

**Department of Teaching and Learning
Martha Dickerson Eriksson College of Education
Promotion Policy**

The following guidelines were developed to provide all tenure track faculty a list of minimum expectations and specific requirements necessary to be considered for promotion to Associate Professor and to Professor. Promotion in the Department of Teaching and Learning requires a dossier of documented achievements in teaching, scholarship, and service to the University, College, Department and the PK-12 education sector, as well as the ability to work cooperatively with colleagues to achieve the long-term goals of the Department and to work collaboratively with colleagues on academic issues. The Department of Teaching and Learning Promotion Committee will review these guidelines on a regular basis.

I. Orientation to the Department of Teaching and Learning

The Chair of the Department of Teaching and Learning will assign all faculty below the rank of Professor a mutually agreed upon colleague who will:

- a. Be a resource person for the faculty member.
- b. Insure that the dossier for promotion is in appropriate format before final review by the Chair of the Department of Teaching and Learning. Once the Chair of the Department of Teaching and Learning has reviewed the dossier, it will be presented to the committee.

**II. Department of Teaching and Learning Promotion Policy for Instructor Levels
Instructor to Senior Instructor**

If a faculty member meets the criteria for promotion to Senior Instructor as outlined in the TBR Policy 5:02:02:20, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Teaching and Learning requires that for promotion to Senior Instructor, one must present a comprehensive dossier to include the items outlined below:

To be considered for promotion from Instructor to Senior Instructor, the dossier must include the following items created while in the rank of Instructor at Austin Peay State University.

- A. Documented evidence of high quality teaching contribution to student development.
 - Student evaluations must meet the criteria set by the Department of Teaching and Learning.

Student evaluations must meet the criteria set by the Department of Teaching and Learning. Student evaluations should show consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.

- A minimum of two years of continuous appointment at the Instructor level.
- B. Master's degree from an accredited institution in the instructional discipline or related area.
- C. Evidence of good character, mature attitude, and professional integrity.

Research and Scholarly Achievement

The dossier must show a record of continuous professional activity while in the rank of Instructor, with a minimum of two (2) activities from the items listed below:

1. A presentation at a regional or state conference.
2. The writing and submission of a grant in a highly selective state-funded grant writing process.
3. Receipt of TAF, Faculty Research (old Tower), or funding for research.
4. Courseware development, which provides the primary resource for a class, for local or regional distribution.
5. Obtaining a grant in a non-competitive process.
6. Participation in an institute where the selection process is competitive.
7. Publication in a non-referred journal.
8. Creation of electronic media in a non-competitive process for local or regional distribution in the area of learning, scholarship, or public service.
9. A publication in a journal/newsletter or other professional material where the selection criteria is not juried.
10. Published book reviews, prepublication reviews.

Professional/Community Service

The candidate should have at least two activities from two of the categories listed below. Examples of activities that are considered to be service to one's profession or community include, but are not limited to the following:

Category A: Service to University

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee.
2. Service on Faculty Senate or special task forces.

Category B: Service to One's Profession

1. Membership in discipline-related organizations at the state, regional, or national levels.
2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:
 - a. Officer/board member
 - b. Committee Chair
 - c. Reviewer of conference proposals.
 - d. Planning chair at national, regional, state conferences
3. Contributions to the profession:
 - a. Reviewing proposals for publication
 - b. Reviewing proposals for conference
 - c. Committee member in a professional organization

- d. Presider at conference
- e. Committee service

Category C: Service to the Community

1. Consulting with Pre-K–12 schools (in-service activities, guest speaker, etc.).
2. Discipline specific community activities
3. Recipient of a community or professional award.
4. Sponsorship of student groups related to the field of education.
5. Serving as facilitator/chair/member of SACS/School Improvement Committees and/or other Accrediting Agencies.
6. Academic judging

III. Senior Instructor to Master Instructor

If a faculty member meets the criteria for promotion to Master Instructor as outlined in the TBR Policy 5:02:02:20, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Teaching and Learning requires that for promotion to Master Instructor, one must present a comprehensive dossier to include the items outlined below:

To be considered for promotion from Senior Instructor to Master Instructor, the dossier must include the following items created while in the rank of Senior Instructor at Austin Peay State University.

- A. Documented evidence of high quality teaching and contribution to student development.
 - Student evaluations must meet the criteria set by the Department of Teaching and Learning.

Student evaluations must meet the criteria set by the Department of Teaching and Learning. Student evaluations should show consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.
 - A minimum of four years of continuous appointment at the Senior Instructor level.
- B. Master's degree from an accredited institution in the instructional discipline or related area.
- C. Evidence of good character, mature attitude, and professional integrity.

Research and Scholarly Achievement

The dossier must show a record of continuous professional activity while in the rank of Senior Instructor, with a minimum of four (4) activities from the items listed below:

1. A presentation at a regional or state conference.
2. The writing and submission of a grant in a highly selective state-funded grant writing process.
3. Receipt of TAF, Faculty Research (old Tower), or funding for research.

4. Courseware development, which provides the primary resource for a class, for local or regional distribution.
5. Obtaining a grant in a non-competitive process.
6. Participation in an institute where the selection process is competitive.
7. Publication in a non-referred journal.
8. Creation of electronic media in a non-competitive process for local or regional distribution in the area of learning, scholarship, or public service.
9. A publication in a journal/newsletter or other professional material where the selection criteria is not juried.
10. Published book reviews, prepublication reviews.

Professional/Community Service

The candidate should have at least two activities from two of the categories listed below. Examples of activities that are considered to be service to one's profession or community include, but are not limited to the following:

Category A: Service to University

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee.
2. Service on Faculty Senate or special task forces

Category B: Service to One's Profession

1. Membership in discipline-related organizations at the state, regional, or national levels.
2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:
 - a. Officer/board member
 - b. Committee Chair
 - c. Reviewer of conference proposals.
 - d. Planning chair at national, regional, state conferences
3. Contributions to the profession:
 - a. Reviewing proposals for publication
 - b. Reviewing proposals for conference
 - c. Committee member in a professional organization
 - d. Presider at conference
 - e. Committee service

Category C: Service to the Community

1. Consulting with Pre-K–12 schools (in-service activities, guest speaker, etc.)
2. Discipline specific community activities,
3. Recipient of a community or professional award
4. Sponsorship of student groups related to the field of education
5. Serving as facilitator/chair/member of SACS/School Improvement Committees and/or other Accrediting Agencies
6. Academic judging

IV. Meeting Department of Teaching and Learning Requirement for Promotion

a. Criteria for Promotion to Rank of Assistant Professor

If a faculty member meets the criteria for promotion to Assistant Professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Teaching and Learning requires that for promotion to Assistant Professor, one must present a comprehensive dossier of documented achievements in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service.

Academic Service

- A. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
- B. Evidence of potential ability in instruction, and/or service, and/or research.

Student evaluations must meet the criteria set by the Department of Teaching and Learning. Student evaluations should show consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.

- C. Evidence of good character, mature attitude, and professional integrity. For example, the faculty demonstrates caring and respect for one another, builds professional relationships with colleagues, and adheres to the university faculty code of conduct.

Research and Scholarly Achievement

The dossier must show a record of continuous professional activity with a minimum of one activity from Category A or B.

Category A:

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally/nationally funded grant.
6. Creation and development of a regularly nationally distributed electronic publication, such as on online journal.
7. Editing an international, national, regional or state journal.

Category B:

1. Inclusion of an article in a state juried publication recognized in the field.
2. A presentation at an international/national meeting where the selection of presentations is juried.
3. Obtaining a state/regionally funded grant.

Professional/Community Service

The candidate should have at least three activities from two of the categories listed below. Examples of activities that are considered to be service to one's profession or community include, but are not limited to the following:

Category A: Service to University

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee
2. Service on Faculty Senate or special task forces

Category B: Service to One's Profession

1. Participation and leadership in discipline-related organizations at the state, regional, or national levels. This includes:
 - a. Officer/board member
 - b. Committee Chair
 - c. Reviewer of conference proposals.
 - d. Planning chair at national, regional, state conferences
2. Contributions to the profession:
 - a. Reviewing proposals for publication
 - b. Reviewing proposals for conference
 - c. Committee member in a professional organization
 - d. Presider at conference
 - e. Committee Service

Category C: Service to the Community

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.)
2. Discipline specific community activities.
3. Recipient of a community or professional award
4. Sponsorship of student groups related to the field of education.
5. Serving as facilitator/chair/member of SACS/School Improvement Committees, or other Accrediting Agencies, task forces, discipline-specific reviewers, or membership (board position) in discipline related community organizations.

b. Criteria for Promotion to Rank of Associate Professor

If a faculty member meets the criteria for promotion to Associate Professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Teaching and Learning requires that for promotion to Associate Professor, one must present a comprehensive dossier of documented achievements in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service.

To be considered for promotion from Assistant Professor to Associate Professor the dossier must include all items required for Assistant Professor and include **three** items created while in the rank of Assistant Professor at Austin Peay State University.

- One of the three items must be a sole-authored juried publication in an international, national, or regional publication recognized in the field;

- The second item must be a juried publication at the international, national, or regional level recognized in the field, in which the contribution by the author going up for promotion is a minimum of 50%, and evidence thereof provided in his/her dossier; and;
- The third item will be a selection(s) from the list below:
 1. The publication of a textbook by a recognized publisher.
 2. Inclusion of an article in an international, national, or regional juried publication recognized in the field.
 3. Nationally recognized, peer-reviewed, discipline specific publication(s) [e.g. book chapter(s), article(s)].
 4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
 5. Obtaining an international, national, or state private foundation competitive grant.
 6. Editing an international, national, or regional, or journal.
 7. Presentation(s) of a paper at international, national, or regional conference(s)/convention(s) recognized in the field. (This paper cannot be counted as a publication hereinabove.) The published conference proceedings will not be considered a publication.

c. Criteria for Promotion to Rank of Professor

If a faculty member meets the criteria outlined for promotion to Professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to requirements established by the University, the Department of Teaching and Learning requires that for promotion to Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university professional/community service. All requirements for Associate Professor must be included in the dossier, in addition to the requirements listed below. Additionally, the candidate will demonstrate good character, mature attitude, and professional integrity as outlined in the University Faculty Code of Conduct.

To be considered for promotion from Associate Professor to Professor, the dossier must include **four** items.

- Of the **four** items, **two** of the items must be sole-authored juried publications created while in the rank of Associate Professor at Austin Peay State University; and
- One item must be an international or national juried publication created while in the rank of Associate Professor at Austin Peay State University in which the contribution by the author going up for promotion is a minimum of 50%, and evidence thereof provided in their dossier.
- The **fourth** item must come from the list below:

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international, national, or regional juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publication(s), [e.g. book chapter(s), article(s), or fastback(s)].
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally, nationally, state or private foundation competitive grant.
6. Creation and development of a regularly nationally or regionally distributed electronic publication such as an online journal.
7. Editing an international, national, regional, or content specific journal.
8. Presentation(s) of a paper at international, national, or regional conference(s)/convention(s) recognized in the field. (This paper cannot be counted as a publication hereinabove.) The published conference proceedings will not be considered a publication.

Adopted by the Department of Teaching and Learning- Nov. 6, 2015

Approved by Chair – Nov. 6, 2015

Approved by Promotion Committee – Nov. 13, 2015

Approved by Dean – Nov. 13, 2015