being from category 2 “a”, under section B. (Items may be repeated except for items in category 3, under section B.)

1. Publications:

- a. Publication as sole or multiple author in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the applicant must have done the majority of work on the paper and/or have made a significant contribution to the paper.
- b. Publication as sole or multiple author in peer-reviewed proceedings of a recognized nationally- or internationally-recognized scientific society. In the case of a multiple-author publication, the applicant must have done the majority of work on the paper and/or have made a significant contribution to the paper.
- c. Publication as multiple author in a peer-reviewed nationally- or internationally-recognized scientific publication where the candidate has not done the majority of the work on the paper.
- d. Publication as multiple author in a peer-reviewed nationally- or internationally-recognized scientific society where the candidate has not done the majority of the work on the paper.
- e. Publication as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- f. Publication as sole or joint author in peer-reviewed proceedings of a recognized regionally-recognized scientific society.
- g. Publication as sole or joint author of an abstract in a scientific proceedings where the abstract is peer-reviewed.
- h. Publication of a University-level book or chapter of a book.

2. Papers Presented:

- a. Presentation of a scientific paper in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or university educators.
- b. Serving as field trip leader or co-leader for a field trip.

3. Research or Creative Arts in Progress:

- a. Evidence of significant scholarly research in progress or

- submission of scholarly work.
- b. Evidence of significant progress in writing a University-level book or chapter of a book.
- c. Evidence of significant progress in writing University lab manual or software.
- d. Evidence of developing a significant research proposal for funding.

4. Other Items:

- a. Submission of external research proposal for funding.
- b. Submission of internal grant proposal (multiple submissions of the same proposal will only be counted as one item).
- c. Production of University lab manual or software.
- d. Other discipline-specific research and scholarly activities.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

This section includes items that involve professional service to one's discipline, nation, or local community. Faculty must have completed three activity from category No. 1 and three activities from category No. 2 and/or 3 for a total of six activities completed under section C. (Items may be repeated.)

1. Service to Campus

- a. **Committee work or other administrative service:** Faculty must engage in some departmental and university service. Examples include, but are not limited to, the following: lab liaison; library liaison; VA Advisor; building coordinator; maintaining a bulletin board that posts opportunities in the faculty members' discipline; coordinating program events (e.g., receptions for graduates; geoconclave); and university committees.
- b. ***Service on Faculty Senate or special task forces:*** Faculty should be involved in campus governance and special efforts of the University. Examples include, but are not limited to, Faculty Senate, Academic Council, and administration-appointed task forces.
- c. **Other participation or leadership in the university's governing and policy-making processes:**
- d. **Advisor to student organizations:** Faculty should be the advisor and supervisor of students' organizations.
- e. **Grants for student activities:** Submission of an internal grant proposal for student activities (multiple submissions of the same proposal will only be counted as one item).
- f. ***Other campus service:*** Faculty members are expected to collaborate on student recruitment efforts, which may include visiting and giving presentations at area high schools. Additionally, each faculty member is expected to recruit individual students. Other campus service activities.

2. Service to One's Discipline

a. Memberships and leadership in professional organizations:

- i. Active membership in discipline-related learned societies, which includes a variety of activities such as organizing events for the society, promoting the discipline and society, participating in society's activities, recruiting new members, attending training sessions, etc.
- ii. Attendance at professional meetings and/or training sessions twice every three years, subject to the availability of travel funds.
- iii. Leadership roles and positions in discipline-related learned societies. More significance is attached to formal and informal leadership in professional organizations than to mere membership.
- iv. Evidence in organizing regional, national or international professional conferences.

b. Professional service as session chair, discussant, paper reviewer, other:

- i. Chairperson or co-chair of a technical session at a national or regional meeting of a recognized scientific society.
- ii. Field trip leader or co-leader for a field trip associated with a regional or national meeting of a recognized scientific society.
- iii. Editorial work for professional journal, conference proceedings, or other scholarly format appropriate to one's discipline.
- iv. Peer Reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- v. Peer reviewer for research proposals for competitive scientific granting agencies.

3. Service to the Community

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

- a. Discipline-related presentations to community groups
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society

VI. Promotion to Full Professor

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. ***Student evaluations of instruction:*** Faculty should be performing at levels near the departmental average.
- b. ***Peer review of instruction:*** If deemed necessary or requested, promotion candidates shall be peer-reviewed using the departmental form by a senior colleague at an agreeable date and time.
- c. ***Direction of undergraduate research:*** Faculty members must show tangible evidence of creative activity with one or more students outside of normal classroom activities that result in a student presentation or contribute to the student's success in their career.
- d. ***Course and curricular development or improvements:*** The candidate should demonstrate his or her willingness to participate in the curriculum development and enhancement process, including preparation of proposals and teaching of new courses (includes study-abroad courses).
- e. ***Effective student advisement:*** Faculty should advise a proportionate number of majors or minors in their discipline. Faculty should show continued improvement of quality as measured by the consistent advancement of students towards attaining their degrees and should assist students in their future decisions regarding their majors.
- f. ***Works effectively with colleagues on academic issues:*** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.
- g. ***Other:*** The faculty should provide evidence to continuing professional development and growth by attending training seminars and workshops, subject to the availability of travel funds.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given: Not required.

B. Research/Scholarship/Creative Activities

Faculty must have completed the following achievements since last promotion at Austin Peay: two items from category 1 letter "a" or "b", three items (a through h) from any category (1, 2, 3, 4) under section B, and one item from category 2 "a", under section B. (Items may be repeated except for items in category 3, under section B.)

1. Publications:

- a. Publication as sole or joint author in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the applicant must have done the

majority of work on the paper and/or have made a significant contribution to the paper.

- b. Publication as sole or joint author in peer-reviewed proceedings of a recognized nationally- or internationally-recognized scientific society. In the case of a multiple-author publication, the applicant must have done the majority of work on the paper and/or have made a significant contribution to the paper.
- c. Publication as multiple author in a peer-reviewed nationally- or internationally-recognized scientific publication where the candidate has not done the majority of the work on the paper.
- d. Publication as multiple author in a peer-reviewed nationally- or internationally-recognized scientific society where the candidate has not done the majority of the work on the paper.
- e. Publication as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- f. Publication as sole or joint author in peer-reviewed proceedings of a recognized regionally-recognized scientific society.
- g. Publication as sole or joint author of an abstract in a scientific proceedings where the abstract is peer-reviewed.
- h. Publication of a University-level book or chapter of a book.

2. Papers Presented:

- a. Presentation of a scientific paper in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or university educators.
- b. Serving as field trip leader or co-leader for a field trip.

3. Research or Creative Arts in Progress:

- a. Evidence of significant scholarly research in progress or submission of scholarly work.
- b. Evidence of significant progress in writing a University-level book or chapter of a book.
- c. Evidence of significant progress in writing University lab manual or software.
- d. Evidence of developing a significant research proposal for funding.

4. Other Items:

- a. Submission of external research proposal for funding.
- b. Submission of internal grant proposal (multiple submissions of the same proposal will only be counted as one item).
- c. Production of University lab manual or software.
- d. Other discipline-specific research and scholarly activities.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

This section includes items that involve professional service to one's discipline, nation, or local community. Since promotion to associate professor, faculty must have completed five activities from category No. 1 and five activities from categories 2 and/or 3 for a total of ten activities completed under section C. (Items may be repeated.)

1. Service to Campus

- a. **Committee work or other administrative service:** Faculty must engage in some departmental and university service. Examples include, but are not limited to, the following: lab liaison; library liaison; VA Advisor; building coordinator; maintaining a bulletin board that posts opportunities in the faculty members' discipline; coordinating program events (e.g., receptions for graduates; geoconclave); and university committees.
- b. ***Service on Faculty Senate or special task forces:*** Faculty should be involved in campus governance and special efforts of the University. Examples include, but are not limited to, Faculty Senate, Academic Council, and administration-appointed task forces.
- c. **Other participation or leadership in the university's governing and policy-making processes:**
- d. **Advisor to student organizations:** Faculty should be the advisor and supervisor of students' organizations.
- e. **Grants for student activities:** Submission of an internal grant proposal for student activities (multiple submissions of the same proposal will only be counted as one item).
- f. ***Other campus service:*** Faculty members are expected to collaborate on student recruitment efforts, which may include visiting and giving presentations at area high schools. Additionally, each faculty member is expected to recruit individual students. Other campus service activities.

2. Service to One's Discipline

a. Memberships and leadership in professional organizations:

- i. Active membership in discipline-related learned societies, which includes a variety of activities such as organizing events for the society, promoting the discipline and society, participating in society's activities, recruiting new members, attending training sessions, etc.
- ii. Attendance at professional meetings and/or training sessions twice every three years, subject to the availability of travel funds.
- iii. Leadership roles and positions in discipline-related learned societies. More significance is attached to formal and informal leadership in professional organizations than to mere membership.
- iv. Evidence in organizing regional, national or international professional conferences.

b. Professional service as session chair, discussant, paper reviewer, other:

- i. Chairperson or co-chair of a technical session at a national or regional meeting of a recognized scientific

- society.
- ii. Field trip leader or co-leader for a field trip associated with a regional or national meeting of a recognized scientific society.
- iii. Editorial work for professional journal, conference proceedings, or other scholarly format appropriate to one's discipline.
- iv. Peer Reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- v. Peer reviewer for research proposals for competitive scientific granting agencies.

3. Service to the Community

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

- a. Discipline-related presentations to community groups
- b. Discipline-related advice and consultations to community groups
- c. Other discipline-related service to the local community or larger society