

College of Behavioral and Health Sciences  
Department of Sociology and Community Development  
Retention, Tenure, and Promotion (RTP) Criteria  
Effective August 1, 2023

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 minimum but not necessarily sufficient requirements in each area for the awarding of retention, tenure, or promotion. Successful faculty will meet these criteria in all areas. See current policies: Policy on Academic Tenure ([1.025](#)), Faculty Appointments ([2.051](#)), and Policy on Academic Promotion ([2.063](#)) for additional information.

At any point along the path to tenure or promotion, reviewers (departmental and college committees, Chair, Dean, Provost, or President) are permitted to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these criteria. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent e-dossier submissions until such time as the concern has been alleviated to the satisfaction of the reviewers. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions.

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

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

#### **1) Teaching Effectiveness**

- a) Student Evaluations – Per Policy [1.025](#), student evaluations shall be used as a formative, supportive tool. Every faculty member is expected to be a reflective practitioner. Faculty will 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.
- b) Peer Review of Teaching – Each tenure track faculty member shall receive a minimum of two enhanced peer review evaluations during any RTP cycle to improve instruction (per policy [1.025](#)). Peer reviewers will be selected per criteria laid out in policy [1.025](#). Note that retention for 2nd and 3rd years only have a single evaluator therefore peer evaluator selection will follow these procedures as if they were a single review cycle. Faculty will be evaluated using the College of Behavioral and Health Sciences common enhanced peer review instrument.

c) If the candidate receives an overall (global) score of 2 or below on any summative peer evaluation, the candidate is required to include a narrative in the dossier addressing the reviewer's concerns and present a plan for improvement in consultation with the Chair. If the candidate receives a score of 2 or lower on any summative peer evaluation in two or more consecutive review cycles, the candidate may be deemed ineffective in this area.

- 2) Office Hours – each faculty member is expected to maintain appropriate office hours consistent with college practices.
- 3) Advising – after year one, each faculty member is expected to assist advisees (assigned by the chair) consistent with departmental and college practices.
- 4) Other Academic Assignments – complete other academic assignments as designated by the department chair, including, but not limited to, new course /curriculum development.

### **Non-Teaching and Teaching Chairs, Directors, and Coordinators (APSU Policy 1:025)**

Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position. (If applicable, faculty who receive reassigned time to complete administrative duties should present evidence of those duties.)

The activities from the **Categories of Effectiveness in Academic Assignment** are to be completed annually.

### **B. Research, Scholarship and Creative Activities**

Candidate is required to show evidence of progress (including, but not limited to, draft of a scholarly article, data analysis, draft of a book chapter, email correspondence with editor or colleague for a book, completed grant application, IRB approval, conference presentation, etc.) relating to activity from Category A or B depending on tenure option. Please see attached lists of items included in categories A and B.

### **C. Categories of Professional Contributions and Activities**

During the period under review, the candidate must at minimum demonstrate evidence of ongoing participation in the areas listed below.

Professional development and campus-based activities from the **Categories**

**of Professional Contributions and Activities** are to be completed annually in some combination with community-based or discipline-based activities. Community-based and discipline-based service may include activities for which faculty expenses are paid and/or faculty are awarded a reasonable honorarium. Community-based and discipline-based service is not required of first year faculty members. Membership in at least one discipline-related professional organization is expected of all faculty members every year.

### **1. Campus-Based Activities**

Department/University Service – each faculty member is to work effectively on activities that represent service to the department and university. These types of duties may include, but are not limited to, some combination of:

- (1) department, college, and/or university committee work, (2) acting as an advisor for a student organization or (3) some other campus service.

### **2. Discipline-Based Activities**

(Membership in at least one discipline-related professional organization is expected of all faculty members every year. This expected activity does not constitute discipline service.)

Discipline Service – these activities involve service to the discipline. Discipline service includes, but is not limited to, such activities as: (1) being an officer in a professional organization related to the discipline, (2) being a section/division chair of a professional organization related to the discipline, (3) serving as a committee member of a professional organization related to the discipline, (4) serving as a committee member of a professional organization division related to the discipline, (5) organizing sessions at a professional organization related to the discipline, or (6) editing a newsletter/listserv associated with a professional organization related to the discipline.

### **3. Community-Based Activities**

Community Service – community service involves local, regional, state, or national involvement in community activities as they are connected to a faculty member's disciplinary expertise or academic standing. These types of activities may include, but are not limited to, such activities as: (1) volunteering as a judge for the Academic Decathlon, (2) completing a discipline-related presentation to a community group, or (3) providing discipline-related advice and/or consultation to a community group. (Community-Based activities may also include work with official student

organizations on campus.)

#### **4. Professional Development**

Professional Development – each faculty member will complete at least one activity each year to improve faculty development. Examples include attending a conference session related to teaching or attending a teaching seminar/workshop at APSU.

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

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

#### 1) Teaching Effectiveness

- a) Student Evaluations – Per Policy [1.025](#), student evaluations shall be used as a formative, supportive tool. Every faculty member is expected to be a reflective practitioner. Faculty will 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.
- b) Peer Review of Teaching – Each tenure track faculty member shall receive a minimum of two enhanced peer review evaluations during any RTP cycle to improve instruction (per Policy [1.025](#)). Peer reviewers will be selected per criteria laid out in Policy [1.025](#). Note that faculty who are seeking retention for 4th or 5th year will be evaluated by two evaluators for the formative and summative evaluations. Faculty will be evaluated using the College of Behavioral and Health Sciences common enhanced peer review instrument.

In years 4 and 5, candidates for retention should show evidence of incorporating recommendations received during prior formative peer evaluations or the department RTP committee in this area.

- c) If the candidate receives an overall (global) score of 2 or below on any summative peer evaluation, the candidate is required to include a narrative in the dossier addressing the reviewer's concerns and present a plan for improvement in consultation with the Chair. If the candidate receives a score of 2 or lower on any

summative peer evaluation in two or more consecutive review cycles, the candidate may be deemed ineffective in this area.

- 2) Office Hours – each faculty member is expected to maintain appropriate office hours consistent with college practices.
- 3) Advising – Each faculty member is expected to assist advisees (assigned by the chair) consistent with departmental and college practices.
- 4) Other Academic Assignments – complete other academic assignments as designated by the department chair, including, but not limited to, new course /curriculum development.

**Non-Teaching and Teaching Chairs, Directors, and Coordinators (APSU Policy 1:025)**

Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position. (If applicable, faculty who receive reassigned time to complete administrative duties should present evidence of those duties.)

The activities from the **Categories of Effectiveness in Academic Assignment** are to be completed annually.

**B. Research, Scholarship and Creative Activities**

Candidate is required to show evidence of progression of work nearing completion in at least:

1. Three (3) group A activities including two (2) publications and one (1) additional Group A activity (see attached list);

OR

2. At least four (4) activities including two (2) Group A publications and two (2) Group B activities (see attached list; can include repeats of Group B activities).

**C. Categories of Professional Contributions and Activities**

During the period under review, the candidate must at minimum demonstrate

evidence of ongoing participation in the areas listed below.

Professional development and campus-based activities from the **Categories of Professional Contributions and Activities** are to be completed annually in some combination with community-based or discipline-based activities. Community-based and discipline-based service may include activities for which faculty expenses are paid and/or faculty are awarded a reasonable honorarium. Membership in at least one discipline-related professional organization is expected of all faculty members every year.

### **1. Campus-Based Activities**

Department/University Service – each faculty member is to work effectively on activities that represent service to the department and university. These types of duties may include, but are not limited to, some combination of: (1) department, college, and/or university committee work, (2) acting as an advisor for a student organization or (3) some other campus service.

### **2. Discipline-Based Activities**

(Membership in at least one discipline-related professional organization is expected of all faculty members every year. This expected activity does not constitute discipline service.)

Discipline Service – these activities involve service to the discipline. Discipline service includes, but is not limited to, such activities as: (1) being an officer in a professional organization related to the discipline, (2) being a section/division chair of a professional organization related to the discipline, (3) serving as a committee member of a professional organization related to the discipline, (4) serving as a committee member of a professional organization division related to the discipline, (5) organizing sessions at a professional organization related to the discipline, or (6) editing a newsletter/listserv associated with a professional organization related to the discipline.

### **3. Community-Based Activities**

Community Service – community service involves local, regional, state, or national involvement in community activities as they are connected to a faculty member's disciplinary expertise or academic standing. These types of activities may include, but are not limited to, such activities as: (1) volunteering as a judge for the Academic Decathlon, (2) completing a discipline-related presentation to a community group, or (3) providing discipline-related advice and/or consultation to a community group. (Community-Based

activities may also include work with official student organizations on campus.)

#### **4. Professional Development**

Professional Development – each faculty member will complete at least one activity each year to improve faculty development. Examples include attending a conference session related to teaching or attending a teaching seminar/workshop at APSU.

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

#### **PROMOTION FROM ASSISTANT TO ASSOCIATE PROFESSOR**

For faculty beginning employment with Austin Peay State University in the fall of academic year 2019-2020 or later, at least six (6) years of full-time status in the rank of Assistant Professor is required before attaining the rank of Associate Professor. For example, a faculty member beginning employment at Austin Peay State University in the Fall semester of 2019 at the rank of Assistant Professor may apply for promotion to Associate Professor no earlier than the fall semester of 2024, with attainment of Associate Professor rank in Fall 2025. Any exceptions to this requirement will need the written approval of the Provost per [APSU Policy 2:063](#) on Academic Promotion.

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

##### **1) Teaching Effectiveness**

- a) Student Evaluations – Per Policy [1.025](#), student evaluations shall be used as a formative, supportive tool. Every faculty member is expected to be a reflective practitioner. Faculty will 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.
  
- b) Peer Review of Teaching – Each tenure track faculty member shall receive a minimum of two enhanced peer review evaluations during any RTP cycle to improve instruction (per Policy [1.025](#)). Peer reviewers will be selected per criteria laid out in Policy [1.025](#). Please note that candidates for tenure will have two separate summative evaluations, each evaluated by a unique single evaluator. Faculty will be evaluated using the College of Behavioral and Health

Sciences common enhanced peer review instrument.

Candidates for tenure must show evidence of having acted upon any advice received during prior formative peer evaluations or recommendations from the department RTP committee in this area.

- c) If the candidate receives an overall (global) score of 2 or below on any summative peer evaluation, the candidate is required to include a narrative in the dossier addressing the reviewer's concerns and present a plan for improvement in consultation with the Chair. If the candidate receives a score of 2 or lower on any summative peer evaluation in two or more consecutive review cycles, the candidate may be deemed ineffective in this area.
- 2) Office Hours – each faculty member is expected to maintain appropriate office hours consistent with college practices.
- 3) Advising – Each faculty member is expected to assist advisees (assigned by the chair) consistent with departmental and college practices.
- 4) Other Academic Assignments – complete other academic assignments as designated by the department chair, including, but not limited to, new course /curriculum development.

### **Non-Teaching and Teaching Chairs, Directors, and Coordinators (APSU Policy 1:025)**

Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position. (If applicable, faculty who receive reassigned time to complete administrative duties should present evidence of those duties.)

The activities from the **Categories of Effectiveness in Academic Assignment** are to be completed annually.

### **B. Research, Scholarship and Creative Activities**

To be tenured, a faculty member must meet at least one of the following standards:

1. Three (3) group A activities including two (2) publications and one (1) additional



Group A activity (see attached list);

OR

2. At least four (4) activities including two (2) Group A publications and two (2) Group B activities (see attached list; can include repeats of Group B activities).

If a question arises in regards to the equivalency of an activity to one of the specified categories, the faculty member can submit in writing a request for clarification to a committee composed of the department chair and the most current Department Retention and Tenure Committee. A response will be provided in five (5) business days.

*It is the position of the Department of Sociology and Community Development that sole authorship, joint authorship, and multiple authorship be weighted the same. The faculty member must provide evidence of their contribution. (See APSU Policy 1:025 – Policy on Academic Tenure for more information)*

### **C. Categories of Professional Contributions and Activities**

Candidates for tenure must demonstrate evidence of ongoing participation in the areas listed below.

Professional development and campus-based activities from the **Categories of Professional Contributions and Activities** are to be completed annually in some combination with community-based or discipline-based activities. Community-based and discipline-based service may include activities for which faculty expenses are paid and/or faculty are awarded a reasonable honorarium. Membership in at least one discipline-related professional organization is expected of all faculty members every year.

#### **1. Campus-Based Activities**

Department/University Service – each faculty member is to work effectively on activities that represent service to the department and university. These types of duties may include, but are not limited to, some combination of:

(1) department, college, and/or university committee work, (2) acting as an advisor for a student organization or (3) some other campus service.

#### **2. Discipline-Based Activities**

(Membership in at least one discipline-related professional organization is expected of all faculty members every year. This expected activity does not constitute discipline service.)

Discipline Service – these activities involve service to the discipline. Discipline service includes, but is not limited to, such activities as: (1) being an officer in a professional organization related to the

discipline,  
(2) being a section/division chair of a professional organization related to the discipline, (3) serving as a committee member of a professional organization related to the discipline, (4) serving as a committee member of a professional organization division related to the discipline, (5) organizing sessions at a professional organization related to the discipline, or (6) editing a newsletter/listserv associated with a professional organization related to the discipline.

### **3. Community-Based Activities**

Community Service – community service involves local, regional, state, or national involvement in community activities as they are connected to a faculty member’s disciplinary expertise or academic standing. These types of activities may include, but are not limited to, such activities as: (1) volunteering as a judge for the Academic Decathlon, (2) completing a discipline-related presentation to a community group, or (3) providing discipline-related advice and/or consultation to a community group. (Community-Based activities may also include work with official student organizations on campus.)

### **4. Professional Development**

Professional Development – each faculty member will complete at least one activity each year to improve faculty development. Examples include attending a conference session related to teaching or attending a teaching seminar/workshop at APSU.

## **IV. PROMOTION FROM ASSOCIATE TO FULL PROFESSOR ([APSU Policy 2:063](#))**

Only activities completed after submission of the promotion dossier to associate professor are considered for promotion to full professor. As indicated by Policy [1.025](#), those seeking promotion may consolidate “narrative information pertaining to the most recent five years or the last promotion (at the candidate’s discretion).”

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

#### **1) Teaching Effectiveness**

- a) Student Evaluations – Per Policy [1.025](#), student evaluations shall be used as a formative, supportive tool. Every faculty member is expected to be a reflective practitioner. Faculty will 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.

- b) Peer Review of Teaching – Each *tenured* faculty member who will be reviewed for promotion to any rank shall receive a minimum of two enhanced peer evaluations within one year before the e-dossier is due for a promotion review (per Policy [1.025](#)). Peer reviewers will be selected per criteria laid out in Policy [1.025](#). Faculty will be evaluated using the College of Behavioral and Health Sciences common enhanced peer review instrument.

2) Office Hours – each faculty member is expected to maintain appropriate office hours consistent with college practices.

3) Advising – each faculty member is expected to assist advisees (assigned by the chair) consistent with departmental and college practices.

4) Other Academic Assignments – complete other academic assignments as designated by the department chair, including, but not limited to, new course /curriculum development.

**Teaching and Teaching Chairs, Directors, and Coordinators ([APSU Policy 1:025](#))**

Academic program directors and department chairs who do not teach will be evaluated for retention in academic assignment on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness as well as their effectiveness in their administrative position. (If applicable, faculty who receive reassigned time to complete administrative duties should present evidence of those duties.)

**B. Research, Scholarship and Creative Activities**

To be promoted, a faculty member must meet one of the following standards:

1. Three (3) group A activities including two (2) publications and one (1) additional Group A activity (see attached list);

OR

2. At least four (4) activities including two (2) Group A publications and two (2) Group B activities (see attached list; can include repeats of Group B activities)

If a question arises in regards to the equivalency of an activity to one of the specified categories, the faculty member can submit in writing a request for clarification to a committee

composed of the department chair and the most current Department Promotions Committee. A response will be provided in five (5) business days.

*It is the position of the Department of Sociology and Community Development that sole authorship, joint authorship, and multiple authorship be weighted the same. The faculty member must provide evidence of their contribution. (See APSU Policy 1:025 – Policy on Academic Tenure for more information)*

### **C. Categories of Professional Contributions and Activities**

Professional development and campus-based activities from the **Categories of Professional Contributions and Activities** are to be completed annually in some combination with community-based or discipline-based activities. Community-based and discipline-based service may include activities for which faculty expenses are paid and/or faculty are awarded a reasonable honorarium. Membership in at least one discipline-related professional organization is expected of all faculty members every year.

#### **1. Campus-Based Activities**

Department/University Service – each faculty member is to work effectively on activities that represent service to the department and university. These types of duties may include, but are not limited to, some combination of: (1) department, college, and/or university committee work, (2) acting as an advisor for a student organization or (3) some other campus service.

#### **2. Discipline-Based Activities**

(Membership in at least one discipline-related professional organization is expected of all faculty members every year. This expected activity does not constitute discipline service.)

Discipline Service – these activities involve service to the discipline. Discipline service includes, but is not limited to, such activities as: (1) being an officer in a professional organization related to the discipline, (2) being a section/division chair of a professional organization related to the discipline, (3) serving as a committee member of a professional organization related to the discipline, (4) serving as a committee member of a professional organization division related to the discipline, (5) organizing sessions at a professional organization related to the discipline, or (6) editing a newsletter/listserv associated with a professional organization related to the discipline.

#### **3. Community-Based Activities**

Community Service – community service involves local, regional, state, or national involvement in community activities as they are connected to a faculty member’s disciplinary expertise or academic standing. These types of activities may include, but are not limited to, such activities as: (1) volunteering as a judge for the Academic Decathlon, (2) completing a discipline-related presentation to a community group, or (3) providing discipline-related advice and/or consultation to a community group. (Community-Based activities may also include work with official student organizations on campus.)

#### **4. Professional Development**

Professional Development – each faculty member will complete at least one activity each year to improve faculty development. Examples include attending a conference session related to teaching or attending a teaching seminar/workshop at APSU.

## Department of Sociology & Community Development Categories of Scholarly and Creative Activity

*It is the position of the Department of Sociology and Community Development that sole authorship, joint authorship, and multiple authorship be weighted the same. The faculty member must provide evidence of their contribution. (See APSU Policy 1:025 – Policy on Academic Tenure for more information)*

### Group A

- Article published or accepted for publication in a discipline-related, peer-reviewed journal
- Article published or accepted for publication in a peer-reviewed journal representing Scholarship of Teaching and Learning
- Published or accepted for publication discipline-related or Scholarship of Teaching and Learning-related book (scholarly, applied scholarship, or first-edition textbook)\*
- Chapter Published or accepted for publication in a book published by a reputable firm
- Original chapter published or accepted for publication in a discipline-related textbook
- Research Note (empirical, theoretical, pedagogical or with policy implications) published or accepted for publication in a discipline-related, peer-reviewed journal
- Awarded an externally funded research grant of \$10,000.00 or more (individually or part of a team).
- Research monograph such as a final report for an externally funded research grant of \$10,000.00 or more to the grant funding agency wherein the research monograph is a) sole-authored, or b) first-authored, where author order denotes contribution, or c) joint-authored, where contributions were equitably divided.
- Submission of data, research monograph (or equivalent) to a service-learning partner resulting from data collected in a service-learning course.
- Peer-reviewed, discipline-related visual sociology project (ex. documentary or photography)
- Peer-reviewed academic publication (examples include articles, book chapters, research monographs, etc.) co-authored with a currently enrolled student or student whose project began while they were enrolled.

### Group B

- Awarded an internally funded grant (individually or part of a team).
- Awarded an externally funded research grant of less than \$9,999.99 (individually or part of a team).
- Authorship on a research monograph for which the candidate is secondary (or beyond) author, where author order denotes contribution, such as a final report for an internally or externally funded research grant
- Reprint of a peer-reviewed article published in a discipline-related book.
- Publication of a discipline-based software product.

- A discipline-related book review published or accepted for publication in a scholarly journal.
- Approved research project that includes both analysis and a culminating report to an agency.
- Joint presentation with a student co-author at a discipline-related conference.
- Any discipline-related article published or accepted for publication in a non-peer reviewed journal or in a non-discipline-related magazine or newsletter, or digital equivalent such as a reputable blog or podcast.
- Revision of a textbook.
- Publication of an instructor's manual for a textbook.
- Making a presentation at a regional, national, or international academic conference based on a completed paper available for distribution.
- Significant technical report to a discipline-based association.
- A book review published or accepted for publication in a discipline-related publication.
- Research Note published or accepted for publication in a discipline-related publication (ex. division newsletter).
- Any discipline-related article published or accepted for publication in a non-peer reviewed journal or in a non-discipline-related magazine or newsletter.
- Making a presentation at a practitioner-oriented or academic association meeting with an included PowerPoint or Handout (including the Scholarship of Teaching and Learning).
- Invited speaker or panelist at a meeting of an academic or practitioner-oriented professional organization.
- An in-house publication which is widely distributed beyond the University community.
- A discipline-based technical report for a business, governmental, or quasi-governmental organization in the University's service region.
- Publication of an internal or external training manual.
- Publication of a study guide, test bank, or problem set.
- Obtaining a new professional certification or license.
- Successfully performing the annual activities expected of an externally funded research grant.
- Presentation at a University-wide research venue or workshop (An example is the Faculty Research Forum aka "Brown Bag Research").
- Serving as a research advisor to a university club (ex. helping a university club construct a survey instrument).
- Interview with press explaining a sociological phenomenon.
- Teaching a service-learning course, study abroad course, or supervising undergraduate research (all designated as high-impact practices).

\*A discipline-related book from an academic press may count as two (2) peer-reviewed journal articles.

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