

Department of Educational Specialties Personnel Policy-

Promotion from Assistant to Associate Professor

Promotion from Associate to Full Professor

It should also be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well being of the University than someone adequate in all areas but outstanding in none (APSU Policy 5060 p.23).

Because of the importance of teaching in the College of Education, however, faculty must demonstrate best practices and be considered by their students and their peers to be effective in the classroom to be retained or earn tenure.

The following guidelines were developed to provide all tenure track faculty a list of expectations and requirements necessary to be considered for promotion. These activities do not guarantee retention, tenure or promotion but only provide a baseline expectation for consideration.

Promotion in the Department of Educational Specialties requires potential for excellence in teaching, scholarship, and service to the Department, College, University, and the PK-12 education sector, as well as the ability to work cooperatively with colleagues to achieve the long-term goals of the Department and College. The Department of Educational Specialties Promotion Committee will review these guidelines on a regular basis.

I. Orientation to the Department and College

The Chair of the Department of Educational Specialties will assign all faculty below the rank of professor a mutually agreed upon colleague who will:

- A. Be a resource person for the faculty member.
- B. Observe the faculty member's teaching and write an anecdotal report for inclusion in the faculty member's dossier.
- C. Insure that the dossier for promotion is in appropriate format before final review by the Chair of the Department of Educational Specialties. Once the Chair of the Department of Educational Specialties has reviewed the dossier, it will be presented to the committee.

II. Meeting Department of Educational Specialties Requirement for Promotion

A. Criteria for Promotion to Rank of Associate Professor

If a faculty member meets the criteria for promotion to associate professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Educational Specialties requires that for promotion to Associate Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity. To be considered for promotion from assistant to associate professor the dossier of excellence must include three items from the

following list, created while in the rank of assistant professor at Austin Peay State University. One item must be sole-authored and one must be a national/international publication. A single publication can fulfill both these requirements.

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional_juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally/nationally funded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.
7. Editing an international, national, regional, or state publication

B. Criteria for Promotion to Rank of Full Professor

If a faculty member meets the criteria outlined for promotion to professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to requirements established by the University, the Department of Educational Specialties requires that for promotion to Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity. To be considered for promotion from associate to full professor, the dossier of excellence must include four items from the following list, created while in the rank of associate professor at Austin Peay State University. Two items must be sole-authored, and one must be a national/international publication.

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional_juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally/nationally funded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.

7. Editing an international, national, or state publication

Approved by Department - November 2009

Approved by Chair – November 2009

Approved by College Committee – December 2009

Approved by Dean – December 2009