

## CRITERIA FOR ALLIED HEALTH SCIENCES DEPARTMENT PERSONNEL ACTIONS

### I. Faculty Retention Years 1-3

- A. Effectiveness in Academic Assignment (**Required**)
  - 1. Teaching effectiveness (APSU Policy 5:060.IV.1.)
    - a. Student evaluations showing acceptable and/or continued improvement since beginning on tenure track
    - b. Peer review of instruction showing acceptable and/or continued improvement since beginning on tenure track
    - c. Participation in clinical visits as assigned
  - 2. Non-teaching assignments (APSU Policy 5:060.IV.2.)(**Supportive**)
    - a. Effective student advisement if assigned  
Some examples of effective advisement
      - 1. Provide a statement or summary of the number of students advised
      - 2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
      - 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
    - b. Evidence of Administrative or other activities associated with program development and/or growth.
- B. Scholarly and Creative Achievements (**Required**)
  - 1. Exploration of opportunities for research which will lead to:
    - a. Publication of at least one article in a refereed or professional journal in area of expertise  
OR
    - b. Publication of a book or chapter in a book that has been peer reviewed and accepted by a national publisher  
OR
    - c. Presentation of a paper at local, state, regional and/or national meeting  
OR
    - d. In cases where faculty members go through initial or re-accreditation requirements, credit will be given for those faculty members making significant contributions to the writing of required documents and obtaining or providing supportive materials for such activities
- C. Professional Contributions and Activities (**Required**)
  - 1. Active member of departmental, college and/or university committees as assigned
  - 2. Active member of appropriate professional societies or organizations
  - 3. Continuing education to fulfill the requirements for continued license and/or board requirements in order to maintain national and/or state licensure or registry.
  - 4. Other contributions: Community activities and service such as, but not limited to, judge science fairs, speaking to community groups, etc.

## II. Faculty Retention Years 4-5

- A. Effectiveness in Academic Assignment (**Required**)
  - 1. Teaching effectiveness (APSU Policy 5:060.IV.1.)
    - a. Student evaluations showing acceptable and/or continued improvement since beginning on tenure track
    - b. Peer review of instruction showing acceptable and/or continued improvement since beginning on tenure track
  - 2. Non-teaching assignments (APSU Policy 5:060.IV.2.) (**Supportive**)
    - a. Effective student advisement if assigned  
Some examples of effective advisement
      - 1. Provide a statement or summary of the number of students advised
      - 2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
      - 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
    - b. Evidence of Administrative or other activities associated with program development and/or growth.
- B. Scholarly and Creative Achievements
  - 1. Active engagement in activities leading to: (**Required**)
    - a. Publication of at least one article in-refereed or professional journal in area of expertise  
OR
    - b. Publication of a book or chapter in a book that has been peer reviewed and accepted by a national publisher  
OR
    - c. Reviewer of journal article/chapter in book  
OR
    - d. Test writer for national standardized examination  
OR
    - e. In cases where faculty members go through initial or re-accreditation requirements, credit will be given for those faculty members making significant contributions to the writing of required documents and obtaining or providing supportive materials for such activities
  - 2. Other items (**Supportive**)
    - a. Such as Self Studies for external accreditation
    - b. Creation of laboratory manuals or program handbooks reviewed and approved by retention committee.
    - c. Presentation of a paper at local, state, regional and/or national meeting.
- C. Professional Contributions and Activities (**Required**)
  - 1. Active member of appropriate professional societies or organizations

2. Continuing education to fulfill the requirements for continued national or state licensure or registry.
3. Community activities and service such as, but not limited to, judging science fairs, speaking to community groups, etc.

### III. Tenure

#### A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.1.) **(Required)**
  - a. Student evaluations showing acceptable and/or continued improvement since beginning on tenure track
  - b. Peer review of instruction by senior faculty at least once
  - c. Documentation demonstrating classroom preparation and activities including syllabus for each course
  - d. Provide documentation of creative and effective teaching
2. Non-teaching assignments (APSU Policy 5:060.IV.2.) **(Supportive)**
  - a. Course and curricular development or improvements
  - b. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
 

Some examples of effective advisement

    1. Provide a statement or summary of the number of students advised
    2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
    3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
  - c. Evidence of administrative or other activities associated with program development, growth, and accreditation
3. Other academic responsibilities (APSU Policy 5:060.IV.3) **(Supportive)**
  - a. Management of departmental resources used in academic areas
  - b. Directing programs within the department of Allied Health Sciences as assigned by Department Chair such as student organizations, recruitment programs, clinical outreach programs, or other programs.

#### B. Scholarly and Creative Achievements

1. Publications **(Required)**
  - a. Publication of at least one article in a refereed journal of expertise  
OR
  - b. Publication of a book or chapter in a book or a survey (review) paper that has been peer reviewed and accepted by a national publisher  
OR
  - c. A poster or oral presentation at a national level meeting that has been accepted by a peer review process  
OR
  - d. Approved grants from off campus sources through University grants office

OR

- f. In cases where faculty members go through initial or re- accreditation requirements, credit will be given for those faculty members making significant contributions to the writing of required documents and obtaining or providing supportive materials for such activities

2. Presented Papers **(Supportive)**

- a. Presentation of two or more papers at local, state, or regional meetings  
OR
- b. Other presentations including leading workshops, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise

3. Other Items **(Supportive)**

- a. Submission of a formal proposal for grants from off campus sources through University grants office  
OR
- b. Administration of funded grants  
OR
- c. Procurement of grants from campus sources such as Faculty Research Award, Student Academic Success Initiative or Technology Board (TAF)  
OR
- d. Publication of Lab manual or study manuals  
OR
- e. Acquiring equipment or supplies from external sources  
OR
- f. Reviewer of journal article/chapter in book

C. Professional Contributions and Activities **(Required)**

- 1. Active member of appropriate professional societies or organizations
- 2. Continuing education to fulfill the requirements for continued license and/or board requirements
- 3. Active member of departmental, college and/or university committees
- 4. Community activities and service such as, but not limited to, judging science fairs, speaking to community groups, etc.
- 5. Other activities as deemed appropriate (consult department chair Allied Health Sciences)

**IV. Promotion to Assistant Professor**

(The current practice is to hire all faculty at the rank of Assistant Professor or higher).

**V. Promotion to Associate Professor**

Work prior to coming to APSU is an important consideration in hiring and initial appointment to rank. Subsequent promotion will be based on activities and research done after coming to APSU and the last promotion.

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.1.) **(Required)**

- a. Student evaluations showing acceptable and/or continued improvement since beginning on tenure track
- b. Peer review of instruction by senior faculty at least once
- c. Documentation demonstrating classroom preparation and activities including a syllabus for each course
- d. Provide documentation of creative and effective teaching

2. Non-teaching assignments (APSU Policy 5:060.IV.2).

- a. Course and curriculum development or improvements.
- b. Documentation demonstrating Academic Advising for undergraduate and graduate student where appropriate

Some examples of effective advisement

1. Provide a statement or summary of the number of students advised
  2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
  3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
- c. Evidence of administrative or other activities associated with program development, growth, and accreditation.
3. Other academic responsibilities (APSU Policy 5:060.IV.3.)
  - a. Managing departmental resources used in academic areas
  - b. Directing programs within the department of Allied Health Sciences as assigned by Department Chair such as Student organizations, Recruitment programs, Clinical outreach programs, or other programs.

B. Scholarly and Creative Achievements

1. Publications **(Required)**

- a. Publication of at least one article in a refereed journal in area of expertise  
OR
- b. Publication of a book or chapter in a book or a survey (review) paper that has been peer reviewed and accepted by a national publisher  
OR
- c. A poster or oral presentation at a national level meeting that has been accepted by a peer review process  
OR
- d. Approved grants from off campus sources through University grants office  
OR
- e. In cases where faculty go through initial or re- accreditation requirements, credit will be given for writing required documents and supportive materials for such activities.

2. Presented Papers **(Supportive)**

- a. Presentation of two or more scholarly papers at local, state, regional meetings  
OR

- b. Other presentations including leading workshops, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise
  - 3. Other Items **(Supportive)**
    - a. Submission of a formal proposal for grants from off campus sources through University grants office  
OR
    - b. Administration of funded grants  
OR
    - c. Procurement of grants from campus sources such as Faculty Research Award or Technology Board (TAF)  
OR
    - d. Publication of Lab manual or study manuals  
OR
    - e. Acquisition of equipment from external sources  
OR
    - f. Reviewer of journal article/chapter in book
- C. Professional Contributions and Activities **(Required)**
  - 1. Active member of appropriate professional societies or organizations
  - 2. Continuing education to fulfill the requirements for continued license and/or board requirements
  - 3. Active member of departmental, college and/or university committees
  - 4. Community activities and service such as, but not limited to, judging science fairs, speaking to community groups, etc.

**VI. Promotion to Full Professor**

Material in this section will be based on activity since promotion to Associate Professor.

- A. Effectiveness in Academic Assignment **(Required)**
  - 1. Teaching effectiveness (APSU Policy 5:060.IV.1)
    - a. Student evaluations showing acceptable and/or continued improvement since beginning on tenure track
    - b. Peer review of instruction by senior faculty at least once
    - c. Documentation demonstrating classroom preparation and activities including syllabus for each course
    - d. Provide documentation of creative and effective teaching
  - 2. Non-teaching assignments (APSU Policy 5:060:IV.2.) **(Supportive)**
    - a. Course and curricular development or improvements
    - b. Documentation demonstrating Academic advising for undergraduate and graduate student where appropriate

Some examples of effective advisement

    - 1. Provide a statement or summary of the number of students advised
    - 2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement

3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
  3. Other academic responsibilities (APSU Policy 5:060.IV.3) **(Supportive)**
    - a. Managing departmental resources used in academic areas
    - b. Directing programs within the department
- B. Scholarly and Creative Achievements
1. Publications **(Required)**
    - a. Publication of at least one article or survey (review) paper in a refereed or professional journal in area of expertise  
OR
    - b. Publication of a book or chapter in a book that has been peer reviewed and accepted by a national publisher
  2. Presented Papers **(Supportive)**
    - a. Presentation of two or more papers at local, state, regional and/or national meetings  
OR
    - b. Other presentations including leading workshops, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate’s area of academic expertise
  3. Other Items **(Supportive)**
    - a. Submit a formal proposal through the university grants office for external funding  
OR
    - b. Administration of funded grants  
OR
    - c. Procurement from campus sources such as Faculty Research Award or Technology Board (TAF)  
OR
    - d. Publication of Lab manual or study manuals  
OR
    - e. Acquisition of equipment or supplies from external sources.
- C. Professional Contributions and Activities
1. Active member of appropriate professional societies or organizations
  2. Continuing education to fulfill the requirements for continued license and/or board requirements
  3. Active member of departmental, college and/or university committees
  4. Community activities and service such as, but not limited to, judge science fairs, speaking to community groups, etc.
- VII. **Expectations for tenured faculty not being reviewed for promotion.**  
This section applies to all tenured faculty including Full Professors and is being written.