

**SCHOOL OF NURSING**  
**CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS**

APSU Policies 5:060, 5:061 and 5:062 describe the nature of the areas of evaluations for faculty. The university policies should be used in conjunction with the School of Nursing criteria. These Guidelines indicate the specific minimal expectations for faculty in the School of Nursing for each year in rank. **In addition to the requirements in rank, licensure in state and state of any clinical practice required for maintaining employment.**

**I. Faculty Retention Years 1-3**

A. Effectiveness in Academic Assignment - All required except those indicated as optional.

1. Teaching effectiveness (APSU Policy 5:060.IV.A1.)

a. Student evaluation of instruction as evidenced by: Classroom and clinical

- Maintains an aggregate global index of 3.5 on a six point scale
- Any single component of the global index evaluated less than 3.5 must be addressed in the teaching assignment narrative.

b. Annual peer review of instruction by a tenured faculty member indicating

- Didactic peer evaluations average at least 3.0 on a five point scale by year three.
- Clinical peer evaluation by tenured faculty 3.0 on a five point scale by year three.

c. Student advisement as evidenced by:

- Present for posted office hours (All years)
- Meets with students in assigned courses as needed to facilitate learning (All years)
- Works with mentor to learn academic advising role (First year)
- Schedules time for pre-registration advising of assigned advisees (After 1st year)
- Participates in at least one additional student advising, recruitment, or testing session by year three

d. Teaching assignment:

- Participation in course team or cohort meetings
- Participation in course development/design
- Evaluation of books and teaching aids for assigned courses
- Works effectively and maintains positive relationships with personnel in the university and clinical areas
- Maintains records and reporting responsibilities

e. Direction of undergraduate and graduate research (Optional)

f. Serves on graduate committees to review proposals and final paper (Optional)

2. Other academic responsibilities (APSU Policy 5:060.IV.A2.)

- Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given (If appropriate)

B. Scholarly and Creative Achievements (APSU 5:060.IV.B)

**Faculty should focus on accomplishing scholarly and creative works from Groups A and B. These works should relate to the discipline of nursing or nursing education (pedagogical). Collaborative research is acceptable. Must address plans for completion of scholarly activities in dossier.**

**By year two review**, faculty member has identified an activity from Group A, B, or two from Group C and developed a plan for completion. Since a publication is required from Group A, planning ahead for this is crucial.

**By year three review**, faculty member has had one activity accepted from Group A or B or two from Group C. If a group A activity has not been completed then the faculty should be working towards submission of a Group A activity.

**Group A:**

1. Article in an international or national peer reviewed journal
2. New Textbook or Scholarly Book
3. New Chapter in a Scholarly or Text Book – Peer Reviewed
4. Funded or submitted external grant which exceeds \$5000
5. Peer reviewed article in a regional or state journal (discipline or pedagogical)
6. Book written for lay audience

**Group B:**

1. Oral Presentation at international or national conference – peer reviewed.
2. Oral Presentation at a regional or state meeting – peer reviewed
3. Poster Presentation at an international, national, regional or state meeting – peer reviewed
4. Scholarly book review or review of a soft-ware product
5. Revision of a textbook, instructor's manual or study guide (or parts of)
6. Funded internal (APSU) grant and related activities and reports
7. Funded or submitted external grant for less than \$5000 or the completion of required annual reports and/or activities related to the grant
8. Initial development of an on-line course
9. Creating/presenting a workshop for a discipline related professional group

**Group C: Any two activities in C can be substituted for one activity in B.**

1. Article in a non-peer reviewed journal or newsletter
2. Invited speaker or panelist at academic or practice related meeting
3. Presentation at university wide research workshop or forum
4. Publication a set of text questions (at least 25 questions)

Note: There may be activities not listed that would count in this category, the candidate must supply a rationale for inclusion before the faculty member begins to update the dossier. The departmental retention/tenure committee will determine in which group to place the activity. At request of the candidate, the director will convene a meeting expressly for this purpose.

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

**Activities 1, 2, and 3 are required:**

1. Evidence to continuing professional development and growth as evidenced by:
  - Annual attendance at least 16 hours in two of the following areas: Teaching/educational skills, Content area of courses, Clinical specialty area, Nursing or educational research or University in-services/faculty development programs
2. Service to the School of Nursing- Committee work or other administrative services
  - Participates in nursing committees and faculty meetings
3. Service to one's discipline
  - Membership in at least one professional organization by year two
  - Actively participates in membership meetings of at least ONE professional organization by year three

**Completes activities in at least one of the areas below by year 3:**

4. Service to the University
  - a. Serves on and attends meetings of at least one college and or university
  - b. Advisor to student organizations
  - c. Other campus service
    - Participates in interdisciplinary campus activities
    - Participates in activities that promote campus diversity
5. Service to one's discipline: Participates at an expanded level by any of the following
  - Assuming leadership role in an organization
  - Participation in professional forum on health related issues
  - Assisting with the development of a professional workshop
  - Obtaining or maintaining professional certification – clinical or teaching
6. Service to the community as evidenced by
  - a. Discipline-related presentations to community groups
    - Presents health related education program to campus, local or regional groups
  - b. Other discipline related service
    - Volunteers with at least one local health agency group or organization
    - Participates in activities that promote community diversity
    - Participates in interdisciplinary community activities
    - Other activities that enhance the quality of life in community of choice

**Discipline Specific or TBR approved Doctoral Degree Completion (hired with an MSN degree)**

**By first year review, the faculty member has developed a plan for application.**

**By second year review, the faculty member is in the process of applying to a program. Strongly suggested that if pursuing a Ph.D. that enrolled by year two.**

**By third year review, the faculty member has been accepted into and involved in course work.**

## **II. Faculty Retention Years 4-5**

A. Effectiveness in Academic Assignment - All required except those indicated as optional.

1. Teaching effectiveness (APSU Policy 5:060.IV.A1.)

a. Student evaluation of instruction as evidenced by: Classroom and clinical

- Maintains an aggregate global index of 3.75 on a six point scale
- Any single component of the global index evaluated less than 3.75 must be addressed in the teaching assignment narrative.

b. Annual peer review of instruction by a tenured faculty member indicating:

- Didactic peer evaluations average at least 3.5 on a five point scale
- Clinical peer evaluation by tenured faculty 3.5 on a five point scale.

c. Student advisement as evidenced by:

- Present for posted office hours
- Meets with students in assigned courses as needed to facilitate learning
- Schedules time for pre-registration advising of assigned advisees
- Participates in at least one additional student advising, recruitment, or testing session

d. Teaching assignment:

- Continues participation in course team or cohort meetings
- Continues participation in course development/design
- Continues evaluation of books and teaching aids for assigned courses
- Continues to work effectively and maintain positive relationships with personnel in the university and clinical areas
- Maintains records and reporting responsibilities
- Demonstrates competency in course coordination or assumes increased role in course leadership

e. Direction of undergraduate and graduate research (Optional)

f. Serves on graduate committees to review proposals and final paper (Optional)

2. Other academic responsibilities (APSU Policy 5:060.IV.A2.)

- Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given (If appropriate)

B. Scholarly and Creative Achievements (APSU 5:060.IV.B)

**Faculty should focus on accomplishing scholarly and creative works from Groups A and B. These works should relate to the discipline of nursing or nursing education (pedagogical). Collaborative research is acceptable. Must address plans for completion of scholarly activities in dossier.**

**By year four review, if no A activity faculty should have a draft for a Group A activity.**

**By year five review, faculty member has completed one additional activity from Group A or B. Any two activities from Group C will count as one Group B activity.**

**In addition, faculty should have submitted a group A activity even if no group A activity has been completed.**

**Group A:**

1. Article in an international or national peer reviewed journal
2. New Textbook or Scholarly Book
3. New Chapter in a Scholarly or Text Book – Peer Reviewed
4. Funded or submitted external grant which exceeds \$5000
5. Peer reviewed article in a regional or state journal (discipline or pedagogical)
6. Book written for lay audience

**Group B:**

1. Oral Presentation at international or national conference – peer reviewed.
2. Oral Presentation at a regional or state meeting – peer reviewed
3. Poster Presentation at an international, national, regional or state meeting – peer reviewed
4. Scholarly book review or review of a soft-ware product
5. Revision of a textbook, instructor's manual or study guide (or parts of)
6. Funded internal (APSU) grant and related activities and reports
7. Funded or submitted external grant for less than \$5000 or the completion of required annual reports and/or activities related to the grant
8. Initial development of an on-line course
9. Creating/presenting a workshop for a discipline related professional group

**Group C: Any two activities in C can be substituted for one activity in B.**

1. Article in a non-peer reviewed journal or newsletter
2. Invited speaker or panelist at academic or practice related meeting
3. Presentation at university wide research workshop or forum
4. Publication a set of text questions (at least 25 questions)

Note: There may be activities not listed that would count in this category, the candidate must supply a rationale for inclusion before the faculty member begins to update the dossier. The departmental retention/tenure committee will determine in which group to place the activity. At request of the candidate, the director will convene a meeting expressly for this purpose.

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

**Activities 1, 2, 3 and 4 are required.**

1. Evidence to continuing professional development and growth as evidenced by:
  - Annual attendance at least 16 hours in two of the following areas: Teaching/educational skills, Content area of courses, Clinical specialty area, Nursing or educational research or University in-services/faculty development programs
2. Service to the School of Nursing- Committee work or other administrative services
  - Participates in nursing committees and faculty meetings
3. Service to one's discipline
  - Membership in at least one professional organization
  - Actively participates in membership meetings of at least ONE professional organization

4. Service to the University
  - a. Serves on and attends meetings of at least one college and or university
  - b. Advisor to student organizations
  - c. Other campus service
    - Participates in interdisciplinary campus activities
    - Participates in activities that promote campus diversity

**In addition, faculty continues to demonstrate involvement in at least one of the two areas below.**

5. Service to one's discipline: Participates at an expanded level by any of the following
  - Assuming leadership role in an organization
  - Participation in professional forum on health related issues
  - Assisting with the development of a professional workshop
  - Obtaining or maintaining professional certification – clinical or teaching
6. Service to the community as evidenced by
  - a. Discipline-related presentations to community groups
    - Presents health related education program to campus, local or regional groups
  - b. Other discipline related service
    - Volunteers with at least one local health agency group or organization
    - Participates in activities that promote community diversity
    - Participates in interdisciplinary community activities
    - Other activities that enhance the quality of life in community of choice

**Discipline Specific or TBR approved Doctoral Degree Completion (hired with an MSN degree)**

**In year four and five, the faculty member continues to be actively engaged in coursework.**

### **III. Tenure Year (Year 6)**

A. Effectiveness in Academic Assignment - All required except those indicated as optional.

#### 1. Teaching effectiveness (APSU Policy 5:060.IV.A1.)

- a. Student evaluation of instruction as evidenced by: Classroom and clinical
  - Maintains an aggregate global index higher than 4.0 on a six point scale and demonstrating a pattern of improvement.
  - Any single component of global index evaluated less than 4.0 must be addressed in the teaching assignment narrative.
- b. Annual peer review of instruction by a tenured faculty member indicating
  - Didactic peer evaluations average at least 3.5 on a five point scale
  - Clinical peer evaluation by tenured faculty 3.5 on a five point scale.
- c. Student advisement as evidenced by:
  - Present for posted office hours (All years)
  - Meets with students in assigned courses as needed to facilitate learning (All years)
  - Works with mentor to learn academic advising role
  - Schedules time for pre-registration advising of assigned advisees

- Participates in at least one additional student advising, recruitment, or testing session

d. Teaching assignment:

- Competency in course coordination or assumes increased role in course leadership
- Initiation of some aspects of course design
- Continues evaluation of books and teaching aids for assigned courses
- Continues to work effectively and maintain positive relationships with personnel in the university and clinical areas
- Maintains records and reporting responsibilities
- Actively participates in curriculum development and/or program evaluation
- Mentors new faculty in area of teaching within course

e. Direction of undergraduate and graduate research (Optional)

f. Serves on graduate committees to review proposals and final paper (Optional)

2. Other academic responsibilities (APSU Policy 5:060.IV.A2.)

- Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given (If appropriate)
- In regard to a tenure or promotion recommendation, a sustained record of below average performance in non-instructional activities, as determined by the appropriate departmental personnel actions committee, can override acceptable or better performance on student evaluations of instruction.

B. Scholarly and Creative Achievements (APSU 5:060.IV.B)

**Faculty should focus on accomplishing scholarly and creative works from Groups A and B. These works should relate to the discipline of nursing or nursing education (pedagogical). Collaborative research is acceptable. Must address plans for completion of scholarly activities in dossier.**

**By year six review (tenure year), the faculty member must have a total of three activities (two Group C equals one Group B). One activity must be from Group A.**

**Group A:**

1. Article in an international or national peer reviewed journal
2. New Textbook or Scholarly Book
3. New Chapter in a Scholarly or Text Book – Peer Reviewed
4. Funded or submitted external grant which exceeds \$5000
5. Peer reviewed article in a regional or state journal (discipline or pedagogical)
6. Book written for lay audience

**Group B:**

1. Oral Presentation at international or national conference – peer reviewed.
2. Oral Presentation at a regional or state meeting – peer reviewed
3. Poster Presentation at an international, national, regional or state meeting – peer reviewed
4. Scholarly book review or review of a soft-ware product
5. Revision of a textbook, instructor's manual or study guide (or parts of)
6. Funded internal (APSU) grant and related activities and reports

7. Funded or submitted external grant for less than \$5000 or the completion of required annual reports and/or activities related to the grant
8. Initial development of an on-line course
9. Creating/presenting a workshop for a discipline related professional group

**Group C: Any two activities in C can be substituted for one activity in B.**

1. Article in a non-peer reviewed journal or newsletter
2. Invited speaker or panelist at academic or practice related meeting
3. Presentation at university wide research workshop or forum
4. Publication a set of text questions (at least 25 questions)

Note: There may be activities not listed that would count in this category, the candidate must supply a rationale for inclusion before the faculty member begins to update the dossier. The departmental retention/tenure committee will determine in which group to place the activity. At request of the candidate, the director will convene a meeting expressly for this purpose.

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

**Activities 1 2, 3 and 4 are required.**

1. Evidence to continuing professional development and growth as evidenced by:
  - Annual attendance at least 16 hours in two of the following areas: Teaching/educational skills, Content area of courses, Clinical specialty area, Nursing or educational research or University in-services/faculty development programs
2. Service to the School of Nursing- Committee work or other administrative services
  - Participates in nursing committees and faculty meetings
3. Service to one's discipline
  - Membership in at least one professional organization
4. Service to the University
  - a. Serves on and attends meetings of at least one college and or university
  - b. Advisor to student organizations
  - c. Other campus service
    - Participates in interdisciplinary campus activities
    - Participates in activities that promote campus diversity
    - Actively participates in membership meetings of at least ONE professional organization

**In addition, faculty continues to demonstrate involvement in at least one of the two areas below.**

5. Service to one's discipline: Participates at an expanded level by any of the following
  - Assuming leadership role in an organization
  - Participation in professional forum on health related issues
  - Assisting with the development of a professional workshop
  - Obtaining or maintaining professional certification – clinical or teaching



6. Service to the community as evidenced by
  - a. Discipline-related presentations to community groups
    - Presents health related education program to campus, local or regional groups
  - b. Other discipline related service
    - Volunteers with at least one local health agency group or organization
    - Participates in activities that promote community diversity
    - Participates in interdisciplinary community activities
    - Other activities that enhance the quality of life in community of choice

**By sixth year review (tenure), the faculty member has completed the doctoral degree.**

## **PROMOTIONS:**

In regard to a tenure or promotion recommendation, a sustained record of below average performance in non-instructional activities, as determined by the appropriate departmental personnel actions committee, can override acceptable or better performance on student evaluations of instruction.

### **V. Promotion to Associate Professor - Same as Retention Tenure Year**

### **VI. Promotion to Full Professor**

A. Teaching effectiveness (APSU Policy 5:060.IV.1.) - All required except those indicated as optional

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

- a. Student evaluation of faculty as evidenced by
  - Maintains an aggregate global index at least 4.00 on a six point scale.
- b. Two additional peer review of instruction by another full professor or director conducted in the most recent five years prior to application as evidenced by
  - Maintains didactic peer evaluations at least 3.5 on a five point scale
  - Maintains clinical peer evaluation of at least 3.5 on a five point scale (if applicable).
- c. Student advisement as evidenced by
  - Provides leadership to other faculty in assuming the advisement /counseling role with students

Effectiveness in academic assignment

- Leadership in course coordination, cohort and/or team leadership
  - Leads other faculty in course and curricular development or improvements
  - Sustained record of working effectively and maintaining positive relationships with personnel in the university and clinical areas.
  - Maintains records and reporting responsibilities
  - Mentors new faculty in a to academic role
- e. Direction of undergraduate and graduate research (Optional)
  - f. Serves on graduate committees to review proposals and final paper (Optional)

2. Non-teaching assignments (APSU Policy 5:060.IV.A2.)

a. Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given (If appropriate)

B. Scholarly and Creative Achievements (APSU 5:060.IV.B)

For promotion to Full Professor, the faculty member will have completed at least one additional Group A activity since last evaluation.

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

1. Service to the campus – Required

a. Committee work or other administrative service

- Has chaired at least one nursing committee and/or
- Has chaired at least one college or university committee

2. Evidence to continuing professional development and growth

a. Sustained record of continuing education activities (Required)

b. Sustained expertise through clinical practice (Optional)

c. Maintains professional certification – clinical or teaching (Optional)

**In addition to above, sustained leadership in either 3 or 4 below:**

3. Service to one's discipline

a. Membership and leadership in professional organizations (membership required)

- Continued membership and active participation required
- Sustained record of leadership roles
- Sustained involvement in discipline specific activities that promote or advance the profession

4. Service to the community

-Sustained involvement in activities that enhance the quality of life in community of choice

**VII. Expectations for tenured faculty not being reviewed for promotion. This section applies to all tenured faculty including Full Professors.**

Continue to meet criteria at rank.

**Revisions approved by SON Faculty February 22, 2016**