

**DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE  
CRITERIA FOR PERSONNEL ACTIONS  
(Professor Tenure Track)**

APSU Policies 5:060, 5:061 and 5:062 describe the nature of the areas of evaluations for faculty. These criteria bring uniformity as delineated in the Faculty Handbook and to establish more specific criteria where applicable. These criteria have been revised to reflect changes to APSU Policy 5:060 effective Fall 2016.

Candidates are reminded that “documents not ordinarily part of the content and order requirements” of the e-dossier may be introduced by the department committee, the department chair, the college committee or the dean (see Policy 5:060). Notice is given that such documents may adversely influence eligibility for retention, tenure and promotion even when the stated performance standards following are met.

At any point along the path to tenure or promotion, the department chair and department RTP committee are free to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these guidelines. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent dossier submissions until such time as the concern has been alleviated to the satisfaction of the department committee and/or the department chair. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions.

A faculty member applying for retention, tenure, or promotion must, if so directed, provide detailed responses to concerns and other issues raised in one or more recommendation forms or documents from the previous Retention, Tenure, and Promotion (RTP) review period.

- I. Faculty Retention per Year 1 to Year 3 submission deadline
  - A. Effectiveness in Academic Assignment
    1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
      - a. Student evaluations of instruction. The average across courses within the reporting period should be within two value points of the maximum possible value of the assessment tool. (Note: the course average per the current instrument is the reported Global Index score). If a course average, i.e. the class Global Index score, is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, etc.) including a plan for improvement for committee consideration.
      - b. Chair/Peer review of instruction. (Policy 5:060) At least one peer review per year of teaching instruction is required of all faculty members undergoing personnel review during each review cycle leading to tenure. At a minimum, peer reviews should contain some narrative statements that comment on the teaching effectiveness of the candidate.
      - c. Shows evidence of course and curricular development or improvements. Shows evidence of using of a variety of instructional teaching methods which facilitate learning. This can include teaching methods which promote high-impact learning opportunities (e.g., study abroad, cross-campus collaboration, critical reflection, feedback, service learning, flipped classroom, problem-based learning, and case study). Others ideas may be presented in writing to the Chair and current retention and tenure committee for review.
      - d. Shows evidence of effective student advisement. Faculty member advises students as assigned by Chair.

- e. May show evidence of collaboration or contribution to the concerns of the department or may show evidence of duties or activities for the department or university which reassigned time is given (typically not part of HHP faculty responsibilities).

## 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators

Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

### B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

By end of third year retention, candidate shows evidence of work relating to Category A1 and activity from Category A2, or evidence of work toward completing activities from Category B or Category C, depending on tenure option. Note: Progress to tenure can depend on varying combinations from Category A1, A2, B and C. Review the Tenure options in Section III. B. and seek clarification from either the Chair or mentor.

#### Category A1:

- 1) First author of a scholarly article published in a peer-reviewed journal at the national level

#### Category A2:

- 1) Scholarly article published in a peer-reviewed journal at the national level: first author or co-author
- 2) Book (textbook or applied scholarship)
- 3) Book chapter in textbook
- 4) Grant funded equal to or exceeds \$5000 from an external source, proposal required

#### Category B:

- 1) Scholarly article published in a peer-reviewed journal at the national level: first author or co-author
- 2) Peer reviewed article in local or state journal
- 3) Presents the results of scholarly research at regional or national meeting
- 4) Presents the results of best teaching practices or high impact learning experience at regional or national meeting
- 5) Second book (textbook or applied scholarship) or book chapter in textbook
- 6) Publication of discipline-based software product
- 7) A book review published in a scholarly journal
- 8) Curriculum development outside APSU for an organization
- 9) Poster presentation at national level
- 10) Multi-media production applied to field
- 11) Editor entire textbook (unpaid)

#### Category C:

- 1) Article published in non-peer reviewed state publication
- 2) Article published with the student as first author

- 3) Presents the research or publishes article at state or local level about high-impact learning opportunities
- 4) Significant contribution to professional document for organization or governing body
- 5) Poster presentation at local, state, or regional level
- 6) Presents the results of scholarly research or best practices at local or state level, e.g. Provost lecture
- 7) Grant funded inside APSU; or grant outside less than \$5000
- 8) Accepted book proposal
- 9) Primary writer of newspaper article or non-peer reviewed magazine (in related field)

*Note 1: With permission of chair, faculty may submit the equivalence of any item in Categories A2, B, or C to Department Retention, Tenure, and Promotion Committee.*

*Note 2: Any one item in Category B may be substituted for any two items in Category C.*

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

Shows evidence of consistent involvement in a majority of activities in Category A and consistent pattern of involvement in 2 out of 3 Categories (i.e., Category B or C or D).

#### Category A: Service to Campus

- 1) Attends and participates regularly in faculty meetings
- 2) Committee work or other administrative service
- 3) Service on Faculty Senate or special task forces
- 4) Other participation or campus leadership (e.g. university's governing and policy-making processes, chair of university search committee)
- 5) Advisor or co-advisor to student organizations
- 6) Other campus service (up to 3 activities count toward the majority)
- 7) Participates in high-impact learning opportunities with campus or community

#### Category B: Service to One's Discipline (select at least one)

- 1) Memberships in professional organizations
- 2) Assumes leadership role in a professional organization
- 3) Professional service as session chair, discussant, paper reviewer, other
- 4) Reviewer of professional journal article(s) or edited chapter in your field
- 5) Reviewer of textbook

#### Category C: Service to the Community (select at least one)

- 1) Discipline-related presentations to community groups
- 2) Discipline-related advice and consultations to community groups
- 3) Other discipline-related service to the local community or larger society

Category D: Professional Development. This category includes attendance in training in two of the following: workshops, seminars, continuing education, conference, online training, or similar activities related to professional growth.

*Note 1: With permission of chair, faculty may submit the equivalence of any item in Categories A, B, C or D to Department Retention, Tenure and Promotion Committee.*

## II. Faculty Retention Years 4-5 (unless being reviewed for tenure)

### A. Effectiveness in Academic Assignment

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

- a. Student evaluations of instruction. The average across courses within the reporting period should be within two value points of the maximum possible

value of the assessment tool. (Note: the course average per the current instrument is the reported Global Index score). If a course average, i.e. the class Global Index score, is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, etc.) including a plan for improvement for committee consideration.

- b. Chair/Peer review of instruction. (Policy 5:060) At least one peer review per year of teaching instruction is required of all faculty members undergoing personnel review during each review cycle leading to tenure. At a minimum, peer reviews should contain some narrative statements that comment on the teaching effectiveness of the candidate.
- c. Shows evidence of course and curricular development or improvements. Shows evidence of using of a variety of instructional teaching methods which facilitate learning. This can include teaching methods which promote high-impact learning opportunities (e.g., study abroad, cross-campus collaboration, critical reflection, feedback, service learning, flipped classroom, problem-based learning, and case study. (Others ideas may be presented in writing to the Chair and current retention and tenure committee for review).
- d. Shows evidence of effective student advisement. Faculty member advises students as assigned by Chair.
- e. May show evidence of collaboration or contribution to the concerns of the department or may show evidence of duties or activities for the department or university which reassigned time is given (typically not part of HHP faculty responsibilities).

## 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators

Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

### B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

Candidate is required to complete one of the following levels:

1. Shows evidence of near completion of Category A1 and evidence of progression of work of two activities from Category A2. (If choosing to publish three articles to meet the criteria, the candidate must have at least one research based article and all articles must be peer-reviewed at national level.)
2. Shows evidence of near completion of Category A1 and progression of work from Category A2 and near completion of one activity from Category B or two from Category C.
3. Shows evidence of progression of work of Category A1 and shows evidence of near completion of two activities from Category B and two from Category C.
4. Shows evidence of progression of work of Category A1 and shows evidence of near completion of one activity from Category B and four activities from Category C.

Category A1:

- 1) First author of a scholarly article published in a peer-reviewed journal at the national level

Category A2:

- 1) Scholarly article published in a peer-reviewed journal at the national level: first author or co-author
- 2) Book (textbook or applied scholarship)
- 3) Book chapter in textbook
- 4) Grant funded equal to or exceeds \$5000 from an external source, proposal required

Category B:

- 1) Scholarly article published in a peer-reviewed journal at the national level: first author or co-author
- 2) Peer reviewed article in local or state journal
- 3) Presents the results of scholarly research at regional or national meeting
- 4) Presents the results of best teaching practices or high impact learning experience at regional or national meeting
- 5) Second book (textbook or applied scholarship) or book chapter in textbook
- 6) Publication of discipline-based software product
- 7) A book review published in a scholarly journal
- 8) Curriculum development outside APSU for an organization
- 9) Poster presentation at national level
- 10) Multi-media production applied to field
- 11) Editor entire textbook (unpaid)

Category C:

- 1) Article published in non-peer reviewed state publication
- 2) Article published with the student as first author
- 3) Presents the research or publishes article at state or local level about high-impact learning opportunities
- 4) Significant contribution to professional document for organization or governing body
- 5) Poster presentation at local , state, or regional level
- 6) Presents the results of scholarly research or best practices at local or state level, e.g. Provost lecture
- 7) Grant funded inside APSU; or grant outside less than \$5000
- 8) Accepted book proposal
- 9) Primary writer of newspaper article or non-peer reviewed magazine (in related field)

*Note 1: Note 1: With permission of chair, faculty may submit the equivalence of any item in Categories A2, B, or C to Department Retention, Tenure, and Promotion Committee.*

*Note 2: Any one item in Category B may be substituted for any two items in Category C.*

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

Shows evidence of consistent pattern of involvement in a majority of activities in Category A and consistent pattern of involvement in 2 out of 3 categories (i.e., Category B or C or D).

Category A: Service to Campus

- 1) Attends and participates regularly in faculty meetings
- 2) Committee work or other administrative service
- 3) Service on Faculty Senate or special task forces

- 4) Other participation or campus leadership (e.g. university's governing and policy-making processes, chair of university search committee)
- 5) Advisor or co-advisor to student organizations
- 6) Other campus service (up to 3 activities count toward the majority)
- 7) Participates in high-impact learning opportunities with campus or community

Category B: Service to One's Discipline (select at least one)

- 1) Memberships in professional organizations
- 2) Assumes leadership role in a professional organization
- 3) Professional service as session chair, discussant, paper reviewer, other
- 4) Reviewer of professional journal article(s) or edited chapter in your field
- 5) Reviewer of textbook

Category C: Service to the Community (select at least one)

- 1) Discipline-related presentations to community groups
- 2) Discipline-related advice and consultations to community groups
- 3) Other discipline-related service to the local community or larger society

Category D: Professional Development. This category includes attendance in training in two of the following: workshops, seminars, continuing education, conference, online training, or similar activities related to professional growth.

*Note 1: With permission of chair, faculty may submit the equivalence of any item in Categories A, B, C or D to Department Retention, Tenure and Promotion Committee.*

### III. Tenure (Accomplishments since time hired at APSU)

#### A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
  - a. Student evaluations of instruction. The average across courses within the reporting period should be within two value points of the maximum possible value of the assessment tool. (Note: the course average per the current instrument is the reported Global Index score). If a course average, i.e. the class Global Index score, is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, etc.) including a plan for improvement for committee consideration.
  - b. Chair/Peer review of instruction. (Policy 5:060) At least one peer review per year of teaching instruction is required of all faculty members undergoing personnel review during each review cycle leading to tenure. At a minimum, peer reviews should contain some narrative statements that comment on the teaching effectiveness of the candidate.
  - c. Shows evidence of course and curricular development or improvements. Shows evidence of using of a variety of instructional teaching methods which facilitate learning. This can include teaching methods which promote high-impact learning opportunities. (e.g., study abroad, cross-campus collaboration, critical reflection, feedback, service learning, flipped classroom, problem-based learning, and case study. (Others ideas may be presented in writing to the Chair and current retention and tenure committee for review).
  - d. Shows evidence of effective student advisement. Faculty member advises students as assigned by Chair.

- e. May show evidence of collaboration or contribution to the concerns of the department or may show evidence of duties or activities for the department or university which reassigned time is given (typically not part of HHP faculty responsibilities).

## 2. Non-Teaching and Teaching Chairs, Directors, and Coordinators

Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position.

### B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

To receive tenure, candidate is required to complete one of the following options:

- 1) Complete Category A1 and two activities from Category A2. (If choosing to publish three articles to meet the criteria, then the candidate must have at least one research based article and all articles must be peer-reviewed at national level.)
- 2) Complete Category A1 and one activity from Category A2, at least one activity from Category B or two activities from Category C.
- 3) Complete item Category A1, two activities from Category B, and two activities from Category C.
- 4) Complete Category A1, one activity from Category B, and four activities from Category C.

#### Category A1:

- 1) First author of a scholarly article published in a peer-reviewed journal at the national level

#### Category A2:

- 1) Scholarly article published in a peer-reviewed journal at the national level: first author or co-author
- 2) Book (textbook or applied scholarship)
- 3) Book chapter in textbook
- 4) Grant funded equal to or exceeds \$5000 from an external source, proposal required

#### Category B:

- 1) Scholarly article published in a peer-reviewed journal at the national level: first author or co-author
- 2) Peer reviewed article in local or state journal
- 3) Presents the results of scholarly research at regional or national meeting
- 4) Presents the results of best teaching practices or high impact learning experience at regional or national meeting
- 5) Second book (textbook or applied scholarship) or book chapter in textbook
- 6) Publication of discipline-based software product
- 7) A book review published in a scholarly journal
- 8) Curriculum development outside APSU for an organization
- 9) Poster presentation at national level
- 10) Multi-media production applied to field
- 11) Editor entire textbook (unpaid)

#### Category C:

- 1) Article published in non-peer reviewed state publication

- 2) Article published with the student as first author
- 3) Presents the research or publishes article at state or local level about high-impact learning opportunities
- 4) Significant contribution to professional document for organization or governing body
- 5) Poster presentation at local, state, or regional level
- 6) Presents the results of scholarly research or best practices at local or state level, e.g. Provost lecture
- 7) Grant funded inside APSU; or grant outside less than \$5000
- 8) Accepted book proposal
- 9) Primary writer of newspaper article or non-peer reviewed magazine (in related field)

*Note 1: With permission of chair, faculty may submit a request to submit the equivalence of any item in Categories A2, B, or C to Department Retention, Tenure, and Promotion Committee.*

*Note 2: Any one item in Category B may be substituted for any two items in Category C.*

- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C). Shows evidence consistent pattern of involvement in majority of activities in Category A and consistent pattern of involvement in 2 out of 3 categories (i.e., Category B or C or D)

Category A: Service to Campus

- 1) Attends and participates regularly in faculty meetings
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Category D: Professional Development. This category includes attendance in training in two of the following: workshops, seminars, continuing education, conference, online training, or similar activities related to professional growth.

*Note 1: With permission of chair, faculty may submit a request to submit the equivalence of any item in Categories A, B, C or D to Department Retention, Tenure and Promotion Committee.*

#### IV. Promotion to Assistant Professor

- A. Must have earned a terminal degree in discipline or related-field.
- B. Must submit a promotion dossier.

- V. Promotion to Associate Professor
  - A. Same as tenure requirements.
  
- VI. Promotion to Full Professor
  - A. Same as Tenure requirements. See Austin Peay State University Policy 5:060 for eligibility requirements. Please note: Only activities completed after promotion to associate professor are considered for promotion to full professor.
  
- VII. Expectations for tenured faculty not being reviewed for promotion, including full professors.
  - A. Faculty members are required to participate in the annual post-tenure review procedures currently in place.

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