

## CRITERIA FOR PERSONNEL ACTIONS AGRICULTURE

APSU Policies 1:025., 2:063 and 2:051 describe the nature of areas of evaluation for faculty under consideration of retention, tenure and promotion to associate professor, or promotion to full professor. The following are additional general criteria to be used in evaluating a faculty member for retention, tenure and promotion to associate professor, and promotion to full professor in the Department of Agriculture in the areas listed below, according to the personnel action under consideration. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of personnel action under request.

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 the minimum requirements in each area that are necessary but may not be sufficient to be awarded retention, tenure, or promotion.

### I. Faculty Retention Years 1-3

#### A. Effectiveness in Academic Assignment

Teaching effectiveness is, without question, the top priority in faculty evaluations.

##### 1. Teaching effectiveness (APSU Policy 1:025..IV.A.1.)

**a. Enhanced peer review of instruction:** Faculty members shall receive a minimum of two enhanced peer evaluations during any RTP cycle at an agreeable date and time.

**b. Course and curricular development or improvements:** Each faculty member should demonstrate a willingness to participate in curriculum development and enhancement, including preparation of proposals and teaching new courses. Creative teaching methods or novel materials with significant benefit or scholarly content, creating on-line courses, and/or creating hybrid courses should also be noted.

**c. Effective student advisement:** Faculty members should be active in student advisement and should advise a fair share of Agriculture majors. By their third-year review, faculty members should demonstrate a reasonable share of Agriculture majors as advisees. Advisement should include helping students make wise decisions regarding their academic efforts and their future careers. Faculty members should:

- i.** be familiar with both general core and the latest requirements for majors
- ii.** assist students in scheduling of classes and provide a list of students being advised.
- iii.** assist students with identifying “out-of-the-classroom” or “off campus” learning opportunities etc.
- iv.** facilitate long range planning to expedite degree completion
- v.** assist students by freshman year with career plans and plans

after graduation

**d. Works effectively with colleagues on academic issues:** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.

**e. Student evaluations of instruction:** Faculty are expected to write a narrative analysis of student evaluations during the current dossier cycle. The narrative will describe opportunities for growth and future goals for Area 1.

Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.

**f. Other:** Faculty members should continue their professional development and growth by attending training seminars and workshops, subject to the availability of travel funds. Faculty members should also be involved in high impact education programs/practices as opportunities occur.

**2. Non-teaching assignments (APSU Policy 1:025.IV.A.2.)**

*Evidence of administrative or supervisory duties as associate dean or interim dean, chair/director, program coordinator, or other special activities for which reassigned time is given:*

None expected.

**B. Research/Scholarship/Creative Activities**

The activities and achievements below are recognized for faculty members.

By their third-year review, faculty members must have completed a minimum of two items from any category from Section B. (Category items may be repeated.)

**1. Publications:**

- a. Publication as sole or joint author in a refereed scientific, industry or university educators' publication.
- b. Publication as sole or joint author in refereed proceedings of a recognized scientific, industry or university educators' society.
- c. Publication of a University-level book or chapter of a book.
- d. Other meaningful scholarly publication.

**2. Invited Papers Presented:**

- a. Invited presentation at a regional, national, or international meeting of a recognized scientific, industry or university educators' society.
- b. Invited presentation at a workshop or seminar of a discipline-specific professional organization.

**3. Papers Presented:**

- a. Presentation at a regional, national, or international meeting of a recognized scientific or industry society.
- b. Presentation at a regional, national, or international meeting of a society of university educators.

**4. Performances or Exhibitions:**

- a. Leader or co-leader of a field trip associated with a regional, national, or international meeting of a recognized scientific or industry society.
- b. Poster presentation at a regional, national, or international meeting of a

recognized scientific or industry society.

c. Poster presentation at a regional, national, or international meeting of university educators.

**5. Research or Creative Arts in Progress:**

a. Evidence of scholarly research in progress or submission of scholarly work.

b. Evidence of progress in writing a university-level book or chapter of a book.

c. Evidence of progress in writing university lab manual or software.

d. Developing research proposal for funding.

**6. Other Items:**

a. Submission of external or internal proposal for funding.

b. Production of university lab manual or software.

c. Peer invited demonstration or performance of professional clinical activity expertise. e.g. surgical, medical, diagnostic (etc.) skills exhibited

d. Receipt of competitive award for discipline specific competitive team

e. Lead person in discipline specific activities that result in significant external funding and/or gifts

f. Editor for a professional journal or other scholarly publication

g. Peer reviewer for a professional journal or other scholarly publication.

h. Other discipline-specific research and scholarly activities.

**C. Professional Contributions and Activities (APSU Policy 1:025..IV.C)**

This section includes items involving service to APSU and to one's discipline as well as discipline-related service at the community level, state level, or above.

**1. Service to Campus**

**a. Committee work or other administrative service:** Each faculty member must be engaged in service to the Agriculture program.

Examples include, but are not limited to: Library liaison, recruitment activities, building coordinator, maintaining a bulletin board that posts opportunities for Agriculture students, work at the EEC, etc.

**b. Service on Faculty Senate or special task forces:** Faculty members should occasionally be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.

**c. Other participation or leadership in the university's governing and policy-making processes:** None expected.

**d. Advisor to student organizations:** Each faculty member should serve as advisor to a student organization.

**e. Other campus service:** Each faculty member should serve APSU as a member or chair of a University standing committee each year and also in whatever functions suit the talents and interests of the individual – such as search committees, fund raising efforts, articulation agreements, etc.

**2. Service to One's Discipline**

**a. Memberships and leadership in professional organizations:** Each

faculty member must maintain membership in at least one discipline related professional organization at the state level or higher. Attendance at annual meetings or conferences is also expected. Holding office or other positions of leadership in professional organizations indicates greater effort and commitment to service in one's discipline.

**b. Professional service as session chair, discussant, paper reviewer, other:**

Additional activities which count as service to one's academic discipline include, but are not limited to: Serving as chair of a session at a meeting or conference of a professional organization, as editor for a professional journal or other scholarly publication, as a member of a panel at a meeting or conference of a professional organization, as a peer reviewer for a professional journal or other scholarly publication, as a peer reviewer for research proposals for competitive scientific granting agencies.

**3. Service to the Community**

Faculty members are expected to devote significant time and efforts to serve the local (or larger) community. Participation in "adopt-a-highway" programs, blood donations, civic organizations, and church activities are obviously good

community service; however, greater value is attached to activities which are strongly related to one's academic discipline. For example, a faculty member with expertise in landscaping can certainly count designing and installing the landscape around a Habitat for Humanity house as a professional contribution, but may have to count work on the plumbing or electricity as simply a "good deed" rather than a professional contribution. Examples of professional service activities for faculty members in Agriculture include, but are not limited to: Elderhostel lectures on Agricultural topics, volunteer services with city tree boards and RC&D associations, work with 4-H and FFA groups, presentations to community or civic groups involving Agricultural topics, work with environmental or Agricultural contests or other events for youth, providing discipline-related advice or consultations to community groups or landowners or Agri-Businesses, etc.

**II. Faculty Retention Years 4-5 (unless being reviewed for tenure and promotion)**

**A. Effectiveness in Academic Assignment**

Teaching effectiveness is, without question, the top priority in faculty evaluations.

**1. Teaching effectiveness (APSU Policy 1:025..IV.A.1.)**

**a. Enhanced peer review of instruction:** If deemed necessary or requested, faculty members shall be peer-reviewed by a senior colleague at an agreeable date and time.

**b. Course and curricular development or improvements:** Each faculty member should demonstrate a willingness to participate in curriculum development and enhancement, including preparation of proposals and teaching new courses. Creative teaching methods or novel materials with

significant benefit or scholarly content, creating on-line courses, and/or creating hybrid courses should also be noted.

**c. *Effective student advisement:*** Faculty members should be active in student advisement and should advise a fair share of Agriculture majors. Advisement should include helping students make wise decisions regarding their academic efforts and their future careers.

Faculty members should:

- i. be familiar with both general core and the latest requirements for majors
- ii. assist students in scheduling of classes and provide a list of students being advised.
- iii. assist students with identifying “out-of-the-classroom” or “off campus” learning opportunities etc.
- iv. facilitate long range planning to expedite degree completion
- v. assist students by freshman year with career plans and plans after graduation

**d. *Works effectively with colleagues on academic issues:*** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.

**e. *Student evaluations of instruction:*** Faculty are expected to write a narrative analysis of student evaluations during the current dossier cycle. The narrative will describe opportunities for growth and future goals for Area 1.

Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.

**f. *Other:*** Faculty members should continue their professional development and growth by attending training seminars and workshops, subject to the availability of travel funds. Faculty members should also be involved in high impact education programs/practices as opportunities occur.

## **2. Non-teaching assignments (APSU Policy 1:025.IV.A.2.)**

***Evidence of administrative or supervisory duties as associate dean or interim dean, chair/director, program coordinator, or other special activities for which reassigned time is given***

None expected.

## **B. Research/Scholarship/Creative Activities**

The activities and achievements below are recognized for faculty members.

By their fifth-year review, faculty members must have completed a minimum of four items from Section B. (Category items may be repeated.) At least one item must be from either Category 1, or Category 2, or Category 3.

### **1. Publications:**

- a. Publication as sole or joint author in a refereed scientific, industry or university educators’ publication.
- b. Publication as sole or joint author in refereed proceedings of a recognized scientific, industry or university educators’ society.

- c. Publication of a University-level book or chapter of a book.
- d. Other meaningful scholarly publication.

**2. Invited Papers Presented:**

- a. Invited presentation at a regional, national, or international meeting of a recognized scientific, industry or university educators' society.
- b. Invited presentation at a workshop or seminar of a discipline-specific professional organization.

**3. Papers Presented:**

- a. Presentation at a regional, national, or international meeting of a recognized scientific or industry society.
- b. Presentation at a regional, national, or international meeting of a society of university educators.

**4. Performances or Exhibitions:**

- a. Leader or co-leader of a field trip associated with a regional, national, or international meeting of a recognized scientific or industry society.
- b. Poster presentation at a regional, national, or international meeting of a recognized scientific or industry society.
- c. Poster presentation at a regional, national, or international meeting of university educators.

**5. Research or Creative Arts in Progress:**

- a. Evidence of scholarly research in progress or submission of scholarly work.
- b. Evidence of progress in writing a university-level or chapter of a book.
- c. Evidence of progress in writing university lab manual or software.
- d. Developing research proposal for funding.

**6. Other Items:**

- a. Submission of external or internal proposal for funding.
- b. Production of university lab manual or software.
- c. Direction of undergraduate research
- d. Direction of graduate research
- e. Receipt of competitive award for discipline specific competitive team
- f. Peer invited demonstration or performance of professional clinical activity expertise. e.g. surgical, medical, diagnostic (etc.) skills exhibited
- g. Lead person in discipline specific activities that result in significant external funding and/or gifts
- h. Editor for a professional journal or other scholarly publication.
- i. Peer reviewer for a professional journal or other scholarly publication.
- j. Other discipline-specific research and scholarly activities.

**C. Professional Contributions and Activities (APSU Policy 1:025.IV.C)**

This section includes items involving service to APSU and to one's discipline as well as discipline-related service at the community level, state level, or above.

**1. Service to Campus**

- a. Committee work or other administrative service:* Each faculty member must be engaged in service to the Agriculture program. Examples include, but are not limited to: Library liaison, recruitment

activities, building coordinator, maintaining a bulletin board that posts opportunities for Agriculture students, work at the EEC, etc.

**b. Service on Faculty Senate or special task forces:** Faculty members should occasionally be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.

**c. Other participation or leadership in the university's governing and policy-making processes:** None expected.

**d. Advisor to student organizations:** Each faculty member should serve as advisor to a student organization.

**e. Other campus service:** Each faculty member should serve APSU as a member or chair of a University standing committee each year and also in whatever functions suit the talents and interests of the individual – such as search committees, fund raising efforts, clean-up campaigns, articulation agreements, etc.

## 2. Service to One's Discipline

**a. Memberships and leadership in professional organizations:** Each faculty member must maintain membership in at least one discipline related professional organization at the state level or higher. Attendance at annual meetings or conferences is also expected. Holding office or other positions of leadership in professional organizations indicates greater effort and commitment to service in one's discipline.

**b. Professional service as session chair, discussant, paper reviewer, other:**

Additional activities which count as service to one's academic discipline include, but are not limited to: Serving as chair of a session at a meeting or conference of a professional organization, as editor for a professional journal or other scholarly publication, as a member of a panel at a meeting or conference of a professional organization, as a peer reviewer for a professional journal or other scholarly publication, as a peer reviewer for research proposals for competitive scientific granting agencies.

## 3. Service to the Community

Faculty members are expected to devote significant time and efforts to serve the local (or larger) community. Participation in "adopt-a-highway" programs, blood donations, civic organizations, and church activities are obviously good community service; however, greater value is attached to activities which are strongly related to one's academic discipline. For example, a faculty member with expertise in landscaping can certainly count designing and installing the landscape around a Habitat for Humanity house as a professional contribution, but may have to count work on the plumbing or electricity as simply a "good deed" rather than a professional contribution. Examples of professional service activities for faculty members in Agriculture include, but are not limited to: Elderhostel lectures on Agricultural topics, volunteer services with city tree boards and RC&D associations, work with 4-H and FFA groups, presentations to community or civic groups involving Agricultural topics, work with

environmental or Agricultural contests or other events for youth, providing discipline-related advice or consultations to community groups or landowners or Agri-Businesses, etc.

### **III. Tenure and Promotion to Associate Professor**

To be granted tenure and promotion to Associate Professor, faculty members must demonstrate progression and development in their careers.

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

Teaching effectiveness is, without question, the top priority in faculty evaluations.

##### **1. Teaching effectiveness (APSU Policy 1:025..IV.A.1.)**

**a. Enhanced peer review of instruction:** If deemed necessary or requested, faculty members shall be peer-reviewed by a senior colleague at an agreeable date and time.

**b. Course and curricular development or improvements:** Each faculty member should demonstrate a willingness to participate in curriculum development and enhancement, including preparation of proposals and teaching new courses.

Creative teaching methods or novel materials with significant benefit or scholarly content, creating on-line courses, and/or creating hybrid courses should also be noted.

**c. Effective student advisement:** Faculty members should be active in student advisement and should advise a fair share of Agriculture majors. Advisement should include helping students make wise decisions regarding their academic efforts and their future careers.

Faculty members should:

- i.** be familiar with both general core and the latest requirements for majors
- ii.** assist students in scheduling of classes and provide a list of students being advised.
- iii.** assist students with identifying “out-of-the-classroom” or “off campus” learning opportunities etc.
- iv.** facilitate long range planning to expedite degree completion
- v.** assist students by freshman year with career plans and plans after graduation

**d. Works effectively with colleagues on academic issues:** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.

**e. Student evaluations of instruction:** Faculty member reviewed for tenure and promotion shall include a written narrative analysis of student evaluations only from the most recent five-year period or, if fewer than five, all evaluations. The narrative will describe opportunities for growth and future goals for Area 1.

Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.

Consideration will be given to course content as well as evaluations by students and other faculty members.



**f. Other:** Faculty members should continue their professional development and growth by attending training seminars and workshops, subject to the availability of travel funds. Faculty members should also be involved in high impact education programs/practices as opportunities occur.

**2. Non-teaching assignments (APSU Policy 1:025.IV.A.2.)**

*Evidence of administrative or supervisory duties as associate dean or interim dean, chair/director, program coordinator, or other special activities for which associate dean or interim dean has reassigned time is given:*

None expected.

**B. Research/Scholarship/Creative Activities**

The activities and achievements below are recognized for faculty members.

For Tenure and Promotion, faculty members must have completed a minimum of six items from Section B. At least one item must be “peer-reviewed” from Category 1. The remaining five from any category of the six below. Any items from Category 5 must be carefully scrutinized for documented evidence of progress. (Category items may be repeated.)

**1. Publications:**

- a. Publication as sole or joint author in a refereed scientific, industry or university educators’ publication.
- b. Publication as sole or joint author in refereed proceedings of a recognized scientific, industry or university educators’ society.
- c. Publication of a University-level book or chapter of a book.
- d. Refereed publication of a manual for such purposes as accreditation with the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA).

**2. Invited Papers Presented:**

- a. Invited presentation at a regional, national, or international meeting of a recognized scientific, industry or university educators’ society.
- b. Invited presentation at a workshop or seminar of a discipline-specific professional organization.

**3. Papers Presented:**

- a. Presentation at a regional, national, or international meeting of a recognized scientific or industry society.
- b. Presentation at a regional, national, or international meeting of a society of university educators.

**4. Performances or Exhibitions:**

- a. Leader or co-leader of a field trip associated with a regional, national, or international meeting of a recognized scientific or industry society.
- b. Poster presentation at a regional, national, or international meeting of a recognized scientific or industry society.
- c. Poster presentation at a regional, national, or international meeting of university educators.

**5. Research or Creative Arts in Progress:**

- a. Evidence of scholarly research in progress or submission of scholarly work.
- b. Evidence of progress in writing a university-level book or chapter of a book.
- c. Evidence of progress in writing university lab manual or software.
- d. Developing research proposal for funding.

**6. Other Items:**

- a. Receipt of competitive external grant.
- b. Receipt of internal research or teaching grant.
- c. Production of university lab manual or software.
- d. Other discipline-specific research and scholarly activities.
- e. Have been the lead person who prepared for a successful peer-reviewed accreditation or re-accreditation for a certified program concentration.
- f. Attainment of peer-reviewed certification or licensure within discipline-specific professional organization or licensing body (i.e., North American Veterinary Licensing Exam, etc.)
- g. Peer invited demonstration or performance of professional clinical activity expertise. e.g. surgical, medical, diagnostic (etc.) skills exhibited
- h. Maintenance of peer-reviewed certification or licensure within discipline-specific professional organization or licensing body.
- i. Receipt of competitive award for discipline specific competitive team
- j. Lead person in discipline specific activities that result in significant external funding and/or gifts
- k. Editor for a professional journal or other scholarly publication
- l. Peer reviewer for a professional journal or other scholarly publication
- m. Direction of undergraduate research
- n. Direction of graduate research

**C. Professional Contributions and Activities (APSU Policy 1:025..IV.C)**

This section includes items involving service to APSU and to one's discipline as well as discipline-related service at the community level, state level, or above.

**1. Service to Campus**

- a. *Committee work or other administrative service:*** Each faculty member must be engaged in service to the Agriculture program. Examples include, but are not limited to: Library liaison, recruitment activities, building coordinator, maintaining a bulletin board that posts opportunities for Agriculture students, work at the EEC, etc.
- b. *Service on Faculty Senate or special task forces:*** Faculty members should occasionally be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.
- c. *Other participation or leadership in the university's governing and policy-making processes:*** None expected.
- d. *Advisor to student organizations:*** Each faculty member should serve as advisor to a student organization.
- e. *Other campus service:*** Each faculty member should serve APSU as a

member or chair of a University standing committee each year and also in whatever functions suit the talents and interests of the individual – such as search committees, fund raising efforts, clean-up campaigns, articulation agreements, etc.

## **2. Service to One's Discipline**

**a. Memberships and leadership in professional organizations:** Each faculty member must maintain membership in at least one discipline related professional organization at the state level or higher. Attendance at annual meetings or conferences is also expected. Holding office or other peer elected positions of leadership in professional organizations indicates greater effort and commitment to service in one's discipline.

**b. Professional service as session chair, discussant, paper reviewer, other:**

Additional activities which count as service to one's academic discipline include, but are not limited to: Serving as chair of a session at a meeting or conference of a professional organization, as editor for a professional journal or other scholarly publication, as a member of a panel at a meeting or conference of a professional organization, as a peer reviewer for a professional journal or other scholarly publication, as a peer reviewer for research proposals for competitive scientific granting agencies.

**c. Certification within relevant professional organization.**

Some disciplines have certification requirements that are peer recognized

## **3. Service to the Community**

Faculty members are expected to devote significant time and efforts to serve the local (or larger) community. Participation in "adopt-a-highway" programs, blood donations, civic organizations, and church activities are obviously good community service; however, greater value is attached to activities which are strongly related to one's academic discipline. For example, a faculty member with expertise in landscaping can certainly count designing and installing the landscape around a Habitat for Humanity house as a professional contribution, but may have to count work on the plumbing or electricity as simply a "good deed" rather than a professional contribution. Examples of professional service activities for faculty members in Agriculture include, but are not limited to: Elderhostel lectures on Agricultural topics, volunteer services with city tree boards and RC&D associations, work with 4-H and FFA groups, presentations to community or civic groups involving Agricultural topics, work with environmental or Agricultural contests or other events for youth, providing discipline-related advice or consultations to community groups or landowners or Agri-Businesses, etc.

## **IV. Promotion to Professor**

To be granted promotion to Professor, faculty members must demonstrate progression and development in their careers.

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

Teaching effectiveness is, without question, the top priority in faculty evaluations.

#### **1. Teaching effectiveness (APSU Policy 1:025.IV.A.1.)**

**a. Enhanced peer review of instruction:** If deemed necessary or requested, faculty members shall be peer-reviewed by a colleague at an agreeable date and time.

**b. Course and curricular development or improvements:** Each faculty member should demonstrate a willingness to participate in curriculum development and enhancement, including preparation of proposals and teaching new courses.

Creative teaching methods or novel materials with significant benefit or scholarly content, creating on-line courses, and/or creating hybrid courses should also be noted.

**c. Effective student advisement:** Faculty members should be active in student advisement and should advise a fair share of Agriculture majors. Advisement should include helping students make wise decisions regarding their academic efforts and their future careers.

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**i.** be familiar with both general core and the latest requirements for majors

**ii.** assist students in scheduling of classes and provide a list of students being advised.

**iii.** assist students with identifying “out-of-the-classroom” or “off campus” learning opportunities etc.

**iv.** facilitate long range planning to expedite degree completion

**v.** assist students by freshman year with career plans and plans after graduation.

**d. Works effectively with colleagues on academic issues:** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.

**e. Student evaluations of instruction:** Faculty member reviewed for promotion to Professor shall include a written narrative analysis of student evaluations only from the most recent five-year period or, if fewer than five, all evaluations. The narrative will describe opportunities for growth and future goals for Area 1.

Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.

**f. Other:** Faculty members should continue their professional development and growth by attending training seminars and workshops, subject to the availability of travel funds. Faculty members should also be involved in high impact education programs/practices as opportunities occur.

## **2. Non-teaching assignments (APSU Policy 1:025..IV.A.2.)**

**Evidence of administrative or supervisory duties as associate dean or interim dean, chair/director, program coordinator, or other special activities for which reassigned time is given:**

None expected.

## **B. Research/Scholarship/Creative Activities**

The activities and achievements below are recognized for faculty members.

For promotion, faculty members must have completed a minimum of six items from Section B since last promotion. At least one item must be “peer-reviewed” from Category 1. Any items from Category 5. must be carefully scrutinized for documented evidence of progress. (Category items may be repeated.)

**1. Publications:**

- a. Publication as sole or joint author in a refereed scientific, industry or university educators’ publication.
- b. Publication as sole or joint author in refereed proceedings of a recognized scientific, industry or university educators’ society.
- c. Publication of a University level-book or chapter of a book.
- d. Refereed publication of a manual for such purposes as advanced accreditation with the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA).

**2. Invited Papers Presented:**

- a. Invited presentation at a regional, national, or international meeting of a recognized scientific, industry or university educators’ society.
- b. Invited presentation at workshop or seminar within discipline-specific professional organization.

**3. Papers Presented:**

- a. Presentation at a regional, national, or international meeting of a recognized scientific or industry society.
- b. Presentation at a regional, national, or international meeting of a society of university educators.

**4. Performances or Exhibitions:**

- a. Leader or co-leader of a field trip associated with a regional, national, or international meeting of a recognized scientific or industry society.
- b. Poster presentation at a regional, national, or international meeting of a recognized scientific or industry society.
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**5. Research or Creative Arts in Progress:**

- a. Evidence of scholarly research in progress or submission of scholarly work.
- b. Evidence of progress in writing a university-level book or chapter of a book.
- c. Evidence of progress in writing university lab manual or software.
- d. Developing research proposal for funding.

**6. Other Items:**

- a. Receipt of competitive external grant.
- b. Receipt of internal research or teaching grant.
- c. Production of university lab manual or software.
- d. Other discipline-specific research and scholarly activities.
- e. Have been the lead person who prepared for a successful peer-reviewed accreditation or re-accreditation for a certified program concentration.
- f. Attainment of peer-reviewed certification or licensure within discipline-

- specific professional organization or licensing body.
- g. Peer invited demonstration or performance of professional clinical activity expertise. e.g. surgical, medical, diagnostic (etc.) skills exhibited
- h. Maintenance of peer-reviewed certification or licensure within discipline-specific professional organization or licensing body.
- i. Receipt of competitive award for discipline specific competitive team
- j. Lead person in discipline specific activities that result in significant external funding and/or gifts
- k. Editor for a professional journal or other scholarly publication
- l. Peer reviewer for a professional journal or other scholarly publication
- m. Direction of undergraduate research
- n. Direction of graduate research

### **C. Professional Contributions and Activities (APSU Policy 1:025.IV.C)**

This section includes items involving service to APSU and to one's discipline as well as discipline-related service at the community level, state level, or above.

#### **1. Service to Campus**

- a. Committee work or other administrative service:* Each faculty member must be engaged in service to the Agriculture program. Examples include, but are not limited to: Library liaison, recruitment activities, building coordinator, maintaining a bulletin board that posts opportunities for Agriculture students, work at the EEC, etc.
- b. Service on Faculty Senate or special task forces:* Faculty members should occasionally be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.
- c. Other participation or leadership in the university's governing and policy-making processes:* None expected.
- d. *Advisor to student organizations:* Each faculty member should serve as advisor to a student organization.
- e. Other campus service:* Each faculty member should serve APSU as a member or chair of a University standing committee each year and also in roles that suit the talents and interests of the individual – such as search committees, fund raising efforts, clean-up campaigns, articulation agreements, etc.

#### **2. Service to One's Discipline**

- a. Memberships and leadership in professional organizations:* Each faculty member must maintain membership in at least one discipline-related professional organization at the state level or higher. Attendance at annual meetings or conferences is also expected. Holding office or other positions of leadership in professional organizations indicates greater effort and commitment to service in one's discipline.
- b. Professional service as session chair, discussant or other:* Additional activities which count as service to one's academic discipline. Include, but are not limited to: Serving as chair of a session at a meeting or conference of a professional organization, as a member of a panel at a

meeting or conference of a professional organization, as a peer reviewer for research proposals for competitive scientific granting agencies.

### **3. Service to the Community**

Faculty members are expected to devote significant time and efforts to serve the local (or larger) community. Participation in “adopt-a-highway” programs, blood donations, civic organizations, and church activities are obviously good community service; however, greater value is attached to activities which are strongly related to one’s academic discipline. For example, a faculty member with expertise in landscaping can certainly count designing and installing the landscape around a Habitat for Humanity house as a professional contribution, but may have to count work on the plumbing or electricity as simply a “good deed” rather than a professional contribution. Examples of professional service activities for faculty members in Agriculture include, but are not limited to: Elderhostel lectures on Agricultural topics, volunteer services with city tree boards and RC&D associations, work with 4-H and FFA groups, presentations to community or civic groups involving Agricultural topics, work with environmental or Agricultural contests or other events for youth, providing discipline-related advice or consultations to community groups or landowners or Agri-Businesses, etc.

## **V. Expectations for tenured faculty members not being reviewed for promotion. This section applies to all tenured faculty members, including Professors.**

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

Teaching effectiveness is, without question, the top priority in faculty evaluations.

#### **1. Teaching effectiveness (APSU Policy 1:025..IV.A.1.)**

**a. Enhanced peer review of instruction:** If deemed necessary or requested, faculty members shall be peer-reviewed by a colleague at an agreeable date and time.

**b. Direction of undergraduate research:** Faculty members are encouraged to become involved in undergraduate research.

**c. Course and curricular development or improvements:** Each faculty member should demonstrate a willingness to participate in curriculum development and enhancement, including preparation of proposals and teaching new courses.

Creative teaching methods or novel materials with significant benefit or scholarly content, creating on-line courses, and/or creating hybrid courses should also be noted.

**d. Effective student advisement:** Faculty members should be active in student advisement and should advise a fair share of Agriculture majors. Advisement should include helping students make wise decisions regarding their academic efforts and their future careers.

Faculty members should:

- i.** be familiar with both general core and the latest requirements for majors
- ii.** assist students in scheduling of classes and provide a list of

students being advised.

iii. assist students with identifying “out-of-the-classroom” or “off campus” learning opportunities etc.

iv. facilitate long range planning to expedite degree completion

v. assist students by freshman year with career plans and plans after graduation

**e. Works effectively with colleagues on academic issues:** Faculty members are expected to show a collaborative and cooperative attitude in all academic matters.

**f. Student evaluations of instruction:**

Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.

**g. Other:** Faculty members should continue their professional development and growth by attending training seminars and workshops, subject to the availability of travel funds. Faculty members should also be involved in extended education programs as opportunities occur.

## **2. Non-teaching assignments (APSU Policy 1:025.IV.A.2.)**

*Evidence of administrative or supervisory duties as associate dean or interim dean, chair/director, program coordinator, or other special activities for which reassigned time is given:*

None expected.

## **B. Research/Scholarship/Creative Activities**

All faculty members are expected to remain current in their academic disciplines. Each faculty member must show evidence of completion or engagement in at least one item from any category under section B each year.

### **1. Publications:**

a. Publication as sole or joint author in a refereed scientific or university educators’ publication.

b. Publication as sole or joint author in refereed proceedings of a recognized scientific or university educators’ society.

c. Publication of a University-level book or chapter of a book.

d. Other meaningful scholarly publication.

### **2. Invited Papers Presented:**

a. Invited presentation at a regional, national, or international meeting of a recognized scientific, industry or university educators’ society.

b. Invited presentation at workshop or seminar within discipline-specific professional organization.

### **3. Papers Presented:**

a. Presentation at a regional, national, or international meeting of a recognized scientific society.

b. Presentation at a regional, national, or international meeting of a society of university educators.

### **4. Performances or Exhibitions:**

a. Leader or co-leader of a field trip associated with a regional, national, or international meeting of a recognized scientific society.

b. Poster presentation at a regional, national, or international meeting of a recognized scientific society.



c. Poster presentation at a regional, national, or international meeting of university educators.

**5. Research or Creative Arts in Progress:**

- a. Evidence of scholarly research in progress or submission of scholarly work.
- b. Evidence of progress in writing a university-level book or chapter of a book.
- c. Evidence of progress in writing university lab manual or software.
- d. Developing research proposal for funding.

**6. Other Items:**

- a. Submission or receipt of external or internal proposal for funding.
- b. Production of university lab manual or software.
- c. Other discipline-specific research and scholarly activities.
- e. Receipt of peer-reviewed accreditation or re-accreditation for a certified program concentration.
- f. Attainment and/or maintenance of peer-reviewed certification within discipline-specific professional organization.
- g. Peer invited demonstration or performance of professional clinical activity expertise. e.g. surgical, medical, diagnostic (etc.) skills exhibited.
- h. Receipt of competitive award for discipline specific competitive team
- i. Lead person in discipline specific activities that result in significant external funding and/or gifts
  - j. Editor for a professional journal or other scholarly publication
  - k. Peer reviewer for a professional journal or other scholarly publication
- l. Direction of undergraduate research
- m. Direction of graduate research

**C. Professional Contributions and Activities (APSU Policy 1:025.IV.C)**

This section includes items involving service to APSU and to one's discipline as well as discipline-related service at the community level, state level, or above.

**1. Service to Campus**

**a. Committee work or other administrative service:** Each faculty member must be engaged in service to the Agriculture program. Examples include, but are not limited to: Library liaison, recruitment activities, building coordinator, maintaining a bulletin board that posts opportunities for Agriculture students, work at the EEC, etc.

**b. Service on Faculty Senate or special task forces:** Faculty members should occasionally be involved in campus governance and special efforts of the University. Examples include, but are not limited to: Faculty Senate, Academic Council, and administration-appointed task forces.

**c. Other participation or leadership in the university's governing and policy-making processes:** None expected.

**d. Advisor to student organizations:** Each faculty member should serve as advisor to a student organization.

**e. *Other campus service:*** Each faculty member should serve APSU as a member or chair of a University standing committee each year and also in whatever functions suit the talents and interests of the individual – such as search committees, fund raising efforts, clean-up campaigns, articulation agreements, etc.

## **2. Service to One's Discipline**

**a. *Memberships and leadership in professional organizations:*** Each faculty member must maintain membership in at least one discipline related professional organization at the state level or higher. Attendance at annual meetings or conferences is also expected. Holding office or other positions of leadership in professional organizations indicates greater effort and commitment to service in one's discipline.

**b. *Professional service as session chair, discussant, other:***

Additional activities which count as service to one's academic discipline include, but are not limited to: Serving as chair of a session at a meeting or conference of a professional organization, as a member of a panel at a meeting or conference of a professional organization, as a peer reviewer for research proposals for competitive scientific granting agencies.

## **3. Service to the Community**

Faculty members are expected to devote significant time and efforts to serve the local (or larger) community. Participation in “adopt-a-highway” programs, blood donations, civic organizations, and church activities are obviously good community service; however, greater value is attached to activities which are strongly related to one's academic discipline. For example, a faculty member with expertise in landscaping can certainly count designing and installing the landscape around a Habitat for Humanity house as a professional contribution, but may have to count work on the plumbing or electricity as simply a “good deed” rather than a professional contribution. Examples of professional service activities for faculty members in Agriculture include, but are not limited to: Elderhostel lectures on Agricultural topics, volunteer services with city tree boards and RC&D associations, work with 4-H and FFA groups, presentations to community or civic groups involving Agricultural topics, work with environmental or Agricultural contests or other events for youth, providing discipline-related advice or consultations to community groups or landowners or Agri-Businesses, etc.

Reference

[https://www.apsu.edu/academic-affairs/faculty/rtp/RTP\\_Procedures\\_and\\_Guidelines.pdf](https://www.apsu.edu/academic-affairs/faculty/rtp/RTP_Procedures_and_Guidelines.pdf)