

CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS

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Preface

APSU Policies 5:060 *Policy on Academic Tenure* describes general criteria to be applied in evaluating faculty members for retention and tenure, including achievement in teaching, advising, committee or administrative assignments, scholarship, creative activity, professional service, support of university and departmental missions and goals, and professional conduct.¹ These general criteria are subdivided into three main areas of evaluation: effectiveness in academic assignment, scholarly or creative achievement, and professional contributions and activities. Of these three areas, teaching effectiveness is the most important at this university. In addition, issues of collegiality permeate all areas of evaluation. Applicants for retention, tenure, or promotion are responsible for providing evidence to the appropriate departmental committee that they have satisfied the requisite criteria described below.

Candidates for retention, promotion, and tenure present evidence of achievement in the form of a dossier. APSU Policy 6:060 describes the content and organization of such a dossier. Each first-year, tenure-track faculty member should seek out a faculty mentor (or the department chairperson) for assistance in preparing this dossier well in advance of the first year's retention review.² A faculty member must present his or her dossier in conjunction with each personnel decision: retention, promotion, and tenure. It is each faculty member's responsibility to review the dossier for proper form and content before submitting it to the appropriate personnel committee (Retention and Tenure Committee or Promotion Committee). Faculty members are always encouraged to seek assistance with dossier preparation and revision from the Chair or a senior faculty member..

Although not included in the dossier, the perception of members of personnel committees as to a candidate's ability and willingness to work effectively with faculty peers and the department chairperson is an important element of all personnel decisions.

Criteria for Retention, Promotion and Tenure

- I. General criteria (outline form does not indicate priority, except where specified)
 - A. Effectiveness in Academic Assignment (highest priority)
 1. Teaching (APSU Policy 5:060.IV. 1.)
 - a) Student evaluations of faculty: It is expected that the faculty member has an average of 3 (on a 6 point scale) or higher on all their evaluations and in all classes.

¹ See 5:060.IV.1-8 and the Faculty Code of Conduct.

² Schedules for personnel actions are published near the beginning of each academic year and each faculty member receives a copy.

- b) Peer review of instruction (to be requested by the individual faculty member). This should involve when possible at least one Peer review per evaluation period. Peer reviews may come from the Chair as well as other departmental faculty member.
- c) Direction of undergraduate and graduate students
 - (1) in theses and research projects
 - (2) in activities related to academic achievement (labs, studio projects, practicum, internships and independent study projects)
- d) The appropriate terminal degree varies depending on the position description, assigned teaching and other assigned responsibilities.
- e) Evidence (to be included in a supplemental dossier file) may include
 - (1) Course syllabi- one copy for all courses taught.
 - (2) List of all courses taught
 - (3) Samples of relevant course materials
- f) May include documentation of new courses and aspects of existing courses that was developed.
- g) Effective student advisement
 - (1) Faculty should be familiar with both general core and the latest requirements for majors.
 - (2) Assisting students in the scheduling of classes is the most pressing need. Provide a list of students currently being advised.
 - (3) Faculty should also facilitate long-range planning to expedite degree completion.
- h) Effective work with colleagues on academic issues. Contribute to department, college and university committees as assigned. Participate in departmental academic enrichment activities.
- i) Other departmental responsibilities
 - (1) Working with students outside the classroom in departmental organizations

- (2) Managing and operating facilities necessary to departmental activities
 - (3) Managing departmental activities such as AP Forum Debate, video productions for other departments, public relation campaigns for the department or other departments, etc.
 - 2. Non-teaching (APSU Policy 5:060.IV.3.)
 - a) Evidence of administrative or supervisory duties
 - (1) Departmental area coordinators
 - (2) Departmental clubs and student organizations of various kinds
 - (3) Service to the department and the university through co-curricular activities (Radio Station, Cable 99, Sports Broadcasting, Graduate Program, Communication Research Center, etc.)
 - (4) Service to the department and the university through university, college, and or departmental committees
 - (5) Successful grant writing and similar activities
- B. Scholarly and Creative Achievements (A single contribution in any of these areas will not be considered as the deciding factor for personnel decisions, but the entire performance of the faculty member should indicate an expected continuation of academic performance.)
 - 1. Publications, which may include, but are not limited to:
 - a) Juried books in the appropriate disciplines
 - b) Juried articles in academic journals (including publications of conference presentations)
 - c) Textbooks or significant contributions to texts in the appropriate disciplines
 - d) Other scholarly publications
 - 2. Presentations (the faculty member should have one or more per yearly evaluations), which may include, but are not limited to:
 - a) Papers presented to conferences at local, regional, national, or international levels in the appropriate disciplines

- b) Presentations to interest groups sponsored by appropriate professional organizations within the discipline
- c) Other scholarly conference activities, such as chairing panels, poster sessions, etc.

3. Creative projects, which may include, but are not limited to:

- a) Writing, directing, designing, producing, or acting in electronic or print media productions, subject to departmental or external evaluation
- b) Writing, directing, designing, producing, or acting in video or audio productions, subject to departmental or external evaluation

C. Professional contributions and activities

- 1. Membership and activities in appropriate professional organizations at local, state, regional, national or international levels
- 2. Leadership roles and similar positions in professional organizations at all levels is desirable
- 3. Service to one's discipline through leadership and participation in academic committees and community activities
- 4. Service to the community by means of workshops, elderhostels, competition judging, speeches, presentations, technical advice
- 5. Evidence of continuing professional development and growth

II. Criteria for Retention in first year (APSU Policy 5:060.IV.A.1)

- A. Candidates for first year retention will be evaluated primarily on the basis of Teaching (section I. A. above).
- B. Appropriate achievement in other sections of the general criteria may also enhance the candidate's standing.

III. Criteria for Retention in years 2-3:

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to improve beyond departmental

recommendations.

IV. Criteria for Retention in years 4-5 (unless being reviewed for Tenure):

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to improve beyond departmental recommendations.

V. Criteria for Tenure in the 6th year (APSU 5:060.III.A,B):

- A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation. Failure to do so is just cause for non-retention.
- C. Candidates are also encouraged to improve beyond departmental recommendations.

VI. Criteria for Promotion (Assistant, Associate, Professor):

Promotion decisions are based on years of service and accomplishments at APSU, the rank should be considered directly proportionate to the increase in the amount of materials presented for consideration.

- A. Candidates for promotion will be evaluated on the basis of all items included in the General Criteria section of this document (see I, A-C above).
 - 1. Faculty members are expected to work effectively with colleagues.
 - 2. At least one publication, presentation, creative activity, or scholarly work for each year of employment at APSU.
- B. Since personnel reviews are cumulative, candidates are expected to successfully address suggestions contained in previous departmental evaluations. Failure to do so is just cause for denial of promotion.
- C. Candidates are also encouraged to improve beyond departmental recommendations.