

Department of Engineering Technology - Criteria for Personnel Actions

APSU Policies 1:025 (Academic Tenure), 2:063 (Academic Promotion), 2:051 (Faculty Appointments), and 2:052 (Academic Freedom and Responsibility) relate to personnel actions. These policies describe the areas of evaluation for faculty under consideration for retention, tenure, and promotion. Following are additional criteria to be used when evaluating faculty members in the Department of Engineering Technology for retention, tenure, and promotion. These criteria are listed by areas and according to the personnel action under consideration. This list is not exhaustive, and the selection and relative importance of each criteria will vary with the type of action under consideration.

It must 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 another area 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. The following list gives reasonable expectations for each area.

As with all programs at Austin Peay, teaching and effectiveness in academic assignments are paramount. As shown by accreditation criteria, there is a strong emphasis on industrial practice and applications in Engineering Technology programs. Activities where students and faculty gain experience with industrial projects and are exposed to new advances in technology are very important to the program. Accordingly, any activities by the faculty which relate to industrial practice or new technology directly support instruction and should be seen as positive contributions in personnel actions.

Accreditation of programs by the Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC of ABET) is highly important to this academic program. Faculty participation in activities related to accreditation are vital to the department's success. For the aviation program, FAA certification activities are similar in both their high importance and the demands placed on the faculty involved. These activities are time-consuming, and may impose limitations on work by the faculty member in other areas. This must be considered in personnel actions, as at times faculty members must give priority to accreditation-related activities at expense of other activities. Faculty members may at times have to give priority to this work over work necessary for productivity in other areas, especially in research and scholarly activity.

Within the framework of relevant APSU policies, the following are to be used for faculty in the Department of Engineering Technology. A general statement of expectations is given in section I. Starting with Section II, expectations at each level for retention, tenure, promotion through promotion to the rank of Professor. To keep this document to a manageable length, appendix items including documentation requirements are maintained separately by the department.

I. General Statement of Expectations

This section lists the general expectations for Effectiveness in Academic Assignment (Area 1), Research/Scholarly/Creative Achievements (Area 2), and Professional Contributions and Activities (Area 3). Requirements and expectations for retention, tenure, and promotion refer to this section and are given in the following sections.

A. Effectiveness in Academic Assignments

Faculty members are expected to be effective teachers and advisors. Teaching effectiveness should be demonstrated by classroom performance and by other activities which promote learning. Advising notes in student records can serve as indicators of effectiveness in that area.

Department of Engineering Technology - Criteria for Personnel Actions

1. Teaching Effectiveness
 - a. Teaching Evaluations: Scores should be comparable with faculty teaching similar courses in the department or, if below this level, should at least show signs of improvement. These evaluations should reflect the faculty member's knowledge of the subject matter, the ability to present subject matter in a logical and meaningful way, and the ability to constructively interact with students. Over time, evaluations should show improvement where needed. If a previous, department-level review has noted specific scores that indicate a need for improvement, documentation of specific steps taken to improve teaching in these specific areas are expected. If not noted in a previous review, documentation of specific steps taken to improve teaching are not required but would be desirable.
 - b. Peer Review of Instruction: Faculty members are to be reviewed following the Enhanced Peer Review of Teaching procedure and schedule as documented in the current APSU Retention, Tenure, and Promotion (RTP) Procedures and Guidelines (APSU RTP P&G). Documentation is to be provided. Reviews should be positive overall. Where weaknesses are identified, signs of improvement should be seen in subsequent reviews. Peer reviews should reflect the faculty member's knowledge of the subject matter, the ability to present subject matter in a logical and meaningful way, and the ability to constructively interact with students. This applies to traditional classroom, hybrid, and fully online courses.
 - c. Active Contribution to Continuous Improvement Activities and Program Accreditation: All faculty members are expected to be active participants in Continuous Improvement (CI), especially where linked to ETAC-ABET accreditation or to APSU's IEP program. As part of teaching effectiveness, all faculty members are expected to produce evidence from student work in classes as direct indicators for Student Outcome (SO) assessment and evaluation. All faculty are also expected to participate in efforts to gather indirect indicators. This work may be documented via samples of work done as part of these activities.
 - d. Course and Curriculum Development and Enhancement: Faculty members are expected to strive to keep both courses and curriculum in line with current industrial practice and to prepare students to meet future needs. Items that may be used to document this activity are documented in the appendix for the criteria maintained in the department.
 - e. Activities Related to Student Exposure to Industrial Practice or Undergraduate Research: With the department's emphasis on preparing students for employment in industry, activities exposing students to industrial practice are to be encouraged. Also, opportunities for students to work directly with faculty on projects are highly beneficial for students. Items related to this activity are documented in the appendix for the criteria maintained in the department.

Department of Engineering Technology - Criteria for Personnel Actions

2. Academic Advising, Student Retention, and Recruiting
 - a. Effective student advising is a critical activity for this department. Advising is also a critical element in student retention.
 - After the first year, the candidate should be able to effectively advise students as needed by the department.
 - During the first year, the candidate should expect to be assigned students to advise. New faculty are likely to be assigned at least 15-20 students by the end of their first year.
 - When advising, the candidate should demonstrate knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
 - Advising activity may be documented via lists of advises and samples of advising notes entered into student records. When providing documentation, care must be taken to avoid identifying individual students.
 - b. All faculty members are expected to participate in recruiting activities. Participation in at least one event each year is expected. This may include both on-campus events and programs at area schools and industries. Activity in this area are to be documented with at least a list of activities; supporting documentation such as e-mails, statements from the department chair or a senior faculty member, photos, etc. are desirable.
3. Collective Effort to Meet Department Requirements and Goals:
 - a. All faculty members are expected to work effectively with colleagues to complete tasks required of the department and to meet department goals. Evidence here may include meeting minutes or other records of participation, such as a statement from the department chair or a senior faculty member. This may also include documents related to specific tasks and showing participation by the candidate.
4. Non-Teaching Assignments

At times, faculty members will be called on to take on additional duties as part of their academic assignment. This may include serving as the department chair, as an associate or assistant dean, chairing a college or university committee, or serving in a leading role in the Faculty Senate. All of these duties take significant time and effort. Even if reassigned time is granted, the time demands of such a position detract from the faculty member's ability to meet performance targets in other areas. To avoid penalizing a candidate for accepting such duties as part of their academic assignment, work done by the candidate in non-teaching assignments must be recognized in any review.

The Engineering Technology department is a multi-disciplinary program each faculty member has unique expertise in their field of technology, and is expected to advise the rest of the faculty regarding courses, software and equipment purchases, and other aspects related to their specific areas. As in teaching, the ability to provide this advice is dependent on each person staying abreast of developments in their field.

Department of Engineering Technology - Criteria for Personnel Actions

For accreditation, the Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ETAC of ABET) requires the department to follow a program of continuous improvement. All faculty members are expected to participate fully in this process. Each faculty member is required to participate in the collection, assessment, and evaluation of data and to work to make needed improvements identified in this process. A faculty member who takes on a leadership role or other tasks in this process exceeds expectations.

B. Research/Scholarly/Creative Achievement

Expectations in this area have been written in terms of primary and secondary activities. For tenure and promotion to Associate Professor, the candidate must have produced at least one of the following: a peer-reviewed journal article where the candidate is the sole or principal author, an externally funded grant where the candidate is the sole or principal investigator, or a work of a comparable nature. For promotion from Associate Professor to Professor, the candidate must have produced a work of this nature since promotion to Associate Professor. For articles, the journal should be listed in a major bibliographic database and be considered reputable. Journals listed as disreputable or predatory journals are not acceptable.

1. For Engineering Technology faculty, appropriate primary activities in this area include:
 - a. Publications: In this context, a publication is taken to be more than an abstract to accompany a presentation where no paper is required or published. Publication of an abstract will be recognized but not at the same level as a paper. Publications relevant to this process are ones related to the candidate's academic activities and professional interests. In cases of joint authorship, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author on the paper. If the candidate is the lead author, an additional statement from one of the other authors confirming this should be included. Publications include but are not limited to the following:
 - Publication as sole or joint author in a peer-reviewed nationally or internationally recognized journal; a publication at this level may be counted as exceeding expectations in this area and, in a top-tier journal where the candidate is the sole or principal author (80% or more of the work), this may be counted as **both** a primary **and** a secondary activity at the discretion of the department; the candidate must provide documentation regarding the quality of the journal, and this decision must be documented in the department reports,
 - Publication as sole or joint author in peer-reviewed nationally or internationally recognized conference proceedings; publication of the paper and not just the abstract is required,
 - Publication as sole or joint author in a peer-reviewed regionally recognized journal or conference proceedings; publication of the paper and not just the abstract is required,
 - Publication of a post-secondary level book or chapter of a book, or
 - Other comparable publications may be accepted at the discretion of the

department committee.

Substantial, documented evidence of a work in progress may be considered but will not count as a completed publication. At most, this will count as a secondary item.

- b. Presentations with Paper: Presentations relevant to this process are ones related to the candidate's academic activities and professional interests. In cases of joint presentations, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author. If the candidate is the lead author, an additional statement from one of the other authors confirming this should be included.

Publications include but are not limited to the following:

- Professional presentation of a paper at a nationally or internationally recognized conference. A conference program is expected to document activity; an abstract should be supplied where required for the presentation.
- Professional presentation of a paper at a regionally recognized conference. At a minimum, a conference program is expected as documentation; an abstract should be supplied where required for the presentation.
- Poster Presentation at a regional, national, or internationally recognized conference.

The paper and the presentation together will count as one primary and one secondary activity (see below).

- c. Grant-Writing Activities: Grant-writing activities relevant to the academic interests of the faculty member and/or the department or college are to be counted as scholarly activity. In cases of joint authorship, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author. If the candidate is the lead author, an additional statement from one of the other authors confirming this should be included. Activities in this area, with the highest level listed first, include the following:

- External grant proposals that are funded,
- External grant proposals submitted and, while not funded, receive positive and constructive feedback,
- Substantial, documented work in preparing a grant proposal for submission. Documentation should include the RFP and work done on the proposal. Substantial, documented evidence of a work in progress may be considered but will not satisfy requirements for a completed item.

- d. Preparing as the primary author *a report, along with documentation*, required for program accreditation or for certification by the FAA for Aviation Science.

2. For Engineering Technology faculty, appropriate secondary activities in this area include:

Department of Engineering Technology - Criteria for Personnel Actions

- Presentation without a paper, either with or without an abstract,
- Funded internal proposals at ASPU, including but not limited to Technology Access Fee (TAF) proposals. Proposals that are not funded will be counted but as less than a full activity.
- Documented evidence of continuing education and training in the faculty member's area of expertise,
- Work towards completion of a graduate degree beyond the terminal degree for engineering technology.
- Documented consulting work experience in the field.
- Licensure or certifications related to the field.

For more details, see appendix material maintained by the department.

It should be noted that continuing education activities and other items on this list are also considered by ETAC of ABET for program accreditation. Other items may be submitted for approval in addition to this list by vote of the tenured Engineering Technology faculty. The decision to include the item is to be documented in the department-level reports.

C. Professional Contributions and Activities

1. Faculty members are expected to make contributions by service to the department, the college, and the university. At a minimum, faculty do this through service in department activities and on college and university committees. Work going beyond the basic requirements of faculty, such as taking a lead role on continuous improvement, accreditation or other specific department activities or by serving in a leadership role on a department, college, or university committee is desirable and may count as exceeding expectations in this area. Service on the Faculty Senate is also seen as a contribution.
2. Faculty members are expected to both remain current in their disciplines and to make contributions professionally. They are expected to maintain membership in the appropriate society or societies in their areas. In addition to basic membership, participation by service as officers in relevant professional societies is encouraged. Note that this activity is considered as a factor in accreditation decisions by ETAC of ABET.
3. It is desirable that faculty members be of service to the community. Priority is given to service in the faculty member's field. Examples include outreach activities with local schools, such as assisting with STEM-education programs. At the discretion of the department committee and the department chair, credit may also be given for more general activities, such as volunteer activities. Not all community service activities may be counted. In keeping with the mission of the department and of the university, activities that are political, religious, or sectarian in nature will not be counted in personnel actions.

II. Faculty Retention Years 1-3

This section references and elaborates on Section I: General Statement of Expectations. Here, specific requirements are laid out for retention in Years 1-3.

Department of Engineering Technology - Criteria for Personnel Actions

A. Effectiveness in Academic Assignments - Expectations

1. Teaching Effectiveness

- a. Teaching Evaluations: Teaching evaluations need to meet the criteria given in sec I.A.1a. For first year retention, no prior evaluations will be available. After that point, if any concerns over scores in particular areas are noted in department-level reviews, a 1-2 page document should be included detailing steps for improvement.
- b. Peer Review of Instruction: Faculty members are to be reviewed following the Enhanced Peer Review of Teaching procedure and schedule as documented in the current APSU Retention, Tenure, and Promotion (RTP) Procedures and Guidelines (APSU RTP P&G). Documentation is to be provided.
- c. Active Contribution to Continuous Improvement Activities and Program Accreditation: For first year retention, it is unlikely that the candidate will have been called on to provide samples of student work for assessment and evaluation. For second and, especially, third year retention, it is increasingly likely that the candidate will have been called on to provide samples of student work. Documentation should be provided in the dossier of these contributions.
- d. Course and Curriculum Development and Enhancement: For retention in years 1-3, work in this area is desirable but not required, or even expected. Any work in this area should be documented and may qualify the candidate as exceeding expectations at this level.
- e. Activities Related to Student Exposure to Industrial Practice or Undergraduate Research: For retention in years 1-3, work in this area is desirable but is not required, or even expected. Any work in this area should be documented and may qualify the candidate as exceeding expectations at this level.

2. Academic Advising, Student Retention, and Recruiting

- a. After the first year, the candidate should be able to effectively advise students as needed by the department. Documentation of advising must be provided.
- b. All faculty members are expected to participate in recruiting activities. Participation in at least one event each year should be documented.

3. Collective Effort to Meet Department Requirements and Goals:

- a. All faculty members are expected to work effectively with colleagues to complete tasks required of the department and to meet department goals. After the first year, documentation at least of attendance and participation in department meetings needs to be provided.

4. Non-Teaching Assignments

Documentation of any administrative or other non-teaching assignments must be provided. Except for cases such as a department chair hired from outside the university

or a junior faculty member being called on to serve as an interim chair, this is not expected for retention in Years 1-3.

5. Summary of Expectations – Retention: Years 1-3
 - a. For **first year retention**, the candidate must demonstrate satisfactory performance via
 - Teaching Evaluations (sec I.A.1.a)
 - Peer Reviews of Instruction (sec I.A.1.b)While not required for Year 1 retention, the candidate should document any work related to sec I.A.1.c-e, I.A.2, I.A.3, and I.A.4.
 - b. For **second year retention**, the candidate must demonstrate satisfactory performance via all items listed in section II.A.5a plus
 - Documentation of Activity in Providing Data for Continuous Improvement (sec. I.A.1.c) OR a statement that the candidate was not yet asked to provide data.
 - Documentation of Advising Activity (sec I.A.2.a).
 - Documentation of Participation in One or More Recruiting Events for Each Year of Service (sec I.A.2.b).
 - Documentation of Participation in Departmental ActivitiesWhile not required for Year 2 retention, the candidate should document any work related to sec I.A.1.d – e, and I.A.4.
 - c. For **third year retention**, the candidate must demonstrate satisfactory performance via all items listed in sections II.A.5a and II.A.5b. While not required for Year 3 retention, the candidate should document any work related to sec I.A.1.d – e, and I.A.4.

B. Research/Scholarly/Creative Achievement – Expectations:

1. See sec I.B.1 for a listing of items considered as primary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as primary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.
2. See sec I.B.2 for a listing of items considered as secondary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as secondary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.
3. Summary of Expectations – Retention: Years 1-3
 - a. For **first year retention**, no completed activities, either primary or secondary, are required. Evidence of work, or of work-in-progress in this area, is desirable. Completion of one item, primary or secondary, may be counted as exceeding

requirements for first year retention.

- b. For **second year retention**, at a minimum there should be evidence of substantial work-in-progress on at least one item, either primary or secondary. Substantial work could be a final or near-final draft paper, a completed abstract for a conference paper, or a grant proposal. If the item has not yet been submitted, documentation must be given about where the item will be submitted and dates for submission. More than one completed primary item, more than one primary item in progress, or a primary item in progress plus more than one secondary item may exceed requirements at this level.
- c. For **third year retention**, at a minimum there should be at least one completed primary item, more than one primary item in progress, or a primary item in progress plus one or more secondary items. A candidate may be retained even if they fall below this standard. In that case, documentation of factors keeping the candidate from meeting these standards, such as demands of administrative or other activities assigned to the faculty member, the demands of meeting the needs of the department for work on accreditation or similar activities, or documentation of other, comparable activities where there is sufficient evidence of effort on the part of the candidate. A fully-developed grant proposal that was submitted and rejected after a full review for funding will be satisfactory for retention.
- d. In some cases, as part of their long-term academic assignment, the candidate may have or have had administrative duties for an entire academic program or similar required duties, it must be recognized that this may have limited the candidate's ability to be productive in this area. This will be most evident to colleagues in the department as well as the dean. Under such circumstances, the candidate may be retained despite failing to fully satisfy criteria in this area.

C. Professional Contributions and Activities – Expectations:

1. Summary of Expectations – Retention: Years 1-3

- a. For **first year retention**, the candidate must demonstrate satisfactory performance via
 - Documentation of attendance and participation in department meetings and collective efforts in such areas as Continuous Improvement and accreditation (sec I.C.1)
 - Documentation of membership in at least one (preferably two) professional organizations related to the department's program offerings.

While not required for Year 1 retention, the candidate should document any community service activities (sec I.C.3).

- b. For **second year retention**, the candidate must demonstrate satisfactory performance via all items listed in Section II.C.1a plus
 - Documentation of assignment to a college or university committee OR a note stating that no such assignment was given to the candidate.

Department of Engineering Technology - Criteria for Personnel Actions

- Documentation of participation in at least one community service activity related to the discipline for each year of service.
- c. For **third year retention**, the candidate must demonstrate satisfactory performance via all items listed in Sections II.C.1a and II.C.1b.

III. Faculty Retention Years 4-5

This section references and elaborates on Section I: General Statement of Expectations. Here, specific requirements are laid out for retention in Years 4-5.

A. Effectiveness in Academic Assignments - Expectations:

1. Teaching Effectiveness

- a. Teaching Evaluations: same as sec.II.A.1a for retention in Years 1-3.
- b. Peer Review of Instruction: same as sec.II.A.1b for Years 1-3.
- c. Active Contribution to Continuous Improvement Activities and Program Accreditation: Beyond the third year, it is expected that the candidate will have been called on to provide samples of student work for assessment and evaluation. Documentation should be provided in the dossier of these contributions. If the candidate has not been asked to provide samples of student work, a statement to that effect is to be included in the dossier.
- d. Course and Curriculum Development and Enhancement: Work in this area is desired in Year 4 and expected by Year 5. More than five activities in this area may qualify as exceeding requirements.
- e. Activities Related to Student Exposure to Industrial Practice or Undergraduate Research: Work in this area is expected by Year 4 and required by Year 5. More than five activities in this area may qualify as exceeding requirements.

2. Academic Advising, Student Retention, and Recruiting

- a. Advising: same as in sec.II.A.2a for retention in years 1-3.
- b. Recruiting: same as in sec.II.A.2b for retention in years 1-3.

3. Collective Effort to Meet Department Requirements and Goals:

- a. All faculty members are expected to work effectively with colleagues to complete tasks required of the department and to meet department goals. Activity beyond the level of attending meetings is expected by Year 4 and should be documented.

4. Non-Teaching Assignments

Documentation of administrative or other non-teaching assignments must be provided.

5. Summary of Expectations – Retention: Years 4-5

Department of Engineering Technology - Criteria for Personnel Actions

- a. For **fourth year retention**, the candidate must demonstrate satisfactory performance via
- Teaching Evaluations (sec I.A.1.a)
 - Peer Reviews of Instruction (sec I.A.1.b)
 - Documentation of Activity in Providing Data for Continuous Improvement (sec. I.A.1.c). If the candidate still has not been asked to provide data, that must be documented.
 - Documentation of Participation in at least One Activity Related to Student Exposure to Industrial Practice is expected (I.A.1.d).
 - Documentation of Advising Activity (sec I.A.2.a).
 - Documentation of Participation in One or More Recruiting Events for Each Year of Employment (sec I.A.2.b).
 - Documentation of Participation in Departmental Activities

While not required for Year 4 retention, the candidate should document any work related to sec I.A.1.d Course and Curriculum Development and I.A.4 Non-Teaching Assignments.

- b. For **fifth year retention**, the candidate must demonstrate satisfactory performance via all items listed in Sec.III.A.5a (4th year retention) plus
- Documentation of at least one example of work related to Course and Curriculum Improvement (I.A.1.c) is required.
 - Documentation of Participation in at least One Activity Related to Student Exposure to Industrial Practice (I.A.1.d) is required.

While not required, the candidate should document any work related to sec I.A.4 Non-Teaching Assignments.

B. Research/Scholarly/Creative Achievement – Expectations:

1. See sec I.B.1 for a listing of items considered as primary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as primary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.
2. For See sec I.B.2 for a listing of items considered as secondary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as secondary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.
3. Candidates need to keep in mind that, to qualify for tenure, they must have at least one of the following: a peer-reviewed journal article where the candidate is the sole or principal author, an externally funded grant where the candidate is the sole or principal investigator, or a work of a comparable nature. While not required at this point, candidates should be preparing a work of this nature in preparation for tenure.

4. Summary of Expectations - Retention Years 4-5:
 - a. For **fourth year retention**, at a minimum there should be at least one completed primary item. There should also be a second primary item in progress, or a primary item in progress plus one or more secondary items. A candidate may be retained even if they fall below this standard. In that case, documentation of factors keeping the candidate from meeting these standards, such as demands of administrative or other activities assigned to the faculty member, the demands of meeting departmental needs for work on accreditation or similar activities, or documentation of other, comparable activities where there is sufficient evidence of effort on the part of the candidate. A fully-developed grant proposal that was submitted and rejected after a full review for funding will be satisfactory for retention.
 - b. For **fifth year retention**, there should be at least one completed primary item. If a second primary item has not also been completed, substantial work on that second item needs to be present. One of these primary items may be replaced by two secondary items. A candidate may be retained even if they fall below this standard. In that case, documentation of factors keeping the candidate from meeting these standards, such as demands of administrative or other activities assigned to the faculty member, the demands of meeting departmental needs for work on accreditation or similar activities, or documentation of other, comparable activities where there is sufficient evidence of effort on the part of the candidate. A fully-developed grant proposal that was submitted and rejected after a full review for funding will be satisfactory for retention.
 - c. In some cases, as part of their long-term academic assignment, the candidate may have or have had administrative duties for an entire academic program or similar required duties, it must be recognized that this may have limited, the candidate's ability to be productive in this area. This will be most evident to colleagues in the department as well as the dean. Under such circumstances, the candidate may be retained despite failing to fully satisfy criteria in this area.

C. Professional Contributions and Activities – Expectations:

1. Summary of Expectations – Retention: Years 4-5
 - a. For **fourth year retention**, the candidate must demonstrate satisfactory performance via
 - Documentation of continuing participation in department meetings and collective efforts in such areas as Continuous Improvement and accreditation (sec I.C.1).
 - Documentation of assignment to a college or university committee OR a note stating that no such assignment was given to the candidate.
 - Documentation of membership in at least one (preferably two) professional organizations related to the department's program offerings.
 - Documentation of participation in at least one community service activity for each year after the first year of employment.

- b. For **fifth year retention**, the candidate must demonstrate satisfactory performance via all areas listed for 4th year retention (Sec.III.C.1a) and
 - Documentation of the candidate having taken a clearly identifiable role in some work for the department.

IV. Tenure and Promotion to Associate Professor – Year 6

This section references and elaborates on Section I: General Statement of Expectations. Here, specific requirements are laid out for tenure and promotion to Associate Professor in Year 6.

Tenure is only awarded to those who have demonstrated through their performance professional abilities sufficient to justify the degree of permanence afforded by academic tenure.

A. Effectiveness in Academic Assignments - Expectations

1. Teaching Effectiveness

- a. Teaching Evaluations: Teaching evaluations need to meet the criteria given in sec I.A.1a. If any areas of concern have been identified, work done to address those concerns should be documented.
- b. Peer Review of Instruction: Faculty members are to be reviewed following the Enhanced Peer Review of Teaching procedure and schedule as documented in the current APSU Retention, Tenure, and Promotion (RTP) Procedures and Guidelines (APSU RTP P&G). Documentation is to be provided. Reviews should meet the criteria given in sec. I.A.1b. If any concerns are noted in department-level reviews, work done to address those concerns should be documented.
- c. Active Contribution to Continuous Improvement Activities and Program Accreditation: At this point, the candidate should have been asked to provide samples of student work for assessment and evaluation. Documentation should be provided.
- d. Course and Curriculum Development and Enhancement: By this point, some work in this area should have been done and should be documented.
- e. Activities Related to Student Exposure to Industrial Practice or Undergraduate Research: Work in this area should have been done and should be documented.

2. Academic Advising, Student Retention, and Recruiting

- a. Documentation of advising activity needs to be provided.
- b. At least one recruiting event per year should be documented.

3. Collective Effort to Meet Department Requirements and Goals:

- a. All faculty members are expected to work effectively with colleagues to complete tasks required of the department and to meet department goals. Evidence of working with colleagues on tasks for the department should be provided.

Department of Engineering Technology - Criteria for Personnel Actions

4. Non-Teaching Assignments
 - a. Any administrative or other non-teaching assignments must be documented.

5. Summary of Expectations – Effectiveness in Academic Assignment – Tenure and Promotion to Associate Professor:
 - a. For **tenure and promotion to the rank of Associate Professor**, the candidate must demonstrate satisfactory performance in this area via
 - Teaching Evaluations (sec I.A.1.a)
 - Peer Reviews of Instruction (sec I.A.1.b)
 - Documentation of Activity in Providing Data for Continuous Improvement (sec. I.A.1.c).
 - Documentation of at least one example of work related to Course and Curriculum Improvement (I.A.1.c) is required.
 - Documentation of at least one example of activity related to Student Exposure to Industrial Practice (I.A.1.d) is required.
 - Documentation of Advising Activity (sec I.A.2.a)
 - Documentation of Participation in Five or More Recruiting Events since initial employment (sec I.A.2.b).
 - Documentation of Participation in Departmental Activities

While not required, the candidate should document any work related to sec I.A.4 Non-Teaching Assignments.

B. Research/Scholarly/Creative Achievement - Expectations

1. See sec I.B.1 for a listing of items considered as primary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as primary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.

2. For See sec I.B.2 for a listing of items considered as secondary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as secondary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.

3. For tenure and promotion to Associate Professor, the candidate must have produced at least one of the following: a peer-reviewed journal article where the candidate is the sole or principal author, an externally funded grant where the candidate is the sole or principal investigator, or work of a comparable nature. For articles, the journal should be listed in a major bibliographic database and be considered reputable. Journals listed as disreputable or predatory journals are not acceptable.

4. Summary of Expectations – Research/Scholarly/Creative Achievement – For Tenure and Promotion to Associate Professor:
 - a. **For tenure and promotion to the rank of Associate Professor**, at a minimum there

should be at least two completed primary items or one completed primary item and two completed secondary items. One of these primary items must be a peer-reviewed journal article published in a reputable journal where the candidate is the sole or primary author, an externally funded grant where the candidate is the sole or principal investigator, or a work of a comparable nature. More than three completed primary items, or more than two completed primary items and three completed secondary items, may qualify as exceeding requirements.

- b. Under extenuating circumstances, a candidate may be granted tenure and promotion even if they fall below this standard. In that case, documentation of factors keeping the candidate from meeting these standards, such as demands of administrative or other activities assigned to the faculty member, the demands of meeting departmental needs for work on accreditation or similar activities, or documentation of other, comparable activities where there is sufficient evidence of effort on the part of the candidate.

C. Professional Contributions and Activities

1. **For tenure and promotion to the rank of Associate Professor**, the candidate must demonstrate satisfactory performance via

- Documentation of continuing participation in department meetings and collective efforts in such areas as Continuous Improvement and accreditation (sec I.C.1).
- Documentation of the candidate having taken a clearly identifiable major role in some work for the department.
- Documentation of assignment to a college or university committee OR a note stating that no such assignment was given to the candidate.
- Documentation of membership in at least one (preferably two) professional organizations related to the department's program offerings. For Aviation Science, these would be replaced by comparable organizations in that field.
- Documentation of participation in at least one community service activity related to the discipline for each year after the first year of employment.

V. **Promotion to Professor**

This section references and elaborates on Section I: General Statement of Expectations. Here, specific requirements are laid out for promotion to Professor. The time required in the grade of Associate Professor before promotion will be found in APSU Policy 2:063.

Promotion to the rank of Professor requires documented evidence of contributions in teaching, in advising leading to student success, and in scholarly & creative achievement. Promotion also requires documented evidence of service and of contributions to meeting requirements and goals for the department. Promotion to Professor is based on a record of achievement and comes with the expectation of continuing contribution to the university and the larger academic community.

Department of Engineering Technology - Criteria for Personnel Actions

In general, promotion to the rank of Professor requires sustained effort beyond work done for promotion to Associate Professor.

A. Effectiveness in Academic Assignments

1. Teaching Effectiveness

- a. Teaching Evaluations: same as in sec IV.A.1a for Promotion to Associate Professor.
- b. Peer Review of Instruction: same as in sec IV.A.1b for Promotion to Associate Professor.
- c. Active Contribution to Continuous Improvement Activities and Program Accreditation: same as in sec IV.A.1c for Promotion to Associate Professor.
- d. Course and Curriculum Development and Enhancement: Substantial work in this area will have been required of the candidate and must be documented. At a minimum, the candidate will have worked to update and improve existing courses and the curriculum in their concentration area. Since promotion to Associate Professor, more than five such activities or activities at a higher level, such as developing two or more new courses or a new concentration area may qualify as exceeding requirements.
- e. Activities Related to Student Exposure to Industrial Practice or Undergraduate Research: Work in this area must have been done and must be documented.

2. Academic Advising, Student Retention, and Recruiting

- a. Documentation of advising activity needs to be provided.
- b. At least one event per year should be documented.

3. Collective Effort to Meet Department Requirements and Goals:

- a. All faculty members are expected to work effectively with colleagues to complete tasks required of the department and to meet department goals. Evidence of substantial contributions in working with colleagues on tasks for the department should be present in the dossier. There should be at least one task where the candidate has taken a leading role since promotion to Associate Professor.

4. Non-Teaching Assignments

Documentation of administrative or other non-teaching assignments must be provided.

5. Summary of Expectations – Effectiveness in Academic Assignment

- a. **For promotion to the rank of Professor**, the candidate must demonstrate satisfactory performance in this area via all items listed for promotion to Associate Professor in sec.IV.A.5 along with
 - Documentation of substantial work in this area is expected. At least one example of work related to Course and Curriculum Improvement (I.A.1.c)

Department of Engineering Technology - Criteria for Personnel Actions

since promotion to Associate Professor is required; more than one example is expected.

- Documentation of at least one example of activity related to Student Exposure to Industrial Practice (I.A.1.d) since promotion to Associate Professor is required; more than one is expected.
- Documentation of Participation in at least one Recruiting Event each year since promotion to Associate Professor is required (sec I.A.2.b).
- Documentation of Active Contributions to Required Departmental Activities: at least one documented example where the candidate took a leading role in the work since promotion to Associate Professor is required.

While not required, the candidate is encouraged to request and document Peer Reviews of Instruction. Also, the candidate should document any work related to sec I.A.4 (Non-Teaching Assignments).

B. Research/Scholarly/Creative Achievement

1. See sec I.B.1 for a listing of items considered as primary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as primary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.
2. For See sec I.B.2 for a listing of items considered as secondary activities in this area for Engineering Technology faculty. As noted, other items may also be considered as secondary activities at the discretion of the department. In that case, this should be clearly documented in department meeting minutes and in the department-level report.
3. Since promotion to Associate Professor the candidate must have produced at least one of the following: a peer-reviewed journal article where the candidate is the sole or principal author, an externally funded grant where the candidate is the sole or principal investigator, or work of a comparable nature. The journal should be listed in a major bibliographic database and be considered reputable. Journal listed as disreputable or predatory journals are not acceptable.
4. Expectations:
 - a. **For promotion to the rank of Professor when promotion is sought immediately following the minimum time required under APSU policy for this action**, there should be, at a minimum, at least two additional primary items or one additional primary item and two additional secondary items. One of these primary items must be a peer-reviewed journal article published in a reputable journal where the candidate is the sole or primary author, an externally funded grant where the candidate is the sole or principal investigator, or a work of a comparable nature. All of these must have been completed. More than three completed primary items, or more than two completed primary items and three completed secondary items, may qualify as exceeding requirements.

- b. **For promotion to the rank of Professor where** the candidate has waited longer than the minimum time required since promotion to Associate Professor, more work will be required in this area. In general, the requirements listed above in sec V.B.4a will be applied again over the same time period. As part of the required package, only one additional peer-reviewed journal item, external grant, or comparable item will be sufficient. In general, activity should be steady. Unless extenuating circumstances exist, a candidate should not let themselves become relatively idle for a time and then attempt to compensate with a short-term burst of activity. Sustained, steady effort may not be possible in cases where the candidate has accepted major assignments such as service as department chair or taking a lead role in reaccreditation efforts.

C. Professional Contributions and Activities

1. Summary– Promotion to Professor

- a. For **promotion to the rank of Professor**, the candidate must demonstrate satisfactory performance via
 - Documentation of continuing participation in department meetings and collective efforts in such areas as Continuous Improvement and accreditation (sec I.C.1).
 - Documentation of the candidate having taken a clearly identifiable, leading role in substantial piece of work for the department since promotion to Associate Professor.
 - Documentation of assignment to college or university committees.
 - Documentation of membership in at least one (preferably two) professional organizations related to the department's program offerings. For Aviation Science, these would be replaced by comparable organizations in that field.
 - Documentation of participation in at one community service activity for each year since promotion to Associate Professor.

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

The following appendix material supplements and clarifies the department's Criteria for Personnel Actions. This appendix material carries the same weight as the department criteria.

Appendix A: Terminology

The following words have been used in this document to describe items. Their meaning in this document is given here.

Desired – a desired item is neither required nor expected. If a candidate can document an item described as desired at a given level, this exceeds expectations.

Expected or Should be Present – an item that is not required but would normally be present. Failure to produce an expected item should not be held against the candidate. However, the candidate is urged to provide an explanation if an expected item is not present.

Required or Must be Present – this item must be documented in the dossier.

In the context of acceptance of items not specifically lists, the phrase “at the discretion of the department” is used. Here, “department” is taken to mean the department committee and the department chair.

Appendix B: Clarification and Additions to Items in the Criteria

For faculty in this department, it should be noted that the department currently has no courses in the university core. While faculty in some departments may teach multiple sections of the same core course during the year, faculty in this department must prepare for and teach many different courses. This department offers many courses on the eight-week schedule used at Fort Campbell; this accelerated schedule places unique constraints on faculty. The pace of operation is faster and gives faculty less flexibility when compared to faculty teaching on the sixteen-week semester schedule. In advising, faculty need to spend time advising students twice during a sixteen-week semester.

I. General Statement of Expectations

A. Effectiveness in Academic Assignments

d. Course and Curriculum Development and Enhancement: Items in this category may include

- Development of new courses
- Enhancement of existing courses, including,
 - Addition of new topics with emphasis on topics related to regional industrial needs and to accreditation criteria,
 - Addition of laboratory activities or improvements to existing laboratory activities,
 - Use of new software or updates to software,
 - Use of new equipment in courses or activities related to obtaining new equipment.

For any activities in this area, documentation is required. Specific expectations for each level of review are given in the following sections.

e. Activities Related to Student Exposure to Industrial Practice or Undergraduate

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

Research: With the department's emphasis on preparing students for employment in industry, activities exposing students to industrial practice are to be encouraged. Also, opportunities for students to work directly with faculty on projects are highly beneficial for students. *Items related to this activity are documented in the appendix for the criteria maintained in the department.*

Activities by faculty in this area may include

- Assisting students in finding internships in industry,
- Assisting in arranging plant tours and similar industry-related activities for students,
- Managing the capstone project course for the faculty member's concentration area,
- Directing independent student projects,
- Giving assistance to students wishing to participate in events related to projects, such as campus activities or making presentations at the Tennessee Academy of Sciences,
- Giving assistance to students seeking grants from the APSU Office of Student Research and Innovation, or
- Encouraging and assisting students with student organizations, with joining professional societies related to the discipline, and promoting participation in professional society activities.

Other activities in this area may be included here as well. For any activities in this area, documentation is required. Specific expectations for each level of review are given in the following sections.

B. Research/Scholarly/Creative Achievement

2. For Engineering Technology faculty, in addition to items listed in the criteria document, appropriate secondary activities in this area also include:

- Work towards or completion of a graduate degree, beyond the terminal degree for Engineering Technology, such as a Ph.D. in any field of engineering. Note: the M.S. in Engineering Technology, Engineering, Engineering Science, or a related technical field is considered the terminal degree for the Engineering Technology Department at APSU. For faculty members hired with an M.S. in engineering, engineering technology, or a related technical field, work towards an Ed.D. is accepted here as well. An Ed.D. does not carry the same weight as the Ph.D.
- Consulting work experience: documentation must be submitted to show the nature and extent of the consulting work without violating company confidentiality; this may be documented by written reports, calculations, drawings. If this is prohibited by confidentiality requirements, a letter from a representative of the company receiving the services, written by someone familiar with the work that documents the work done may be sufficient at the discretion of the department.
- Earning Registration as a Professional Engineer,

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

- Earning Certification by the Society of Manufacturing Engineers as a Certified Manufacturing Engineer or Certified Manufacturing Technologist,
- Completion of certification for Siemens mechatronics program used in instruction by the department, or
- Earning Six Sigma or Lean Six Sigma Certification.

Certification of training on software or equipment relevant to instruction or others forms of certification relevant to the department's offering may be included at the discretion of the department. Depending on the nature of the item, items may not carry the same weight as the items listed above.

Appendix C: Documentation

This section lists the documentation expected for each item in each area.

A. Effectiveness in Academic Assignments

1. Teaching Effectiveness

a. Teaching Evaluations:

- Teaching Evaluation Reports for Each Course Evaluated.
- In cases where evaluation reports were not available, due to low numbers or for other reasons, a statement should be included to this effect giving the reason.
- If a previous, department-level review has noted specific scores indicate a need for improvement, a brief, 1-2 page statement of specific steps taken to improve teaching in these specific areas is expected.

b. Peer Review of Instruction:

- Faculty members are to be reviewed following the Enhanced Peer Review of Teaching (EPRT) procedure and schedule as documented in the current APSU Retention, Tenure, and Promotion (RTP) Procedures and Guidelines (APSU RTP P&G). Documentation is to be provided as described in the APSU RTP P&G and other statements of APSU policy with regards to the EPRT current at the time of review. Candidates shall be informed if the department expects any additional documentation.
- If a previous, department-level review has noted specific scores indicate a need for improvement, a brief, 1-2 page statement of specific steps taken to improve teaching in these specific areas is expected.
- If a peer review is not available, documentation should be included stating that the review was missed and giving the circumstances. This should not be assumed to be the fault of the candidate.

c. Active Contribution to Continuous Improvement Activities and Program Accreditation:

- Candidate shall include the work provided for assessment and evaluation activities.

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

- As it is likely that this will be a large section, the actual work shall be placed in the Supporting Documentation section of the dossier. A short summary document shall be written and placed in the main section of the dossier.
 - After the first year, a statement should be included in the dossier if the candidate has not been asked to provide documentation. This is to come from the candidate, and it is recommended that this also include a note from the department chair or a senior faculty member to whom authority for these activities has been delegated.
- d. Course and Curriculum Development and Enhancement:
- Candidates should provide documentation for work done in this area. Documentation will vary depending on the work done. At a minimum, a list of activities with brief descriptions is needed. Supporting documentation is desirable where available.
- e. Activities Related to Student Exposure to Industrial Practice or Undergraduate Research:
- Candidates should provide documentation for work done in this area. Documentation will vary depending on the work done. At a minimum, a list of activities with brief descriptions is needed. Supporting documentation is desirable where available.
2. Academic Advising, Student Retention, and Recruiting
- Advising activity may be documented via lists of advises and samples of advising notes entered into student records. When providing documentation, care must be taken to avoid identifying individual students.
- b. All faculty members are expected to participate in recruiting activities. Participation in at least one event each year is expected.
- At a minimum, a list of activities giving details such as the location and date are required. Supporting documentation such as e-mails, statements from the department chair or a senior faculty member, photos, etc. are desirable.
3. Collective Effort to Meet Department Requirements and Goals:
- Evidence here may include meeting minutes or other records of participation, such as a statement from the department chair or a senior faculty member. This may also include documents related to specific tasks and showing participation by the candidate.
4. Non-Teaching Assignments
- Candidates should provide documentation for work done in this area. Documentation will vary depending on the work done. At a minimum, a list of activities with brief descriptions is needed. Supporting documentation is desirable where available. Also, candidates are highly encouraged to include a statement describing the impact of this part of their assignment on other areas.

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

B. Research/Scholarly/Creative Achievement

1. Documentation of Primary Activities:

a. Publications:

- The entire paper shall be provided.
- In cases of joint authorship, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author on the paper. If the candidate is the lead author, an additional statement from one of the other authors confirming this should be included.
- Substantial, documented evidence of a work in progress may be considered but will not satisfy requirements for a completed publication. At most a work in progress will count as a secondary item.

b. Presentations with Paper:

- A copy of the program is expected.
- If by some error the presentation was not listed in the program, documentation of this must be provided.
- In cases of joint presentations, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author. If the candidate is the lead author, an additional statement from one of the other authors confirming this should be included.

c. Grant-Writing Activities:

- The grant proposal shall be provided. If sensitive information is included in the proposal, this should be removed prior to insertion in the dossier.
- In cases of joint authorship, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author on the proposal. If the candidate is the lead author, an additional statement from one of the other authors confirming this should be included.
- Substantial, documented evidence of a work in progress may be considered but will not satisfy requirements for a completed item. At most, a work in progress will count as a secondary item.

d. As the primary or lead author for the department, preparing reports and other documentation required for program accreditation. For Aviation Science, this applies to FAA certification as well.

- The entire body of work, with sensitive data removed, is desired. If this is too massive, a summary along with principal documents may be provided. In cases of joint authorship, the candidate must provide a statement on the percentage of the work done by the candidate and by the other authors. This statement should be provided by the lead author. If the candidate is

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

the lead author, an additional statement from one of the other authors confirming this should be included.

- Substantial, documented evidence of a work in progress may be considered but will not satisfy requirements for a completed item. At most a work in progress will count as a secondary item.

2. Documentation of Secondary Activities:

- Candidates should provide documentation for work done in this area. Documentation will vary depending on the work done. Depending on the activity, this may include programs, abstracts, proposals, and letters of acceptance or rejection. For new certifications, a copy of the certificate is expected, along with any letter or e-mail received stating that the candidate earned the certification.
- For work on advanced degrees, appropriate documentation must be provided. At a minimum, something from the institution where the degree is sought showing that the candidate is actively working to complete degree requirements is needed.
- Consulting work must be documented to the extent allowable by the client. For consulting work to be considered here, it must be documented; without acceptable documentation, this work will not be considered in personnel actions. The more limited the documentation, the less weight will be given to the activity in this process. At a minimum, a letter from the client giving a statement of the work done by the candidate is needed.

C. Professional Contributions and Activities

1. Service to the Department, College, and University

- Service to the department may be documented with department meeting minutes giving evidence of participation and of work done by the candidate.
- Service on college and university committees may be documented by letters or e-mails showing the faculty member's assignments. In addition, a sample of committee meeting minutes showing that the faculty member participated in activities should be provided where available. Work going beyond the basic requirements of faculty, such as taking a lead role on continuous improvement, accreditation or other specific department activities or by serving in a leadership role on a department, college, or university committee should be documented.
- Service on the APSU Faculty Senate should be documented in a manner similar to college and university committee assignments.

2. Service to the Discipline

- Faculty members should maintain membership in at least one, and preferably at least two, professional organizations related to their field of engineering or to engineering technology. At a minimum, a list of memberships must be provided.
- Service as officers in relevant professional societies at the regional, national,

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

or international level is encouraged. In addition to listing this service, documentation needs to be provided.

3. Service to the Community

Documentation of service activities in the community is to be provided by the candidate. At a minimum, this should be a list of activities. Additional items, such as programs listing the candidate as a participant, e-mails between the candidate and organizers, etc., are highly desirable.

Appendix Material – Dept. of Engineering Technology - Criteria for Personnel Actions

Appendix D: Summary of Expectations – Research/Scholarly/Creative Achievement			
For Retention, Tenure, and Promotion to Associate Professor, each statement is taken to mean “since initial employment at APSU.” See I.B.1 & 2 for definitions of Primary and Secondary Items			
	Required/Must Have	Expected/Should Be Present	Desired/May Exceed Expectations
Retention - Year 1	No Completed Activities Required		Evidence of Work in Progress
Retention - Year 2	No Completed Activities Required	At a minimum, solid evidence of work in progress on at least one primary or secondary item	One or more completed items, either primary or secondary
Retention - Year 3	No Completed Activities Required, BUT →	At a minimum, there should be at least one completed primary item, OR a primary item in progress and one or more secondary items	One or more completed primary items
Retention - Year 4	No Completed Activities Required, BUT →	At a minimum, there should be at least one completed primary item and a second primary item in progress plus one or more secondary items	One or more completed primary items
Retention - Year 5	No Completed Activities Required, BUT →	At a minimum, there should be at least one – and there should be two - completed primary items. Two completed secondary items may replace one primary item.	Two or more completed primary items
Tenure and Promotion to Associate Professor	At a minimum, there must be either two completed primary items or one primary and two secondary items.		More than two primary items per requirements Additional Secondary items
Promotion to Professor <i>Minimum Time Required per APSU Policy</i>	At a minimum, there must be either two completed primary items or one primary and two secondary items completed AFTER promotion to Associate Professor		More than two primary items per requirements Additional Secondary items
Promotion to Professor <i>Beyond the Minimum Time Required per APSU Policy</i>	Add an additional primary item or two secondary items for each 3-year period. This may be relaxed where significant non-teaching duties have been assigned.		Add an additional primary item or two secondary items for each 2-year period.