

CRITERIA FOR BIOLOGY DEPARTMENT PERSONNEL ACTIONS

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

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

- a. Student evaluations of with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
- c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- d. Documentation demonstrating effective student advisement to show
 - i. Faculty should be familiar with the general education core and requirements for the major.
 - ii. A list of advisees currently being advised
 - iii. Assist students with long-range planning to expedite degree completion
 - iv. Assist students with career planning to extend beyond graduation
- e. Work effectively with colleagues on academic issues
- f. Other documents supporting academic accomplishments may be submitted.

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

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

B. Research/Scholarship/Creative (RSC) Activities (APSU 5:060.IV.B)

1. First year, develop opportunities for RSC activities.
2. Second and third years, document progress in RSC activities that may lead to publication or presentation of research findings.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from two of the following

1. Service to Campus

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Other participation or leadership in the university's governing and policymaking processes
- d. Advisor to student organizations
- e. Other campus service

2. Service to One's Discipline

- a. Memberships and participation in professional organizations
- b. Professional service as session chair, discussant, paper reviewer, other.

3. Service to the Community

- a. Discipline-related presentation to a community group

- b. Discipline-related advice and consultation to a community group
- c. Other discipline-related service to the local community or larger society.

II. Faculty Retention Years 4-5 unless being reviewed for tenure

A. Effectiveness in Academic Assignment

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

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
- c. Direction of student research
- d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- e. Documentation demonstrating effective undergraduate and/or graduate student advisement
- f. Work effectively with colleagues on academic issues
- g. Other documents supporting academic accomplishments may be submitted.

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

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

- 1. Document active engagement in RSC with a minimum of a published abstract or seminar of original work.
- 2. Other supporting items

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category

1. Service to Campus

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Other participation or leadership in the university's governing and policymaking processes
- d. Advisor to student organizations
- e. Other campus service

2. Service to One's Discipline

- a. Memberships and participation in professional organizations
- b. Professional service as session chair, discussant, paper reviewer, other.

3. Service to the Community

- a. Discipline-related presentation to a community group
- b. Discipline-related advice and consultation to a community group
- c. Other discipline-related service to the local community or larger society.

III. Tenure (If a faculty member would like to request to stop the tenure clock, please refer to TBR policy 5:02:03:60.)

A. Effectiveness in Academic Assignment (50%)

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

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
- c. Direction of student research
- d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- e. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
- f. Work effectively with colleagues on academic issues
- g. Other documents supporting academic accomplishments may be submitted.

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

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)

1. Publications

- a. Publication of one peer-reviewed publication in a scientific journal that circulates state wide, regionally, nationally or internationally.
OR
- b. Publication of a book or chapter/section in a book that has been peer reviewed and accepted by a national publisher
OR
- c. At least two peer-reviewed extramural research proposals that were funded by state agencies or one peer-reviewed extramural research proposal that was funded by a regional, national or international agency.

2. Presented Papers

- a. Two or more oral or poster presentation at local, state, regional and/or national professional meetings.
- b. Other examples of presentations include 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 supporting items may include:

- a. Formal proposal for grants from off-campus sources submitted through University grants office

- b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board.
 - d. Research specific creative activities such as development of online resources.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university’s governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One’s Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other
 - 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

IV. Promotion to Assistant Professor

- A. Effectiveness in Academic Assignment (50%)
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction with overall scores comparable to those of other Biology Department Faculty teaching similar courses.
 - b. Review of instruction by the chair or the chair’s designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
 - c. Direction of student research
 - d. Documentation demonstrating course and curricular or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
 - f. Work effectively with colleagues on academic issues
 - g. Other documents supporting academic accomplishments may be submitted.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)
 - 1. Presented Papers
 - a. Two or more oral or poster presentation at local, state, regional and/or national professional meetings.

- b. Other examples of presentations include 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
 - 2. Active research program, involving students, which will add new knowledge to the discipline or enhances teaching
 - 3. Other supporting items may include:
 - a. Formal proposal for grants from off campus sources submitted through University grants office
 - b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board.
 - d. Research specific creative activities such as development of online resources.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 - 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

V. Promotion to Associate Professor

- A. Effectiveness in Academic Assignment (50%)
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction showing with overall scores comparable to those of other Biology Department Faculty teaching similar courses.
 - b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
 - c. Direction of student research
 - d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate

- f. Work effectively with colleagues on academic issues
 - g. Other documents supporting academic accomplishments may be submitted.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)
 - 1. Publications
 - a. Publication of one peer-reviewed publication in a scientific journal that circulates state wide regionally, nationally or internationally.
OR
 - b. Publication of a book or chapter/section in a book that has been peer reviewed and accepted by a national publisher
OR
 - c. At least two peer-reviewed extramural research proposals that were funded by state agencies or one peer-reviewed extramural research proposal that was funded by a regional, national or international agency.
 - 2. Presented Papers
 - a. Two or more oral or poster presentations at local, state, regional and/or national professional meetings.
 - b. Other examples of presentations include 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. Active research program involving students or active research program that enhances teaching
 - 4. Other supporting items may include:
 - a. Formal proposal for grants from off-campus sources submitted through University grants office
 - b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board
 - d. Research specific creative activities such as development of online resources.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One's Discipline

- a. Memberships and participation in professional organizations
- b. Professional service as session chair, discussant, paper reviewer, other.
- 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

VI. Promotion to Full Professor – Material in this section will be based on activity since promotion to Associate Professor.

A. Effectiveness in Academic Assignment (50%)

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

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses
- b. Direction of student research
- c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- d. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
- e. Work effectively with colleagues on academic issues
- f. Other documents supporting academic accomplishments may be submitted.

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

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)

1. Publications

- a. Publication of at least two peer-reviewed publications in scientific journals that circulate at least state wide or one peer-reviewed publication in a scientific journal that is circulated regionally, nationally or internationally.
OR
- b. Publication of a book or two chapter/sections in a book that has been peer reviewed and accepted by a national publisher.
OR
- c. In the case of a candidate for promotion with at least one peer-reviewed publication during their employment at Austin Peay State University, at least two peer-reviewed, extramurally funded research proposals from state agencies or one peer-reviewed, extramurally funded research proposal from a regional, national or international agency.

2. Presented Papers

- a. Three or more oral or poster presentations at local, state, regional and/or national professional meetings.
- b. Other examples of presentations include 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. Active research program involving students or active research program that enhances teaching
- 4. Other supporting items may include:
 - a. Formal proposal for grants from off campus sources submitted through University grants office
 - b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board
 - d. Research-specific creative activities such as development of online resources.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 - 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

VII. Expectations for tenured faculty not being reviewed for promotion. This section applies to all tenured faculty including Full Professors.

- A. Effectiveness in Academic Assignment
 - 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses
 - b. Direction of student research
 - c. Course and curricular development or improvements
 - d. Effective student advisement
 - e. Work effectively with colleagues on academic issues
 - f. Other documents supporting academic accomplishments may be submitted.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

1. Continued progress in research/scholarship/creative activities.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category
 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university’s governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 2. Service to One’s Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

CRITERIA FOR RESEARCH-TRACK APPOINTMENTS AND PRINCIPAL INVESTIGATORS IN THE CENTER OF EXCELLENCE FOR FIELD BIOLOGY

The following criteria will be used to evaluate faculty in Research-track appointments and principal investigators in the Center of Excellence for Field Biology to demonstrate progress towards promotion in rank (APSU Policy 5:061). The faculty member will submit a dossier in January along with tenure-track faculty to be reviewed.

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

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

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair’s designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
- c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- d. Effective student advisement
- e. Work effectively with colleagues on academic issues
- f. Other documents supporting academic accomplishments may be submitted.

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

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

- B. Research/Scholarship/Creative (RSC) Activities (APSU 5:060.IV.B)
 - 1. First year, develop opportunities for RSC activities.
 - 2. Subsequent years, document progress in RSC activities that may lead to publication or presentation of research findings.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from two of the following
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university’s governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One’s Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 - 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

II. Faculty Retention Years 4-5 unless being reviewed for tenure

A. Effectiveness in Academic Assignment

- 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - b. Review of instruction by the chair or the chair’s designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
 - c. Direction of student research
 - d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating effective undergraduate and/or graduate student advisement
 - f. Work effectively with colleagues on academic issues
 - g. Other documents supporting academic accomplishments may be submitted.
- 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

- 1. Document active engagement in RSC with a minimum of two published abstracts or two seminars of original work.

2. Other supporting items
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category
1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university’s governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 2. Service to One’s Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

III. Tenure - If a faculty member would like to request to stop the tenure clock, please refer to TBR policy 5:02:03:60.

- A. Effectiveness in Academic Assignment (50%)
1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - b. Review of instruction by the chair or the chair’s designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
 - c. Direction of student research
 - d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
 - f. Work effectively with colleagues on academic issues
 - g. Other documents supporting academic accomplishments may be submitted.
 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
 Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)
1. Publications
 - a. Publication of at least two peer-reviewed publications in scientific journals that circulate at least state wide or one peer-reviewed

publication in a scientific journal that is circulated regionally, nationally or internationally.

OR

b. Publication of two books or two chapters/sections in a book that has been peer reviewed and accepted by a national publisher.

OR

c. At least four peer-reviewed extramural research proposals that were funded by state agencies or two peer-reviewed extramural research proposal that were funded by regional, national or international agencies.

OR

d. Documentation of approved environmental education activities where appropriate.

2. Presented Papers

a. Four or more oral or poster presentations at local, state, regional and/or national professional meetings.

b. Other examples of presentations include 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 supporting items may include:

a. Formal proposal for grants from off campus sources submitted through University grants office

b. Managing funded external grants

c. Grants from campus sources such as Faculty Research Fund or Technology Board

d. Research-specific creative activities such as development of online resources.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category

1. Service to Campus

a. Committee work or other administrative service

b. Service on Faculty Senate or special task forces

c. Other participation or leadership in the university's governing and policymaking processes

d. Advisor to student organizations

e. Other campus service

2. Service to One's Discipline

a. Memberships and participation in professional organizations

b. Professional service as session chair, discussant, paper reviewer, other

3. Service to the Community

a. Discipline-related presentation to a community group

b. Discipline-related advice and consultation to a community group

c. Other discipline-related service to the local community or larger society.

V. Promotion to Assistant Professor

A. Effectiveness in Academic Assignment (50%)

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction showing with overall scores comparable to those of other Biology Department Faculty teaching similar courses.
 - b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
 - c. Direction of student research
 - d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
 - f. Work effectively with colleagues on academic issues
 - g. Other documents supporting academic accomplishments may be submitted.
 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)
1. Presented Papers
 - a. Four or more oral or poster presentations at local, state, regional and/or national professional meetings.
 - b. Other examples of presentations include 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
 2. Active research program, involving students that will add new knowledge to the discipline or enhances teaching
 3. Other supporting items may include:
 - a. Formal proposal for grants from off campus sources submitted through University grants office
 - b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board.
 - d. Research specific creative activities such as development of online resources.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category
1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations

- e. Other campus service
- 2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
- 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

V. Promotion to Associate Professor

A. Effectiveness in Academic Assignment (50%)

- 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction showing with overall scores comparable to those of other Biology Department Faculty teaching similar courses.
 - b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track
 - c. Direction of student research
 - d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
 - f. Work effectively with colleagues on academic issues
 - g. Other documents supporting academic accomplishments may be submitted.
- 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)

- 1. Publications
 - a. Publication of at least two peer-reviewed publications in a scientific journals that circulates state wide, regionally, nationally or internationally.
OR
 - b. Publication of two books or two chapters/sections in a book that has been peer reviewed and accepted by a national publisher.
OR
 - c. A two peer-reviewed, extramural research proposal that were funded.
- 2. Presented Papers
 - a. Four or more oral or poster presentations at local, state, regional and/or national professional meetings.
 - b. Other examples of presentations include 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. Active research program involving students or active research program that enhances teaching.
4. Other supporting items may include:
 - a. Formal proposal for grants from off campus sources submitted through University grants office
 - b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board
 - d. Research specific creative activities such as development of online resources.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category

1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

VI. Promotion to Full Professor – Material in this section will be based on activity since promotion to Associate Professor.

A. Effectiveness in Academic Assignment (50%)

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses
 - b. Direction of student research
 - c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - d. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate
 - e. Work effectively with colleagues on academic issues
 - f. Other documents supporting academic accomplishments may be submitted.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) (15-35%)
1. Publications
 - a. Publication of at least four peer-reviewed publications in scientific journals that circulate at least state wide or two peer-reviewed publications in a scientific journals that circulate regionally, nationally or internationally.
OR
 - b. Publication of two books or four chapters/sections in a book that has been peer reviewed and accepted by a national publisher.
OR
 - c. In the case of a candidate for promotion with at least one peer-reviewed publication during their employment at Austin Peay State University, at least four peer-reviewed extramurally funded research proposals that were funded by state agencies or two peer-reviewed extramurally funded research proposals that were funded by a regional, national or international agency.
 2. Presented Papers
 - a. Four or more oral or poster presentations at local, state, regional and/or national professional meetings.
 - b. Other examples of presentations include 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. Active research program involving students or active research program that enhances teaching.
 4. Other supporting items may include:
 - a. Formal proposal for grants from off campus sources submitted through University grants office
 - b. Managing funded external grants
 - c. Grants from campus sources such as Faculty Research Fund or Technology Board
 - d. Research-specific creative activities such as development of online resources.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) (15-35%) – at least one from each category
1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Other participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service

2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.