

**DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE  
CRITERIA FOR PERSONNEL ACTIONS**

APSU Policies 5:060, 5:061 and 5:062 describe the nature of the areas of evaluations for faculty. These criteria bring uniformity as delineated in the Faculty Handbook and to establish more specific criteria where applicable. These criteria have been revised to reflect changes to APSU Policy 5:060 effective Fall 2010.

**I. Faculty Retention per Year 1 to Year 3 submission deadline**

**A. Effectiveness in Academic Assignment**

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

- a. Student evaluations of instruction. If student evaluations average fair or below (must be within 3 points below top measure-e.g, 2 and higher if top measure is 5), and shows evidence of good overall class averages from student evaluations by end of third year. If a class evaluation is below average, the faculty member can include a statement with an explanation (overload, new prep, etc)
- b. Chair/Peer review of classroom instruction. Faculty under review will have evidence of one fall evaluation or one spring evaluation by the Chair or chair appointed faculty member by the 3<sup>rd</sup> year review.
- c. Shows evidence of course and curricular development or improvements.
- d. Shows evidence of effective student advisement. Faculty member advises students as assigned by Chair.

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

May show evidence of collaboration or contribution to the concerns of the department and/or may show evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, and/or may show evidence of other special activities for the department which reassigned time is given or may show evidence of direction of undergraduate and graduate research. (Typically not part of HHP faculty responsibilities).

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

By end of third year retention, candidate shows evidence of work relating to activity A1 and one other activity from Category A, or evidence of work toward completing activities from Category B or Category C, depending on tenure option. (See section on Tenure for options.)

**Category A:**

- 1) Scholarly article published in a peer-reviewed journal at a national level
- 2) Book (textbook, scholarly, applied scholarship, applied for your field)
- 3) Book chapter in textbook
- 4) Grant funded equal to or exceeds \$5000 from an external source, proposal required

**Category B:**

- 1) Presents the results of scholarly research at regional, or national meetings
- 2) Presents the results of best teaching practices to, regional or national meetings
- 3) Peer reviewed article in local or state journal
- 4) Book or book chapter in field

- 5) Publication of discipline-based software product
- 6) A book review published in a scholarly journal
- 7) Curriculum development outside APSU for organization
- 8) Second publication (peer-reviewed scholarly journal at national level)
- 9) Second book or book chapter
- 10) Poster presentation at national level.
- 11) Multi-media production applied to field
- 12) Edit text book

Category C:

- 1) Article published in non-peer reviewed journal
- 2) Article published with student
- 3) Poster presentation at local or state level
- 4) Presents the results of scholarly research or best practices at local or state level
- 5) Grant funded inside APSU or outside less than \$5000
- 6) Accepted book proposal
- 7) Primary writer of newspaper article or non-peer reviewed magazine (of related field)

Note 1: Faculty may submit the equivalence of any item in Categories A, B, or C for written approval by Department Tenure Committee.

Note 2: Any one item in Category B may be substituted for any two items in Category C.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Shows evidence of consistent involvement in a majority of activities in Category A and consistent pattern of involvement in 2 out of 3 Categories (i.e., Category B or C or D)

Category A: Service to Campus

- 1) Attends and participates regularly in faculty meetings
- 2) Committee work or other administrative service
- 3) Service on Faculty Senate or special task forces
- 4) Other participation or leadership in the university's governing and policy-making processes
- 5) Advisor or co-advisor to student organizations
- 6) Other campus service (up to 3 activities counts toward the majority)

Category B: Service to One's Discipline:

- 1) Memberships in professional organizations.  
and/or
- 2) Assumes leadership role in a professional organization  
and/or
- 3) Professional service as session chair, discussant, paper reviewer, other.  
and/or
- 4) Reviewer of professional journal article(s)

Category C: Service to the Community

- 1) Discipline-related presentations to community groups  
and/or
- 2) Discipline-related advice and consultations to community groups  
and/or
- 3) Other discipline-related service to the local community or larger society.

Category D: Professional Development.

This category includes attendance in training in one of the following: workshops, seminars, continuing education, conference, online training, or similar activities related to professional growth.

## 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. If student evaluations average fair or above (must be within 3 points below top measure-e.g, 2 and higher if top measure is 5), and shows evidence of increasing good overall class averages from student evaluations by end of fifth year. If a class evaluation is below average, the faculty member can include a statement with an explanation (overload, new prep, etc)
- b. Chair/Peer review of instruction. In addition to I.A.1.b. Faculty under review will have evidence of one fall evaluation or one spring evaluation by the Chair or chair appointed faculty member for a total of 2 peer reviews by the 5<sup>th</sup> year review.
- c. Shows evidence of course and curricular development or improvements.
- d. Shows evidence of effective student advisement. Faculty member advises students as assigned by Chair.

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

May show evidence of collaboration or contribution to the concerns of the department and/or may show evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, and/or may show evidence of other special activities for the department which reassigned time is given or may show evidence of direction of undergraduate and graduate research. (Typically not part of HHP faculty responsibilities).

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

Candidate is required to complete one of the following levels:

1. Shows evidence of near completion of activity A1 from Category A and evidence of progression of work of two other activities from Category A ( if choosing to publish three articles to meet the criteria for this option, then two must be research based).
2. Shows evidence of near completion of activity A1 from category A and progression of work of another activity from Category A and completion of one activity from Category B or two from Category C.
3. Shows evidence of progression of work of activity A1 from Category A and shows evidence of near completion of two activities from Category B and two from Category C.
4. Shows evidence of progression of work of activity A1 from Category A and shows evidence of near completion of one activity from Category B and four activities from Category C.

Category A:

- 1) Scholarly article published in a peer-reviewed journal at a national level
- 2) Book (textbook, scholarly, applied scholarship, applied for your field)
- 3) Book chapter in textbook
- 4) Grant funded equal to or exceeds \$5000 from an external source, proposal required

Category B:

- 1) Presents the results of scholarly research at regional, or national meetings
- 2) Presents the results of best teaching practices to, regional or national meetings
- 3) Peer reviewed article in local or state journal
- 4) Book or book chapter in field
- 5) Publication of discipline-based software product
- 6) A book review published in a scholarly journal
- 7) Curriculum development outside APSU for organization
- 8) Second publication (peer-reviewed scholarly journal at national level)
- 9) Second book or book chapter
- 10) Poster presentation at national level.
- 11) Multi-media production applied to field
- 12) Edit text book

Category C:

- 1) Article published in non-peer reviewed journal
- 2) Article published with student
- 3) Poster presentation at local or state level
- 4) Presents the results of scholarly research or best practices at local or state level
- 5) Grant funded inside APSU or outside less than \$5000
- 6) Accepted book proposal
- 7) Primary writer of newspaper article or non-peer reviewed magazine (of related field)

Note 1: Faculty may submit the equivalence of any item in Categories A, B, or C for written approval by Department Tenure Committee.

Note 2: Any one item in Category B may be substituted for any two items in Category C.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C)

Shows evidence of consistent pattern of involvement in a majority of activities in Category A and consistent pattern of involvement in 2 out of 3 categories (i.e., Category B or C or D)

Category A: Service to Campus

- 1) Attends and participates regularly in faculty meetings
- 2) Committee work or other administrative service
- 3) Service on Faculty Senate or special task forces
- 4) Other participation or leadership in the university's governing and Policy-making processes
- 5) Advisor or co-advisor to student organizations
- 6) Other campus service (up to 3 activities count toward the majority).

Category B: Service to One's Discipline

- 1) Memberships in professional organizations.  
and/or
- 2) Assumes leadership role in a professional organization  
and/or
- 3) Professional service as session chair, discussant, paper reviewer, other.  
and/or
- 4) Reviewer of professional journal article(s)

Category C: Service to the Community

- 1) Discipline-related presentations to community groups  
and/or
- 2) Discipline-related advice and consultations to community groups  
and/or
- 3) Other discipline-related service to the local community or larger society.

Category D: Professional Development. This category includes attendance in training in one of the following: workshops, seminars, continuing education, conference, online training, or similar activities related to professional growth.

### III. Tenure

#### A. Effectiveness in Academic Assignment

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

###### a. Student evaluations of instruction.

Shows evidence of good overall class averages from student evaluations (i.e., 2 point deviation from the top measure-on a 5 point scale with 5 being the best, we are expecting at least a 3 average). If a class evaluation is below average, the faculty member can include a statement with an explanation (overload, new prep, etc)

###### b. Chair/Peer review of instruction. Additional reviews may be requested by faculty member under review or by HHP Chair.

###### c. Shows evidence of course and curricular development or improvements. Shows evidence of using of a variety of instructional teaching methods which facilitate learning.

###### d. Shows evidence of effective student advisement. Faculty member advises students as assigned by Chair.

##### 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.) May show evidence of collaboration or contribution to the concerns of the department and/or may show evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, and/or may show evidence of other special activities for the department which reassigned time is given and/or may show evidence of direction of undergraduate and graduate research. (Typically not part of HHP faculty responsibilities).

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

To receive tenure, candidate is required to complete one of the following options:

1. Complete activity A1 and two other activities from Category A (if choosing to publish three articles to meet the criteria for this option then the candidate must have at least two research based articles ).
2. Complete item A1 and one other activity from Category A, at least one activity from Category B or two activities from Category C.
3. Complete item A1 from Category A, two activities from Category B, and two activities from Category C.
4. Complete item A1 from Category A, one activity from Category B, and four activities from Category C.

##### Category A:

- 1) Scholarly article published in a peer-reviewed journal at a national level
- 2) Book (textbook, scholarly, applied scholarship, applied for your field)
- 3) Book chapter in textbook
- 4) Grant funded equal to or exceeds \$5000 from an external source, proposal required

##### Category B:

- 1) Presents the results of scholarly research at regional, or national meetings

- 2) Presents the results of best teaching practices to, regional or national meetings
- 3) Peer reviewed article in local or state journal
- 4) Book or book chapter in field
- 5) Publication of discipline-based software product
- 6) A book review published in a scholarly journal
- 7) Curriculum development outside APSU for organization
- 8) Second publication (peer-reviewed scholarly journal at national level)
- 9) Second book or book chapter
- 10) Poster presentation at national level.
- 11) Multi-media production applied to field
- 12) Edit text book

Category C:

- 1) Article published in non-peer reviewed journal
- 2) Article published with student
- 3) Poster presentation at local or state level
- 4) Presents the results of scholarly research or best practices at local or state level
- 5) Grant funded inside APSU or outside less than \$5000
- 6) Accepted book proposal
- 7) Primary writer of newspaper article or non-peer reviewed magazine (of related field)

Note 1: Faculty may submit the equivalence of any item in Categories A, B, or C for written approval by Department Tenure Committee.

Note 2: Any one item in Category B may be substituted for any two items in Category C.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C). Shows evidence of consistent pattern of involvement in majority of activities in category A and consistent pattern of involvement in 2 out of three categories (i.e., Category B or C or D)

Category A: Service to Campus

- 1) Attends and participates regularly in faculty meetings
- 2) Committee work or other administrative service
- 3) Service on Faculty Senate or special task forces.
- 4) Other participation or leadership in the university's governing and policy-making processes.
- 5) Advisor or co-advisor to student organizations.
- 6) Other campus service (up to 3 activities count toward the majority).

Category B: Service to One's Discipline:

- 1) Memberships in professional organizations.  
and/or
- 2) Assumes leadership role in a professional organization  
and/or
- 3) Professional service as session chair, discussant, paper reviewer, other.  
and/or
- 4) Reviewer of professional journal article(s)

Category C: Service to the Community

- 1) Discipline-related presentations to community groups  
and/or
- 2) Discipline-related advice and consultations to community groups  
and/or
- 3) Other discipline-related service to the local community or larger society.

Category D: Professional Development. This category includes attendance in training in two of the following: workshops, seminars, continuing education, conference, online training, or similar activities related to professional growth.

- IV. Promotion to Assistant Professor  
Not applicable HHP faculty
- V. Promotion to Associate Professor  
Same as tenure requirements.
- VI. Promotion to Full Professor (Same as Tenure requirements: see Austin Peay State University Policy 5:060 for eligibility requirements. Please note: Candidate starts with blank slate from time of last promotion.
- VII. Expectations for tenured faculty not being reviewed for promotion, including full professors.
  - A. Faculty members are required to participate in the annual post-tenure review procedures currently in place.

HHP Dept. revised 4/7/10