

# **BIOLOGY DEPARTMENT'S RTP CRITERIA 2022-23**

## **CRITERIA FOR BIOLOGY DEPARTMENT PERSONNEL ACTIONS**

Criteria represent the minimum requirements for meeting expectations in each section. "Not meeting" the criteria means the faculty did not meet all of the expected requirements. "Meeting" means the faculty did meet all of the expected requirements. "Exceeding expectations" means the faculty did more than the minimum requirements for a single section.

Biology faculty members holding approximately 50% reassignment in the Center of Excellence for Field Biology (CEFB) have increased requirements for Research, Creative and Scholarly (RSC) Activities. These criteria are nested within the criteria for all biology faculty members.

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

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

##### **1. Teaching effectiveness (APSU Policy 1:025.IV.A.1). Must complete all of the following:**

- a. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of one (1) peer evaluation during each year of the retention cycle following the university policy on enhanced peer evaluations. A minimum of one (1) tenured faculty member is required to complete the evaluation of a faculty member during the review cycle in years one through three. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
- b. Documentation indicating the recruitment for undergraduate student research.
- c. Documentation indicating the recruitment for thesis-track graduate student research.
- d. Development of course and curricular materials.
- e. Documentation demonstrating undergraduate and/or graduate student advisement (for years 2-3).
- f. Documentation demonstrating collaboration with colleagues on academic issues.

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

Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.

#### **B. Research/Scholarship/Creative (RSC) Activities (APSU 1:025.IV.B); review is for activities of previous year only.**

##### **1. Full-time teaching faculty must complete all of the following:**

- a. Demonstration of establishing a research program with a goal of leading to a manuscript submission.
- b. One or more oral or poster presentation at professional meetings by end of year 3.
- c. Submit at least one research grant proposal by end of year 3 (internal

- or external).
- 2. Faculty with CEFB reassignments must complete all of the following:
  - a. Demonstration of establishing a research program with a goal of leading to a manuscript submission.
  - b. Two or more oral or poster presentations at professional meetings by end of Year 3.
  - c. Submit at least one external grant proposal by end of Year 3.
- C. Professional Contributions and Activities (APSU Policy 1:025.IV.C)
  - 1. Full-time teaching faculty: at least one from two of the following categories by end of Year 3:
    - a. Service to Campus
      - i. Committee work or other administrative service.
      - ii. Service on Faculty Senate or special task forces.
      - iii. Participation or leadership in the university's governing and policymaking processes.
      - iv. Advisor to student organizations.
      - v. Other campus service.
    - b. Service to One's Discipline
      - i. Memberships and participation in professional organizations.
      - ii. Professional service as session chair, discussant, paper reviewer, grant reviewer.
    - c. Service to the Community
      - i. Discipline-related presentation to a community group.
      - ii. Discipline-related advice and consultation to a community group.
      - iii. Other discipline-related service to the local community or larger society.
  - 2. Faculty with CEFB reassignments: at least one from one category I.C.1.a-c above.

## II. Faculty Retention Years 4-5 unless being reviewed for tenure

### A. Effectiveness in Academic Assignment

- 1. Teaching effectiveness (APSU Policy 1:025.IV.A.1). Must complete all of the following:
  - a. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of one (1) peer evaluation during each year of the retention cycle following the university policy on enhanced peer evaluations. A minimum of one (1) tenured faculty member is required to complete the evaluation of a faculty member during the review cycle in years four and five. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
  - b. Documentation indicating the direction of undergraduate student research.
  - c. Documentation indicating mentorship of thesis-track students as a major advisor.
  - d. Documentation demonstrating course and curricular improvements.
  - e. Documentation of contribution to courses at multiple course levels

- (by year 5).
- f. Documentation demonstrating undergraduate and/or graduate student advisement.
  - g. Documentation demonstrating collaboration with colleagues on academic issues.
2. Non-teaching assignments (APSU Policy 1:025.IV.A.2)  
Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.
- B. Research/Scholarship/Creative Activities (APSU 1:025.IV.B); review is for activities of previous year only.
1. Full-time teaching faculty must complete all of the following:
    - a. Documentation of active engagement in RSC with a minimum of a published abstract or seminar of original work.
    - b. Other supporting items demonstrating accomplishments in RSC activities
  2. Faculty with CEFB reassignments must complete all of the following (unless otherwise stated below):
    - a. Documented engagement in RSC with a minimum of one presentation of original work at scientific meetings or invited seminars.
    - b. Active research program involving students, including graduate students.
    - c. One peer-reviewed publication in a scientific journal, peer-reviewed book chapter, or book.
    - d. Grant funding
      - i. One application for an externally-funded grant  
OR
      - ii. Continued management of an externally-funded grant.
- C. Professional Contributions and Activities (APSU Policy 1:0251:025.IV.C)
1. Full-time teaching faculty: at least one from each category:
    - a. Service to Campus
      - i. Committee work or other administrative service
      - ii. Service on Faculty Senate or special task forces
      - iii. Participation or leadership in the university's governing and policymaking processes
      - iv. Advisor to student organizations
      - v. Other campus service
    - b. Service to One's Discipline
      - i. Memberships and participation in professional organizations
      - ii. Professional service as session chair, discussant, paper reviewer, other
    - c. Service to the Community
      - i. Discipline-related presentation to a community group
      - ii. Discipline-related advice and consultation to a community group
      - iii. Other discipline-related service to the local community or larger society
  2. Faculty with CEFB reassignments: at least one from one category II.C.1.a-c

above.

III. Tenure and Promotion to Associate Professor (If a faculty member would like to request to stop the tenure clock, please refer to TBR policy 1:025.D.2)

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025.IV.A.1.). Must complete all of the following:

- a. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of one (1) peer evaluation during each year of the retention cycle following the university policy on enhanced peer evaluations. A minimum of one (1) tenured faculty member is required to complete the evaluation of a faculty member during the review cycle. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
- b. Documentation indicating the direction of undergraduate student research.
- c. Documentation indicating sustained mentorship of thesis-track students as a major advisor.
- d. Documentation demonstrating course and curricular improvements.
- e. Documentation of contribution to courses at multiple course levels.
- f. Documentation demonstrating undergraduate and/or graduate student advisement.
- g. Documentation demonstrating collaboration with colleagues on academic issues.
- h. All deficiencies identified in years 1-5 shall have been remedied before receiving tenure.

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

Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.

B. Research/Scholarship/Creative Activities (APSU 1:025.IV.B)

1. Full-time teaching faculty:

- a. Publication of two peer-reviewed publications, with at least one from a scientific journal; additional publications may consist of a chapter/section in a book that has been accepted by a national/international publisher.
- b. Three or more oral or poster presentations at professional meetings.
- c. Submit at least two grant proposals, with at least one to an external granting body.
- d. Receive funding as PI or Co-PI on at least one research grant, internal (excluding the Student Academic Success Initiative, Technology Access Fee) or external.
- e. Active research program involving students, including graduate students.

2. Faculty with CEFB reassignments:

- a. Three peer-reviewed publications in scientific journals, peer-reviewed book chapters, or books; at least one publication must be in a scientific journal.

- b. Grant funding
    - i. Three applications for substantive externally funded grants  
OR
    - ii. Continued management of substantive externally-funded grant(s).
  - c. Demonstration of continued and regular engagement in professional societies and conferences with at least three presentations.
  - d. Active research program involving students, including serving as primary thesis advisor to graduate students.
- C. Professional Contributions and Activities (APSU Policy 1:025.IV.C)
1. Full-time teaching faculty: at least one from each category:
    - a. Service to Campus
      - i. Committee work or other administrative service.
      - ii. Service on Faculty Senate or special task forces.
      - iii. Participation or leadership in the university's governing and policymaking processes.
      - iv. Advisor to student organizations.
      - v. Other campus service.
    - b. Service to One's Discipline
      - i. Memberships and participation in professional organizations.
      - ii. Professional service as session chair, discussant, paper reviewer, grant reviewer.
    - c. Service to the Community
      - i. Discipline-related presentation to a community group.
      - ii. Discipline-related advice and consultation to a community group.
      - iii. Other discipline-related service to the local community or larger society.
  2. Faculty with CEFB reassignments: at least one from each category III.C.1.a-c above.

IV. Promotion to Full Professor – Material in this section will be based on activity since promotion to Associate Professor. **To be granted promotion to Professor, the faculty member must demonstrate an increasing progression and development in their career.**

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025.IV.A.1). Must complete all of the following:
  - a. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of one (1) peer evaluation during each year of the retention cycle following the university policy on enhanced peer evaluations. A minimum of one (1) tenured faculty member is required to complete the evaluation of a faculty member during each review cycle. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
  - b. Documentation indicating the direction of undergraduate student research.

- c. Documentation indicating sustained mentorship of thesis-track students as a major advisor.
  - d. Documentation demonstrating course and curricular improvements.
  - e. Documentation of contribution to courses at multiple course levels.
  - f. Documentation demonstrating undergraduate and/or graduate student advisement.
  - g. Documentation demonstrating collaboration with colleagues on academic issues.
2. Non-teaching assignments (APSU Policy 1:025.IV.A.2)  
Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.
- B. Research/Scholarship/Creative Activities (APSU 1:025.IV.B)
- 1. Full-time teaching faculty must complete all of the following:
    - a. Publication of two peer-reviewed publications from work done at Austin Peay, with at least one from a scientific journal; additional publications may consist of a chapter/section in a book that has been accepted by a national/international publisher.
    - b. Three or more oral or poster presentations at professional meetings.
    - c. Grant funding
      - i. Receive funding as PI or Co-PI on at least one externally-funded research grant.

OR

    - ii. Continued management of previously-funded external grant as PI.
  - d. Active research program involving students, including graduate students.
  - e. Deficiency in area IV.B.1.a can be compensated by having increased grant funding and/or grant management duties. Deficiency in IV.B.1.c may be compensated by high publication record.
2. Faculty with CEFB reassignments must complete all of the following:
  - a. Three peer-reviewed publications in scientific journals, peer-reviewed book chapters, or books. It is expected that a majority of these publications are the result of work conducted while a faculty member at APSU.
  - b. Grant funding
    - i. One substantial external grant

OR

  - ii. Continuing management of a substantive external grant.
- c. Demonstration of continued and regular engagement in professional societies and conferences with at least three presentations.
- d. Active research program involving students, including serving as thesis advisor to graduate students.
- C. Professional Contributions and Activities (APSU Policy 1:025.IV.C)
- 1. Full-time teaching faculty: at least one from each category
    - a. Service to Campus
      - i. Committee work or other administrative service

- ii. Service on Faculty Senate or special task forces
- iii. Participation or leadership in the university's governing and policymaking processes
- iv. Advisor to student organizations
- v. Other campus service
- b. Service to One's Discipline
  - i. Memberships and participation in professional organizations
  - ii. Professional service as session chair, discussant, paper reviewer, other
- c. Service to the Community
  - i. Discipline-related presentation to a community group
  - ii. Discipline-related advice and consultation to a community group
  - iii. Other discipline-related service to the local community or larger society.

2. Faculty with CEFB reassignments: cumulatively at least one from each category V.C.1.a-c above.

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

A. Effectiveness in Academic Assignment (APSU Policy 1:025.IV.A)

Continued progress in teaching activities as outlined in Annual Review policy and guidelines.

B. Research/Scholarship/Creative Activities (APSU 1:025.IV.B)

Continued progress in research/scholarship/creative activities as outlined in Annual Review policy and guidelines.

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

Continued progress in professional contributions in service to one's discipline, the university, and greater community as outlined in Annual Review policy and guidelines.