

Austin Peay State University, College of Arts and Letters, Department of Communication Criteria for Retention, Tenure, and Promotion

Professorial Ranks

Preface

APSU Policy 1:025, Policy on Academic Tenure, describes general criteria to be applied in evaluating faculty members for retention and tenure, including achievement in teaching, advising, committee or administrative assignments, scholarship, creative activity, professional service, support of university and departmental missions and goals, and professional conduct.

These general criteria are subdivided into three main areas of evaluation: effectiveness in academic assignment, scholarly or creative achievement, and professional contributions and activities. Of these three areas, teaching effectiveness is the most important at this university. In addition, issues of collegiality permeate all areas of evaluation. Applicants for retention, tenure, or promotion are responsible for providing evidence to the appropriate departmental committee when they have satisfied the requisite criteria described below.

Candidates for retention, promotion, and tenure present evidence of achievement in the form of a dossier. APSU Policy 6:060 describes the content and organization of such a dossier. Each first year, tenure-track faculty member should seek out a faculty mentor (or the department chairperson) for assistance in preparing this dossier well in advance of the first year's retention review. A faculty member must present his or her dossier in conjunction with each personnel decision: retention, promotion, and tenure. It is each faculty member's responsibility to review the dossier for proper form and content before submitting it to the appropriate personnel committee (Retention and Tenure Committee or Promotion Committee). Faculty members are always encouraged to seek assistance with dossier preparation and revision from the Chair or a senior faculty member.

Although not included in the dossier, the perception of members of personnel committees as to a candidate's ability and willingness to work effectively with faculty peers and the department chairperson is an important element of all personnel decisions.

General Criteria

I. Effectiveness in Academic Assignment

A. Teaching

1. The appropriate terminal degree varies depending on the position description, assigned teaching and other assigned responsibilities.
2. Student evaluations of faculty. a) Both the quantity (number of students responding) and quality of the results will be used to determine teaching effectiveness.
3. Peer review of instruction (to be requested by the individual faculty member). This should involve, when possible, at least one Peer review per evaluation period. Peer reviews may come from the Chair as well as other tenured departmental faculty member by using standardized evaluation form.

4. Evidence (to be included in a supplemental dossier file) include:

- a) Course syllabi- one copy for all courses taught.
- b) List of all courses taught.
- c) Samples of relevant course materials.

5. May include documented development of new courses, programs, and/or existing courses, which may include university designated service learning courses.

B. Advising of undergraduate and graduate student (may not apply to 1st year retention)

1. In activities related to academic achievements (labs, studio projects, practicum, internships and independent study projects).

2. In thesis and research.

3. Course and course registration and career mentoring.

4. Criteria for effective student advisement.

a) Faculty should be familiar with both general core and the latest requirements for majors.

b) Faculty should also facilitate long-range planning to expedite degree completion.

C. Non-teaching (as applicable)

1. Effective work with colleagues on academic issues. Contribute to department, college and university committees as assigned. Participate in departmental academic enrichment activities.

2. Managing and operating facilities necessary to departmental activities.

3. Managing departmental activities such as AP Debate Forum, video productions for other departments, public relations etc.

4. Campaigns for the department or other departments, etc.

5. Evidence of administration or supervisory duties:

a) Departmental area coordinators.

b) Departmental clubs and student organizations of various kinds.

c) Service to the department and university through co-curricular activities (radio station, APSU-TV, sports productions, graduate program, Research Center, etc.).

d) New faculty peer mentoring.

II. Scholarly and Creative Achievements

The faculty member must provide evidence of meaningful scholarly and creative achievement and have one or more per yearly evaluation any of the items listed below, which may include, but not limited to:

A. Publications, which may include, but are not limited to:

1. Juried books in the appropriate disciplines.
2. Juried articles in academic journals in print or online (including publications of conference presentations).
3. Textbooks, books, or significant contributions to texts in the appropriate disciplines.
4. Other scholarly publications in any form of media relevant to professional expertise.

B. Presentations

1. Papers and panels presented to conferences (are of equal weight) at local, regional, national, or international levels in the appropriate disciplines.
2. Presentations to interest groups sponsored by appropriate professional organizations in an area of the faculty member's expertise.
3. Other conference activities, such as chairing panels, poster sessions, respondent, moderator, etc.

C. Creative projects related to discipline and expertise, which may include:

1. Audio Production: writing, directing, voicing, and production.
2. Video Production: writing, directing, producing, and editing.
3. Print Materials: writing, editing, designing, and publishing professional documents.
4. Digital Media Content: writing, designing, and creation on various platforms.

III. Professional Contributions and Activities (In order of importance)

- A. Activities and leader roles in relevant professional organizations at all levels.
- B. Evidence of continuing professional development and growth.
- C. Service through leadership and participation in academic university, college and departmental committees.
- D. Service through leadership and participation in community activities.
- E. Membership in professional organizations at local, state, regional, national, or international levels.

Retention Criteria

I. Criteria for Retention in first year:

- A. Candidates for first year retention will be evaluated primarily on the basis of teaching (General Criteria, Section I-A).
- B. Appropriate achievement in other sections of the general criteria may also enhance the candidate's standing.

II. Criteria for Retention in years 2-3:

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to improve beyond departmental expectations.
- D. Faculty members are expected to work effectively with colleagues.
- E. At least one publication, presentation, creative activity, or scholarly work for each year of employment at APSU.

III. Criteria for Retention in years 4 & 5 (unless being reviewed for Tenure):

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I -III).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address. Suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to improve beyond departmental expectations.
- D. Faculty members are expected to work effectively with colleagues.
- E. At least one publication, presentation, creative activity, or scholarly work for each year of employment at APSU.

Tenure Criteria

I. Criteria for Tenure in the 6th year

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).

- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-tenure.
- C. Candidates are also encouraged to improve beyond departmental expectations.
- D. Faculty members are expected to work effectively with colleagues.
- E. At least one publication, presentation, creative activity, or scholarly work for each year of employment at APSU.

Promotion Criteria

- I. Criteria for Promotion (Associate Professor or Professor): Promotion decisions are based on years of service and accomplishments at APSU, the rank should be considered directly proportionate to the increase in the amount of materials presented for consideration.

** Faculty members who started before May 12, 2015 may apply for Instructor to Assistant with these criteria.*

- A. Candidates for promotion will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).
- B. Faculty members are expected to work effectively with colleagues.
- C. At least one publication, presentation, creative project, or scholarly work during each year of employment at APSU.
- D. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in previous year's department evaluations. Failure to do so is just cause for denial of promotion.
- E. Candidates are also encouraged to improve beyond departmental expectations.