

It should be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one area but less active or successful in others may well be contributing more to the well-being of the Department, College, or University than someone adequate in all areas but outstanding in none. With this in mind, this document provides minimum but not necessarily sufficient requirements in each area for the awarding of retention, tenure, or promotion. Successful faculty will meet these criteria in all areas and exceed these criteria in one or more areas.

At any point along the path to tenure or promotion, reviewers (departmental and college committees, Chair, Dean, Provost, or President) are permitted to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these criteria. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent e-dossier submissions until such time as the concern has been alleviated to the satisfaction of the reviewers. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions.

## **I. RETENTION AND TENURE REQUIREMENTS**

### **Department of Sociology**

#### **A. Categories of Effectiveness in Academic Assignment**

##### **1. Academic Assignment**

- a) Student Evaluations – Each faculty member is expected to receive a mean Global Index score above the mid-point rating (currently a 3.5 on a six point scale) for all courses taught with student evaluations of instruction for a retention period or all courses taught at APSU with student evaluations of instruction for promotion or tenure. If the mean Global Index score is below the mid-point or the Global Index score for any individual course is below the mid-point, the faculty member must include an explanatory statement regarding the issues confronted and a plan for improvement for consideration by e-dossier reviewers.
- b) Peer Review – each faculty member is expected to participate in a peer review process once each academic year to improve instruction (per Policy 5:060). The reviewer will be either a tenured faculty member from the Department of Sociology or a related discipline.
- c) Office Hours – each faculty member is expected to maintain appropriate office hours consistent with college practices and department faculty.
- d) Other Academic Assignments – complete other academic assignments as designated by the department chair, including, but not limited to, academic and/or career advisement .

**2. Non-Teaching and Teaching Chairs, Directors, and Coordinators (APSU 5:060.IV.A.2)**

Academic program directors and department chairs who do not teach will be evaluated for retention in 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. (If applicable, faculty who receive reassigned time to complete administrative duties should present evidence of those duties.)

The activities from the **Categories of Effectiveness in Academic Assignment** are to be completed annually.

**Department of Sociology**

**B. Research, Scholarship and Creative Activities Standard for Tenure**

To be tenured, a faculty member must meet **one** of the following standards:

1. At least three (3) activities from Group A (see attached list).

OR

2. At least four (4) activities with two (2) from Group A, and two (2) from Group B (see attached list).

OR

3. At least six (6) activities with one (1) from Group A, and five (5) from Group B (see attached list).

Tenure-track faculty members are expected to show yearly progress towards meeting tenure/promotion. If a question arises in regards to the equivalency of an activity to one of the specified categories, the faculty member can submit in writing a request for clarification to a committee composed of the department chair and the most current Department Retention and Tenure Committee. Clarification must be requested by the last working day in November. A response will be provided in five (5) business days.

It is the position of the Department of Sociology that sole authorship and joint authorship be weighted the same when the faculty member provides evidence that the work of joint authorship was equitably distributed among authors. (See APSU Policy 5:060 – Policy on Academic Tenure for more information).

## **Department of Sociology**

### **Categories of Scholarly and Creative Activity**

#### **Group A**

- Article published or accepted for publication in a discipline-related, peer-reviewed journal
- Article published or accepted for publication in a pedagogically-related, peer-reviewed journal
- Published or accepted for publication discipline-related book (scholarly, applied scholarship, or first-edition textbook)\*
- Published or accepted for publication chapter in a scholarly book
- Original chapter published or accepted for publication in a discipline-related textbook
- Research Note (empirical, theoretical, pedagogical or with policy implications) published or accepted for publication in a discipline-related, peer-reviewed journal
- Research monograph such as a final report for a funded research grant of \$10,000.00 or more to the grant funding agency
- Peer-reviewed, discipline-related visual sociology project (ex. documentary or photography)

#### **Group B**

- Research monograph such as a final report for a funded research grant of \$9,999.99 or less to the grant funding agency
- Publication of a discipline-based software product
- A discipline-related book review published or accepted for publication in a scholarly journal
- Approved research project that includes both analysis and a culminating report to an agency
- Joint presentation with a student co-author at a discipline-related conference
- Article published or accepted for publication in a non-peer reviewed journal
- Revision of a textbook
- Publication of an instructor's manual for a textbook
- Making a presentation at a regional, national, or international academic conference based on a completed paper available for distribution
- Significant technical report to a discipline-based association
- Editor of a book of readings
- Writing and submitting a research grant proposal
- A book review published or accepted for publication in a discipline-related publication (ex. division newsletter)
- Article published or accepted for publication in a discipline-related publication (ex. division newsletter)
- Research Note published or accepted for publication in a discipline-related publication (ex. division newsletter)

### **Group B (Continued)**

- Any discipline-related article published or accepted for publication in a non-peer reviewed journal or in a non-discipline-related magazine or newsletter.
- Making a presentation at a practitioner-oriented or academic association meeting with an included PowerPoint or Handout
- Invited speaker or panelist at a meeting of an academic or practitioner-oriented professional organization
- An in-house publication which is widely distributed beyond the University community
- A discipline-based technical report for a business, governmental, or quasi-governmental organization in the University's service region
- Publication of a training manual
- Publication of a study guide, test bank, or problem set.
- Creating and/or delivering an education seminar for a business organization or a discipline-based professional association
- Obtaining a new professional certification or license
- Successfully performing the annual activities expected of an externally funded research grant.
- Presentation at a University-wide research venue or workshop (An example is the Faculty Research Forum aka "Brown Bag Research")
- Serving as a research advisor to a university club (ex. helping a university club construct a survey instrument)
- Interview with press explaining a sociological phenomenon

\*A discipline-related book from an academic press may count as two (2) peer-reviewed journal articles.

**Department of Sociology**  
**C. Categories of Professional Contributions and Activities**

**1. Campus-Based Activities**

Department/University Service – each faculty member is to work effectively on activities that represent service to the department and university. These types of duties may include, but are not limited to, some combination of: (1) department, college, and/or university committee work, (2) acting as an advisor for a student organization or (3) some other campus service.

**2. Discipline-Based Activities**

(Membership in at least one discipline-related professional organization is expected of all faculty members every year. This expected activity does not constitute discipline service.)

Discipline Service – these activities involve service to the discipline. Discipline service includes, but is not limited to, such activities as: (1) being an officer in a professional organization related to the discipline, (2) being a section/division chair of a professional organization related to the discipline, (3) serving as a committee member of a professional organization related to the discipline, (4) serving as a committee member of a professional organization division related to the discipline, (5) organizing sessions at a professional organization related to the discipline, or (6) editing a newsletter/listserv associated with a professional organization related to the discipline.

**3. Community-Based Activities**

Community Service – community service involves local, regional, state, or national involvement in community activities as they are connected to a faculty member's disciplinary expertise or academic standing. These types of activities may include, but are not limited to, such activities as: (1) volunteering as a judge for the Academic Decathlon, (2) completing a discipline-related presentation to a community group, or (3) providing discipline-related advice and/or consultation to a community group. (Community-Based activities may also include work with official student organizations on campus.)

#### **4. Professional Development**

Professional Development – each faculty member will complete at least one activity each year to improve faculty development. Examples include attending a conference session related to teaching or attending a teaching seminar/workshop at APSU.

Professional development and campus-based activities from the **Categories of Professional Contributions and Activities** are to be completed annually in some combination with community-based or discipline-based activities. Community-based and discipline-based service may include activities for which faculty expenses are paid and/or faculty are awarded a reasonable honorarium. Community-based and discipline-based service is not required of first year faculty members. Membership in at least one discipline-related professional organization is expected of all faculty members every year.

#### **II. PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR**

Completion of appropriate doctoral degree.

#### **III. PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR**

Same as tenure.

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At any point along the path to tenure or promotion, reviewers (departmental and college committees, Chair, Dean, Provost, or President) are permitted to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these criteria. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent e-dossier submissions until such time as the concern has been alleviated to the satisfaction of the reviewers. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions.

#### **IV. PROMOTION FROM ASSOCIATE TO FULL PROFESSOR**

Only activities completed after submission of the promotion dossier to associate professor are considered for promotion to full professor.

##### **Department of Sociology**

#### **A. Categories of Effectiveness in Academic Assignment**

##### **1. Academic Assignment**

- a) Student Evaluations – Each faculty member is expected to receive a mean Global Index score above the mid-point rating (currently a 3.5 on a six point scale) for all courses taught at APSU with student evaluations of instruction since their last promotion or for the last five years. If the mean Global Index score is below the mid-point or the Global Index score for any individual course is below the mid-point, the faculty member must include an explanatory statement regarding the issues confronted and a plan for improvement for consideration by e-dossier reviewers.
- b) Peer Review – each faculty member is expected to participate in a peer review process at least twice since promotion to associate professor with one in the year seeking promotion to full professor. The reviewer will be either a tenured faculty member from the Department of Sociology or a related discipline.
- c) Office Hours – each faculty member is expected to maintain appropriate office hours consistent with college practices and department faculty.
- d) Other Academic Assignments – complete other academic assignments as designated by the department chair, including, but not limited to, academic and/or career advisement .

**1. Non-Teaching and Teaching Chairs, Directors, and Coordinators (APSU 5:060.IV.A.2)**

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**B. Research, Scholarship and Creative Activities Standard for Promotion to Full Professor**

To be promoted to professor, a faculty member must meet **one** of the following standards:

1. Total of at least three (3) activities from Group A since promotion to the rank of associate (see attached list).

OR

2. Total of at least four (4) activities since promotion to the rank of associate including two (2) from Group A and two (2) from Group B (see attached list).

OR

3. Total of at least six (6) activities since promotion to the rank of associate including one (1) from Group A and five (5) from Group B (see attached list).

If a question arises in regards to the equivalency of an activity to one of the specified categories, the faculty member can submit in writing a request for clarification to a committee composed of the department chair and the most current Department Retention and Tenure Committee. Clarification must be requested by the last working day in November. A response will be provided in five (5) business days.

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- Article published or accepted for publication in a discipline-related, peer-reviewed journal
- Article published or accepted for publication in a pedagogically-related, peer-reviewed journal
- Published or accepted for publication discipline-related book (scholarly, applied scholarship, or first-edition textbook)\*
- Published or accepted for publication chapter in a scholarly book
- Original chapter published or accepted for publication in a discipline-related textbook
- Research Note (empirical, theoretical, pedagogical or with policy implications) published or accepted for publication in a discipline-related, peer-reviewed journal
- Research monograph such as a final report for a funded research grant of \$10,000.00 or more to the grant funding agency
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#### **Group B**

- Research monograph such as a final report for a funded research grant of \$9,999.99 or less to the grant funding agency
- Publication of a discipline-based software product
- A discipline-related book review published or accepted for publication in a scholarly journal
- Approved research project that includes both analysis and a culminating report to an agency
- Joint presentation with a student co-author at a discipline-related conference
- Article published or accepted for publication in a non-peer reviewed journal
- Revision of a textbook
- Publication of an instructor's manual for a textbook
- Making a presentation at a regional, national, or international academic conference based on a completed paper available for distribution
- Significant technical report to a discipline-based association
- Editor of a book of readings
- Writing and submitting a research grant proposal
- A book review published or accepted for publication in a discipline-related publication (ex. division newsletter)
- Article published or accepted for publication in a discipline-related publication (ex. division newsletter)
- Research Note published or accepted for publication in a discipline-related publication (ex. division newsletter)

### **Group B (Continued)**

- Any discipline-related article published or accepted for publication in a non-peer reviewed journal or in a non-discipline-related magazine or newsletter.
- Making a presentation at a practitioner-oriented or academic association meeting with an included PowerPoint or Handout
- Invited speaker or panelist at a meeting of an academic or practitioner-oriented professional organization
- An in-house publication which is widely distributed beyond the University community
- A discipline-based technical report for a business, governmental, or quasi-governmental organization in the University's service region
- Publication of a training manual
- Publication of a study guide, test bank, or problem set.
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- Obtaining a new professional certification or license
- Successfully performing the annual activities expected of an externally funded research grant.
- Presentation at a University-wide research venue or workshop (An example is the Faculty Research Forum aka "Brown Bag Research")
- Serving as a research advisor to a university club (ex. helping a university club construct a survey instrument)
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As indicated by APSU 5:060.III.B.1.e.5, those seeking promotion may consolidate “narrative information pertaining to the most recent five years or the last promotion (at the candidate’s discretion).”