

Austin Peay State University
Faculty Senate
Meeting of Thursday, October 27, 2022
Morgan University Center, Room 307 | 3 pm
Minutes

Call to Order: Senate President, Dr. Perry Scanlan

Recognition of Guests: Senior Vice Provost and Associate Vice President of Academic Affairs, Tucker Brown, Uma Iyer, Provost Maria Cronley, President Mike Licari, Jamie McCrary, and Yen Hoyt

Roll Call of Senators: Senate Secretary Gina Garber

Absent Senators Notashia Crenshaw-Williams, Gloria Miller, and Jennifer Snyder

Approval of Today's Agenda: motion made, seconded, and passed to approve the agenda

Approval of Minutes from September 22, 2022 Meeting: motion made, seconded, and passed to approve the minutes for September 22, 2022

Remarks:

1. Moment of Silence for Dr. Jill Eichhorn - Senate President Scanlan led a moment of silence for Dr. Jill Eichhorn. He said that it is with great sadness that we recognize the passing of Dr. Jill Eichhorn. The university honors her contributions to the university community. She was committed to the awareness and prevention of domestic violence and abuse. Dr. Eichhorn was also an advocate for gender equality for all.
2. Senate President, Dr. Perry Scanlan (5 minutes) – The month of October recognizes many groups of people. Senate President Scanlan recognized National Lesbian, Gay, Bisexual, and Transgender (LGBT) history month. He reminded everyone that LGBT History month is in October celebrating the history and achievements of men, women, and non-binary people in the community that were leaders in the movement for equality. Senate President Scanlan also recognized the Woodward Library's LGBT History display.

ADHD Awareness Month highlights the experiences of people with ADHD, celebrating the unique stories and perspectives of the ADHD community.

The National Disability Employment Awareness Month is also in October. It celebrates the contributions of America's workers with disabilities past and present and showcases supportive, inclusive employment policies and practices. Senate President Scanlan said that people with disabilities play an important role in the diverse and inclusive workforce. He said as we work together on diversity, equity, and inclusion goals, it is important to

recognize that our university takes a variety of forms and includes these groups in our important work. He said that this requires some level of participation in order to achieve.

Senate President Scanlan said how vital it is to encourage faculty to participate in campus events. Whether it's theatre, musical performances, sports, or in some other way. Please get involved in our campus activities. He encouraged faculty to get to know our students, our local high school students, and even students in our middle schools. Here are events happening this weekend:

- APSU Annual Percussion Halloween Concert will take place on Friday, October 28th in the Music/Mass Communication Building.
- Govs Preview Day is on Saturday, October 29th all over campus.
- Austin Peay Governors vs. Jacksonville State Gamecocks football game is Saturday, October 29th at Fortera Stadium.
- Greater Halloween Options for Safe Trick-or-Treating (G.H.O.S.T.) will take place on Sunday, October 30th in the University Center Plaza.

Senate President Scanlan ended his remarks by thanking the faculty for working to update their departmental RTP criteria. He said this can be difficult bringing a department together in both scheduling and consensus. He also thanked everyone for adding their CVs in Watermark and to those who have been piloting the enhanced peer review process. Many of the faculty across campus provide many hours of extra time to make sure they complete their mission and objectives at the university. Senate President Scanlan wanted everyone to know they are appreciated and valued by so many.

3. University President, Dr. Mike Licari (7 minutes) – President Licari said he is looking forward to the Percussion Ensemble on Saturday and Kristen is looking forward to G.H.O.S.T. on Sunday.

Prospective Students: President Licari said Austin Peay is expecting 210 prospective students on campus for Preview Day. We will have high school students who will be here on Saturday for the GOVs Band Day. That will be another 450 high school students. Additionally, we will have about 150 high school students that are going to be following our football team around on Saturday as well. President Licari was excited that we have the opportunity to bring about 800 high school students to campus on Saturday. He gave a shout-out to Amy Corlew and the Admissions staff for the work they are doing.

FM Arena: President Licari provided an update about the arena. The arena is in its final phases of construction and the exterior structure work should be done soon. The furniture will be moved in during the spring. The arena should be open and available for use this summer. Both basketball teams will move in after our current season is over. The facility will hold about six thousand (6,000) seats for basketball games. The arena will also be open to the public. There are two sheets of ice, one underneath the main arena and the other on the side of the building on college street for the community. Austin Peay will not

have a hockey team; however, we could have a club. President Licari thinks the arena will help connect the University with the community. He said Austin Peay needs to improve the feel of the college corridor on College Street on both sides of the street.

4. University Provost, Dr. Maria Cronley (7 minutes) – Provost Cronley is excited about the weekend with the number of high school students who are going to be on campus. She encouraged us to talk to our faculty constituencies in our colleges to ensure they are aware of these initiatives. Provost Cronley thanked everyone who has been participating in the Goves Preview Day. Everyone needs to be involved in helping with enrollment and admissions.

President's Enrollment Taskforce – The President's Enrollment Taskforce is talking about scholarships this year and is working with our EAB partner on a new scholarship analysis. Provost Cronley said she is working hard for Austin Peay to be competitive in that area of achievement scholarships for students. She said Austin Peay is definitely competitive today versus two years ago in awarding academic scholarships. She announced that in the fall 2022, we had over ten million dollars (\$10,000,000) in scholarship offers for academic achievement. She said this benefits faculty as we continue to see a well credentialed and better credentialed class. This fall for the third year in a row, our incoming freshmen's GPA has increased. Freshmen coming in the door have an average GPA of 3.4.

- Legacy Scholarships – Legacy scholarships will be instituted for the first time for our students. These scholarships are for students who had a parent, grandparent, or sibling who attended Austin Peay.
- Dual Enrollment Scholarship – We are instituting a new Dual Enrollment scholarship for every student who matriculates to Austin Peay.
- Transfer Scholarship – We are making improvements to our transfer scholarships.
- 4 Year Graduation Guarantee – We are going to offer a \$2,000 experiential grant.
- Goves Guarantee 23 – A student who commits to us by May 1st will be guaranteed this year's costs.

Provost Cronley said we are bringing in busses of high school students from Nashville to Memphis. She said to welcome the students when you see them! We are also doing tours tied to athletics. In the spring, we have a Guidance Counselor event coming to campus.

Watermark – E-dossiers for first year faculty are now officially in Watermark. The workflow has been tested and is being refined. Provost Cronley reminded the faculty to get their CVs loaded in Watermark this semester. If you still have questions about Watermark, reach out to Kyle Christmas.

Commencement – Austin Peay has over 700 students that are signed up for commencement. On December 9, 2022, we will have two ceremonies, 10 a.m. and 2 p.m. As a friendly reminder, faculty are required to go to the May commencement, and are

required to go to one other commencement, either the December or August commencements.

Questions:

Q: A lot of recruitment efforts are coming out of high schools. What are we doing for our non-traditional students?

A: We are restructuring our transfer grant. It's not necessarily focused on adult learners, but that grant is pushing towards the non-traditional students. We are trying to find ways to leverage our reconnect grants that come from THEC and the State. Austin Peay will have a representative there at one of the regional THEC meetings in November. THEC has a state-wide initiative that will help attract and bring back adult learners to the table. Austin Peay will be participating in those types of initiatives. Academic Affairs is working with Finance and Administration to pull data that includes any adult learner who have walked away from the university, but is in good standing. We will look at helping them financially.

Motion to extend time by 2 minutes made, seconded, and passed to allow Provost Cronley time to answer questions

Q: Is Austin Peay looking at/for partnerships with larger employers in the area?

A: Yes, we are always doing that and continue to do that. Those are things we do in partnership with Career Services. Also, part of our Strategic Plan has a section in the last pillar that includes communities. Dr. Chad Brooks, our Dean of Graduate Studies just met with the Head of the Montgomery County Sheriff and Police personnel to discuss partnerships. We have also met with Vanderbilt University in reference to our Nursing program. Faculty are in the best positions to know who we could partner with because of your knowledge and experiences. Take this information to your deans to make these connections.

5. Reports from University Committees

- a. University Curriculum Committee (UCC) Report, UCC Representative Dr. Kristen Butler (5 minutes) – Dr. Butler provided a condensed version of the sixteen (16) page UUC report from October 17, 2022 [See [Appendix A](#)]. There were nine (9) course deletions in the areas of Art, Political Science, Psychology, Social Work, and Education; eight (8) course title updates in the areas of Biology, Dance and Theatre; twenty-six (26) course description updates in the areas of Health and Human Performance, Dance, and Theatre; and six (6) minor description additions:
 - Emergency Management Minor
 - Geographic Information Systems Minor
 - Mathematics Minor
 - Political Science Minor
 - Public Management Minor
 - Water Resources Minor

There were thirteen (13) course prerequisite updates in the areas of Art, Mathematics, and Theatre.

The Radiation Therapy Concentration in BSRS Radiologic Science is being terminated due to low enrollment and clinical affiliates.

Academic Regulations for Degree Completion updated the incomplete grade requirement for awarding degrees to be based on the level of award. For example, if a student is pursuing a bachelor degree but has an Incomplete grade in a graduate course the bachelor degree could still be awarded.

6. Diversity Equity and Inclusion Highlights - Student Disability Resource Center, Director Jamie McCrary and Associate Director Yen Hoyt (10 minutes) – Mr. McCrary told a story about when he got married and took a honeymoon to the Pocono Mountains when it was freezing cold, and then fell off of a horse. He then presented information about disability awareness month. He said some of us think diversity is just about race, age, or gender, but he said it includes much more. The Student Disability Resource Center is serving one hundred thirty-five (135) students. As of this morning, our office has proctored two hundred fifty-seven (257) tests so far this semester. This is where faculty come in to play. Faculty can advocate to their students to reach out to the Student Disability Resource Center for assistance. Students can get accommodations that our office can provide. These are a few initiatives that the Student Disability Resource Center is working on at this time. We are getting a wheelchair accessible golf cart. We are collaborating with the Department of Social Work in a study abroad program in Scotland.

Questions:

Q: We receive notices from your office when we have a student in our class that needs special accommodations, but we are not told what the disability is or what this student is dealing with. I had a semi-embarrassing moment where I was granting an extra accommodation to a student. I didn't know what this student had and it ended up that the accommodation that I was offering was useless. I gave an extension in extra time for an assignment, but the person was a quadriplegic and did not have help on the weekends. The extension I provided, did not help the student. How can we know if what we are providing is helping the students?

A: Legal law does not allow us to share the diagnosis of the student. The student can share that information with you if they wish, because that is their right, but we cannot. The key is communication.

Q: Can your office stress to the students that they need to communicate with their professors?

A: Yes. Some of our students are just now learning to be self-advocates. These are new responsibilities for many of our students. Students know that regardless of the disability, they still have to complete all of the essential elements of the classwork.

Q: I will get an email from your office notifying me about a student's accommodation needs; however, I cannot read the student's mind to know exactly which one of the twenty-five (25) students this is referencing.

A: We cannot require the student to self-identify themselves. Remember that these

students are transitioning to with their new responsibility of having to be accountable for themselves.

Old Business:

1. Academic White - Policy 2:053 Annual Faculty Evaluation Review - Dr. Bing Xiao (Information Item - 5 minutes) – Dr. Xiao thanked the Academic White Committee members (Tatsushi Hirono, Sumen Sen, Isaac Sitienei, and David Snyder) for their work on Policy 2:052 [See [Appendix B](#)]. They have been working on language and process for the faculty annual evaluation for determining and implementing rolling averages of area II scholarly and creative activities. Here is the new language:

APSU 2:053, Page 2

Each annual faculty evaluation is the evaluation of a single calendar year. Merit- based salary increases shall be made based on the current year or the average of the recent three years (current year and the previous two years), whichever is higher.

APSU 2:053, Page 4

A score of less than 3 (Below Expectations) in Area 1 or 3 shall initiate a post-tenure improvement plan for the corresponding area(s). For Area 2, an average score of less than 3 for the recent three years (current year and the previous two years), or for the current year, whichever is higher shall determine whether to initiate a post-tenure improvement plan for Area 2.

2. Streamlining of Tenure with Associate Promotion – Faculty Senate President, Dr. Perry Scanlan (Action Item - 10 minutes) - Senate President Scanlan reviewed the Streamlining of Tenure with Associate Promotion and said it was the second time it was in front of the Senate. Our goal to pass this action item today.

Motion made, seconded, and passed to discuss Streamlining of Tenure with Associate Promotion as one action

Discussion:

Q: So, if someone got tenure but not a promotion, when would they get promoted?

A: The action of tenure, if approved, will carry the promotion. There will be one action instead of two actions to tenure and promotion. There would not be two e-dossiers or two copies of the e-dossiers. You would have one e-dossier.

Q: Shouldn't the departments draft this in their criteria before we make it mandatory and move this forward?

A: What we are asking departments to do is to streamline the criteria to reach tenure and to obtain associate professor. The faculty member would go up for associate professor using the tenure criteria. They would still have to seek promotion and they would have to be approved. This would queue the departments to align their RTP criteria as they are doing right now.

Q: Have the departments been told this information so they are in line?

A: The RTP Criteria committees are told to take this into consideration as we are revising our departmental criteria.

Q: What if someone received tenure but under the current guidelines?

A: Faculty can ask for special permission from the Provost to go up for promotion. They would have to get permission to see if they would fall under different guidelines; however, this seem unlikely. Remember, they do not have to grant permission.

Q: Are you promoted automatically when you reach tenure?

A: You will not be promoted retroactively without an action to promote. Alternatively, if you receive tenure then you are promoted. If you are already tenured then you must seek promotion.

Q: Let's say you hired someone ABD and they don't finish their dissertation, what happens?

A: It depends on what your criteria is for tenure. If you get tenure you get the promotion. The thought process is that if you were worthy of tenure you should be worthy of the promotion.

Q: So, having the flexibility in keeping someone who is a great instructor, but doesn't meet all of the criteria isn't happening now?

A: It falls on the criteria in our rubrics. We have the matrix that says what you need to hire somebody. Your matrix may be different in your department.

Comment: We are asking the departments, once this is approved, to align the criteria for tenure to meet the criteria for associate professor.

Motion to extend time by 5 minutes made, seconded, and passed to allow Senate President Scanlan time to answer questions

Comment: There are a small number of faculty with tenure and in the rank of assistant professor that have not been promoted, and we are no longer hiring faculty at other ranks. There is no way to get early promotion unless special permission is granted by the Office of the Provost/President.

Q: What is the timeline to align with this new process?

A: Now, during this RTP revision process.

Comment: From my perspective it seems that the chairs are overwhelming in support of the streamlining. I don't know about the deans.

Q: Have you considered how this might delay faculty from being awarded tenure?

A: You are voting on tenure, not promotion. Your tenure guidelines are what they are under. You are going to change your associates to match the tenure guidelines so that they are identical. This means there is once action of tenure that carries the promotion to associate professor with it.

Comment: The requirements in Area II in History and Philosophy are so rigorous that it takes a long time to write an article and even longer to write a book.

A: Tenure is a defined process, generally in a number of years. You are not going to go up for tenure early without some special permission from the Provost's and President's Office. Otherwise, you are following the normal timeline.

Motion was made, seconded, and passed to approve the linkage of promotion from assistant professor to associate professor and tenure as one action with one e-dossier.

New Business:

1. Interim Elections - Faculty Senate Vice President/President Elect, Dr. Soma Banerjee (Information Item - 5 minutes) Faculty Senate Vice President/President Elect Banerjee thanked the Rules Committee (Wes Atkinson, Benita Brewster, Kathy Heuston, and Robin Reid) for their service to Faculty Senate. We are presenting information about the Interim Elections. Dr. Banerjee reminded the Senate that the Faculty Senate Bylaws and Constitution call for an interim election to fill vacant seats. The terms for senators will vary depending on the term length remaining for the vacancy as specified. Newly elected senators will be notified by email of the results. Nominations are now being accepted from October 26th through November 2nd. Send the nominations either by emailing a scan copy of the form to me or you can deliver a completed form to Janice Poindexter, Academic Assistant to the Chair in History and Philosophy, in Harned Hall, room 323. Voting will take place November 7-11, with the results being read during the Faculty Senate meeting scheduled for November 17th. Vacant seats are not available in every college. Seats are available in the following two colleges: CoBHS has three (3) seats and CoAL has three (3) seats. Encourage your colleagues to vote in those colleges. We believe in shared governance and we have a strong Faculty Senate. We would like more nominations than less. If you have any questions, reach out to Dr. Banerjee.
2. Trustee Elections - Faculty Senate President, Dr. Perry Scanlan (Information Item - 5 minutes) – After the department and college elections are completed, the university elections will begin on November 7th and run through November 9th. The results of the APSU Board of Trustee Faculty Representative will go to the President Licari, who will issue an announcement on behalf of the University.
3. Policy 2:045 Definition of Faculty, Faculty Senate President, Dr. Perry Scanlan (Action Item - 10 minutes) - Senate President Scanlan said the definition of faculty is an action item. There is an issue with SACSCOC and our definition of faculty. We have faculty who serve in a variety of roles. This policy talks specifically about faculty and the language in the term faculty that we use. There are simple ways that most schools handle this and it has to do with budget lines and faculty contracts. If you are a faculty, you will have a faculty contract. Sometime it is denoted with an F contract for faculty. If you are an administrator, it is denoted with an AE contract for administrative executives. Here is the proposed language before the vote:

APSU 2:045 Page 2 – Faculty Definitions A.

The term "faculty" shall be limited to regular, full-time personnel at the University whose regular assignments include instruction, research, and/or service as a principal activity. The term "faculty" shall also be limited to those who hold academic rank as professor, associate professor, assistant professor or instructor,

senior instructor, or master instructor, and hold a faculty contract and budget line. The University may limit, but may not expand the scope of the definition of faculty for the purposes of this policy.

APSU 2:045 Page 2 – Faculty Definitions A. 2.

The term “principal activity” shall generally include areas of instruction, research, and/or service as part of a faculty contract and budget line excluding individuals with full-time staff or administrative contracts.

Motion to extend time by 5 minutes made, seconded, and passed to allow Senate President Scanlan time to answer questions

The only other change was to the word “public.” It was removed to just read “service” instead of “public service.” This change was instituted because university service also counts as service, not just public service. To recap, we removed public and left it as service, principal activity is what we do every day, we removed fifty percent (50%), and added a little section about the budget line with the goals of this being clear to delegate who is and who is not a faculty.

Questions:

Q: How would an associate dean who teaches no classes be classified? Is that person a faculty or administration?

A: They would be faculty because they are hired in on a faculty contract who now have reassigned time. If you are full-time in an executive position, that is generally reserved for the deans and that would be a dean contract or an executive contract. The associates are still considered faculty, unless they have a specific type of contract. That would be an AE contract and not an F contract.

Q: You have shall and generally and it seems like it is a contradiction.

A: What if you are handling the honors program? You are not necessarily teaching all the honor course, you are managing in that role.

Comment: Are you saying the term principal activity includes areas of instruction, and they should remove shall generally?

Motion to extend time by 5 minutes made, seconded, and passed to allow additional discussion about the wording to the policy

Additional discussion ensued about the wording of shall and generally.

Motion to extend time by 5 minutes made, seconded, and passed to allow additional discussion about the wording to the policy

Additional discussion ensued about the wording to add scholarly and creative activity.

Motion for a friendly amendment was made, seconded, and passed to change research to research, scholarly, and creative activity as seen below:

The term “principal activity” shall generally include areas of instruction, research, scholarly and creative activity, and/or service as part of a faculty contract and budget line excluding individuals with full-time staff or administrative contracts.

Motion to approve the definition of faculty made, seconded, and passed

Adjourn: 1:36 pm

University Curriculum Committee Report

Faculty Senate
October 17, 2022

Consent Agenda Items

Gen. Ed./Core Items: None

All items were approved.

Items	Depts
Course Deletions	<i>Implementation Spring 2023</i> ART 410K, POLS 455B, POLS 455C, PSYC 5860, SW 490A-Z <i>Implementation Fall 2023</i> EDUC 5300, EDUC 5320, EDUC 5800, EDUC 7001
Course Title Updates	<i>Implementation Spring 2023</i> BIOL 5XXX <i>Implementation Fall 2023</i> DANC 4300, THEA 1600, THEA 2300, THEA 2500, THEA 3760, THEA 4001, THEA 4650
Course Description Updates	<i>Implementation Fall 2023</i> HHP 2020, THDA 2800, THA 3800, THDA 4520, THEA 1110, THEA 1600, THEA 2300, THEA 3020, THEA 3200, THEA 3340, THEA 3350, THEA 3360, THEA 3370, THEA 3400, THEA 3500, THEA 3550, THEA 3601, THEA 3700, THEA 3890, THEA 4001, THEA 4300, THEA 4401, THEA 4650, THEA 4660, THEA 4790, THEA 4850
Minor Description Additions	<i>Implementation Spring 2023</i> Emergency Management Minor, Geographic Information Systems, Mathematics Minor, Political Science Minor, Public Management Minor, Water Resources Management Minor
Course Prerequisite Updates	<i>Implementation Spring 2023</i> ART 3590, MATH 4320, THEA 1600 <i>Implementation Fall 2023</i> BUS XXXX, MGT 4810, MKT 2010, MPH 5XXX, THEA 1110, THEA 2350, THEA 2500, THEA 3370, THEA 3601, THEA 4660

Action Agenda Items

Gen. Ed./Core Items: None

All items were approved. Department representatives provided context, with committee members and representative discussing items as needed for clarification. Final approval required by the Provost/SVP Academic Affairs.

Items	Depts./Representative	Description	Implementation Date
Academic Regulation	Academic Affairs— Nancy King Sanders	Academic Regulations for Degree Completion—Updated the Incomplete grade requirement for awarding degrees to be based on the level of award. For example, if a student is pursuing a Bachelor degree but has an Incomplete grade in a graduate course the Bachelor degree could still be awarded	Fall 2022
Undergraduate New Courses	CoAL-Department of Music—Patricia Halbeck	MUS 1775—Folk Music Ensemble MUS 3775—Folk Music Ensemble	Spring 2023
	CoBHS-Dept. of Health & Human Performance—Tim Leszczak	HHP 3211 – Methods and Materials in Physical Education for the Elementary School Lab	Spring 2023
	Department of Degree Completion—Allen Barger	CULA 1300, CULA 1301, CULA 1302	Spring 2023
	Dept. of Student Success—Loretta Griffy	APSU 2100 – Freshman Seminar: Preparing for the World of Work (Pilot Course)	Spring 2023
Graduate Program Modification	CoAL-Department of Music—Patricia Halbeck	Music Performance Certificate	Fall 2023
	CoBHS-Department of Leadership—William Rayburn	Strategic Leadership Concentration in MSL Leadership	Fall 2023
		Community Leadership Concentration in MSL Leadership	Fall 2023
		Diversity, Equity, and Inclusion Concentration in MSL Leadership	Fall 2023
	CoBHS	Master of Speech-Language Pathology	Fall 2023
	College of Education-Dept. of Teaching/Learning—Benita Bruster	Teacher Licensing Non-Degree Certificate: Adding EDUC 5501 (Models of Teaching) as a requirement for the certification to meet state licensure requirements.	Spring 2023
	College of Education-Dept. of Teaching/Learning—Benita Bruster	Secondary Education (7-12) Concentration in MAT Teaching: Adding EDUC 5620 (Graduate edTPA Seminar) to the job embedded option to replace student teaching.	Spring 2023
Undergraduate Program Modification	CoBHS-Dept. of Health & Human Performance—Tim Leszczak	K-12 Teaching Concentration in BS HHP	Spring 2023

	CoSTEM- Department of Allied Health Sciences	Radiation Therapy Concentration in BSRS Radiologic Science: Due to low enrollment and clinical affiliates the concentration is being terminated.	Spring 2023
	CoSTEM-Dept. of Biology—Gilbert Pitts and Amy Thompson	Ecology, Evolution, and Organismal Biology Concentration in BS Biology:	Fall 2023
	CoSTEM-Dept. of Biology—Gilbert Pitts and Amy Thompson	Medical, Cellular, and Molecular Biology Concentration in BS Biology	Fall 2023
Undergraduate Departmental Name Change	Department of GeoScience	Department of Earth and Environmental Sciences:	Spring 2023
Location Change	Dept. of Degree Compltion—Tucker Brown	Changing location for the Associate of Applied Science in Professional Services: Administrative change to move the Associate of Applied Science in Professional Services to the Department of Degree Completion	Fall 2022

**Austin Peay State
University**

Annual Faculty Evaluation Review

POLICIES

Issued: May 19, 2022
Responsible Provost and Senior Vice President Academic
Official: Affairs
Responsible Office of Academic Affairs
Office:

Policy Statement

All full-time faculty including, but not limited to, tenure-track, tenured, temporary, non-tenure-track, and clinical-track faculty shall be subject to an annual faculty evaluation and development review.

Purpose

Annual faculty evaluation reviews shall be conducted for the following reasons:

- To provide faculty with feedback about the extent to which they are meeting or exceeding minimum performance expectations, as identified in the Annual Faculty Evaluation Review form.
- To discuss professional development goals.
- To determine the eligibility of faculty for performance-based salary increases or bonuses when funds are available.

Definitions of performance-based salary increases and merit salary increases are provided below.

Procedures

The Annual Faculty Evaluation Review shall adhere to the following processes.

Instrument

- The Annual Faculty Evaluation Review form will be used for annual evaluation of all full-time faculty and published on the Academic Affairs and Human Resources websites.
- Should the need arise for the Annual Faculty Evaluation Review

form to be revised or replaced, the changes will be accomplished with input from the Faculty Senate and approved by the Provost.

- Each annual faculty evaluation is the evaluation of a single calendar year. Merit-based salary increases ~~would~~ shall be made ~~on the basis of~~ based on the current year or the average of the recent three years (current year and the previous two years), whichever is higher. -average of the current and previous two year (i.e., a rolling three-year average).

Process of Review

- A review of each full-time faculty member shall be conducted on an annual basis in accordance with a timetable outlined as part of the Calendar for Faculty Personnel Actions.
- The relevant performance period for each review shall be the period of employment during the previous calendar year.
- Each faculty member shall provide an electronic updated curriculum vitae to the chair along with a listing of accomplishments in Areas 1, 2, and 3. Other documentation and supporting materials may need to be provided as determined by the chair via advance consultation with the faculty member.
- Tenure-track faculty may provide the same one-page narrative summary page which constitutes one of the required elements within the e-dossier.
- The faculty member may complete the Annual Faculty Evaluation Review form as a self-evaluation and bring a copy of the completed self-evaluation to the review session with the department chair.
- The department chair shall complete an Annual Faculty Evaluation Review form for each full-time faculty member in their department.
- The department chair will conduct a one-on-one session with each faculty member to discuss the Annual Faculty Evaluation Review form completed by the Chair. The completed Annual Faculty Evaluation Review form will be sent to Human Resources with copies to the appropriate College dean, department chair, and the faculty member.
- Deans shall evaluate chairs.
- Faculty who have been assigned administrative duties outside their department shall have two review forms: (1) review completed by the individual to whom the faculty does a direct report. (2) review completed by the department

Focus of Review

Each review will include a quantitative/numerical component and a qualitative/narrative component.

- The quantitative/numerical component will consist of ratings of faculty by the chair on performance in areas pertinent to their faculty appointment. Chairs are permitted to use half-integers when assigning the performance value.
- An overall composite rating (OCR) will be derived for each member using a method for weighting the performance by distribution of effort. A faculty member's overall composite score will determine her/his eligibility for appropriate salary increases or bonuses consistent with the current compensation plan.
- The faculty member under review will sign the Annual Faculty Evaluation Review Form acknowledging their receipt of an evaluation. The candidate's signature is not an indication of agreement or disagreement with the statements or scores. Appeals will not be considered without a signed Annual Evaluation Review Form on file.
- The qualitative/narrative component will consist of written comments that reflect faculty performance.

Process of Appeal

A faculty member may appeal the review of the chair within ten (10) business days on the following grounds:

- Errors and misrepresentation in how the performance of the faculty member has been characterized by the chair in the qualitative/narrative portion of the review.
- Inappropriate weighting of performance dimensions or incorrect calculation of overall composite score.
- The faculty member will prepare a written, narrative appeal addressing the applicability of the relevant grounds for appeal and submit it to his/her dean.
- The dean will review the appeal to determine if it has merit and, if necessary, work with the department chair to make appropriate adjustments

in the review.

- The dean will reply with a decision within ten (10) days from date of receipt of the appeal. An extension may be granted by the Provost upon request by the dean.
- If the faculty member under review wishes to contest the decanal decision, the faculty member may appeal to the Provost within ten (10) business days from the date of the dean's decision. The Provost's decision is final.

Post-Tenure Improvement

Tenured faculty who fail to receive a satisfactory Annual Faculty Evaluation Review will be asked to participate in the creation of an improvement plan.

- A score of less than 3 (Below Expectations) in Area 1 or 3 shall initiate a post-tenure improvement plan for the corresponding area(s). For Area 2, an average score of less than 3 for the recent three years (e-current year and the previous two years), or for the current year, whichever is higher (i.e., a rolling three-year average) shall determine whether to initiate a post-tenure improvement plan for Area 2.

The plan will consist of the following elements:

- One or more performance improvement areas agreed upon with the department chair.
 - Criteria and performance standards identified for each area.
 - Strategies/initiatives to be undertaken in pursuit of improvement to include, but not be limited to, participation in University-sponsored professional development opportunities.
- At the next Annual Faculty Evaluation Review session with the chair, the faculty member will report on his/her progress outlined in the post tenure improvement plan.

Definitions

- *Performance-based Salary Increase or Bonus*: A salary increase or one-time bonus awarded to full-time faculty who meet minimally acceptable performance expectations
- *Performance* – a collection of activities/tasks that form a coherent unit of work, e.g., academic assignment (teaching), scholarly and creative activity (research), and professional contributions and activities (service) pertinent to the faculty appointment.

Evaluation of the Policy

- The Provost, in collaboration with Faculty Senate, shall periodically evaluate this policy in the context of

the institution's mission and goals, and

DRAFT

evaluate the effectiveness of policy
implementation, in order to continuously improve
related procedures.

Revision Dates

APSU Policy 2:053 – Rev.: May 19, 2022

APSU Policy 2:053 – Issued: January 4, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Approved

President: signature on file
