

Uniform Outline or Template for Faculty Handbook

CRITERIA FOR DEPARTMENT OF HISTORY & PHILOSOPHY PERSONNEL ACTIONS

APSU Policies 5:060 (Tenure), 5:061 (academic Promotion) and 5:062 Faculty Appointments) describe the nature of the areas of evaluations for faculty. The areas are: Effectiveness in Academic Assignment, Scholarly and Creative Achievements, and Professional Contributions and Activities. In order to better present the departmental criteria, the following template has been developed to guide collection and reconciliation of the existing criteria. Where gaps exist, departments and schools should modify and/or develop specific minimum criteria for each area of evaluation for the various levels of faculty reviews. The purpose of this outline is to get more uniformity in the presentation of minimum criteria as delineated in the Faculty Handbook and to establish more specific criteria where applicable.

- I. Faculty Retention Years 1-3
 - A. Effectiveness in Academic Assignment
 1. Teaching effectiveness (APSU Policy 5:060.IV.1.)
 - a. Student evaluation of faculty: An average of **2.5 (old style) or 3.0 (new style) or higher.**
 - b. Peer review of instruction: At least two annually, **addressing content, clarity, organization, rapport, presentation, and anything the observer deems noteworthy.**
 - c. Direction of undergraduate and graduate research: A term paper by each student to be required **in each course.**
 - d. Maintain at least one core course and two upper level courses and teach 12 SCH per semester.
 2. Non-teaching assignments (APSU Policy 5:060.IV.2.)
 - a. Course and curricular development or improvements: Maintain currency in all assigned courses.
 - b. Effective student advisement: Advise students as assigned.
 - c. Work effectively with colleagues on academic issues: Contribute to department, college and university committees as assigned.
 - d. Participate in departmental academic enrichment and administrative functions as assigned/appropriate.
 3. Other academic responsibilities (APSU Policy 5:060.IV.3.)
 - a. Evidence of administrative or supervisory duties: Timely reporting of grades.
 - b. Thoroughness of syllabi.
 - c. Maintenance of adequate office hours (**5-8 hours min per week and accommodate TR and MWF schedules**).
 - B. Scholarly and Creative Achievements
 1. Publications
 - a. At least one juried article in first three years, preferably average one per year. **The number may depend on length, quality, and prestige of the publication.**
 2. Papers
 - a. At least one conference paper in first three years, preferably average one per year.
 3. Performances and Exhibitions
 - a. TV, radio, guest speaker appearances as appropriate.
 4. Research or Creative Endeavors in Progress

- a. See Publications and Papers above.
 - 5. **Development of new courses and or/thesis supervision may be counted towards scholarly and creative achievement.**
 - 6. Other Items
 - a. Support appropriate professional academic organizations.
 - b. Support university and community service projects.
 - C. Professional Contributions and Activities
 - 1. Membership and activities in professional organizations, i.e. Historical Society, American Historical Association, American Philosophical Association, etc.
 - 2. Leadership roles and positions in professional organizations.
 - 3. Service to one's discipline, i.e. collaboration with other scholars on worthwhile projects.
 - 4. Service to the community, i.e. charitable work.
 - 5. Evidence of continuing professional development and growth. See Scholarly and Creative Achievements above.
- II. Faculty Retention Years 4-5 unless being reviewed for tenure (same outline as I).
- III. Tenure
 - 1. Publish three to five juried articles and give four to six conference presentations by time of application for tenure. **Number of articles may depend on length, quality, and prestige of publications.**
 - 2. Peer review of instruction: At least two annually.
- IV. Promotion to Assistant Professor (Policy 5:061)
(Same outline as I).
- V. Promotion to Associate Professor (Policy 5:061)
(Same outline as III).
- VI. Promotion to Full Professor (Policy 5:061)
 - 1. **Two peer reviews within the past year.**
 - 2. Publish a book length scholarly monograph or otherwise demonstrate sustained research and writing skills and ability to organize, analyze and synthesize scholarly materials.
- VII. Expectations for tenured faculty not being reviewed for promotion. This section applies to all tenured faculty including Full Professors.
(Same outline as I except peer reviews not required, that is **continued Effectiveness in Academic Assignment, Scholarly and Creative Achievements, and Professional Contributions and Activities**).