

DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE
CRITERIA FOR PERSONNEL ACTIONS
(Instructor Level Only – Hired prior to May 2015)

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 for **Instructor** 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).

Shows evidence or progress toward completion in *one* of the following activities:

- 1)Presents the results of scholarly research or high impact learning experiences at state, regional, or national meeting
- 2) Presents the results of best teaching practices or high impact learning experiences at a state, regional or national meeting
- 3) First author of a scholarly article published in a peer-reviewed journal at the national level
- 4) Peer reviewed article in local, state or regional journal
- 5) Book or book chapter in field
- 6) Publication of discipline-based software product
- 7) A book review published in a scholarly journal
- 8) Grant funded equal to or exceeds \$5000 from an external source, proposal required
- 9) Grant funded inside APSU or outside less than \$5000
- 10)Curriculum development outside APSU
- 11)Multi-media production applied to field
- 12)Article published in non-peer reviewed journal
- 13)Poster presentation at local, state or national level
- 14)Accepted book proposal
- 15) Editor of entire textbook (unpaid)

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)
- 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 one 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 may be presented 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)

Shows *completion of one* activity and *progress toward completion of a second* activity from the following activities (activity can be duplicated):

- 1) Presents the results of scholarly research or high impact learning experiences at state, regional, or national meeting
- 2) Presents the results of best teaching practices or high impact learning experiences at a state, regional or national meeting
- 3) First author of a scholarly article published in a peer-reviewed journal at the national level
- 4) Peer reviewed article in local, state or regional journal
- 5) Book or book chapter in field
- 6) Publication of discipline-based software product
- 7) A book review published in a scholarly journal
- 8) Grant funded equal to or exceeds \$5000 from an external source, proposal required
- 9) Grant funded inside APSU or outside less than \$5000
- 10)Curriculum development outside APSU
- 11)Multi-media production applied to field
- 12)Article published in non-peer reviewed journal
- 13)Poster presentation at local, state or national level
- 14)Accepted book proposal
- 15)Editor entire textbook (unpaid)

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 (select at least one)

- 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)
- 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 one 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. 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 may be presented 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 two* of the following activities (activity can be duplicated):

- 1) Presents the results of scholarly research or high impact learning opportunities at state, regional, or national meeting

- 2) Presents the results of best teaching practices or high impact learning opportunities at a state, regional or national meeting
- 3) First author of a scholarly article published in a peer-reviewed journal at the national level
- 4) Peer reviewed article in local, state or regional journal
- 5) Book or book chapter in field
- 6) Publication of discipline-based software product
- 7) A book review published in a scholarly journal
- 8) Grant funded equal to or exceeds \$5000 from an external source, proposal required
- 9) Grant funded inside APSU or outside less than \$5000
- 10)Curriculum development outside APSU
- 11)Multi-media production applied to field
- 12)Article published in non-peer reviewed journal
- 13)Poster presentation at local, state or national level
- 14)Accepted book proposal
- 15)Edits Editor entire textbook (unpaid)

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 a 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)
- 5) Reviewer of textbook

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

- 1) Discipline-related presentations to community groups
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Category D: Professional Development.

This category includes attendance in training in one 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.

IV. Promotion to Assistant Professor

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

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