
Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

APSU Policies 1:025, 2:063 and 2:051 describe the nature of areas of evaluation for faculty under consideration of retention, tenure or promotion. The following are additional general criteria to be used in evaluating a faculty member for retention, tenure, and promotion in the Department of Computer Science and Information Technology in the areas listed below, according to the personnel action under consideration. This list is not exhaustive, and the selection and relative importance of each of these criteria will vary with the type of personnel action under request.

It should be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one area but less active or successful in others may well be contributing more to the well-being of the Department, College, or University than someone adequate in all areas but outstanding in none.

At any point along the path to tenure or promotion, reviewers (departmental and college committees, Chair, Dean, Provost, or President) are permitted to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these criteria. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent e-dossier submissions until such time as the concern has been alleviated to the satisfaction of the reviewers.



Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

I. Faculty Retention-Years 1-3

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)
 - a. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
 - b. Peer review of instruction: Annual peer evaluations of classes by colleagues from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students, as per the Enhanced Peer Review Process outlined in the **APSU RTP Procedures and Guidelines**. The chair and/or the faculty mentor will coordinate the administration of peer evaluations.
 - c. Course and curricular development and enhancement:
 1. Participate in the curriculum development and enhancement process, including the preparation of proposals for new courses and the testing of software or hardware needed for new and existing courses.
 2. As needed, be willing to develop new courses.
 3. As needed, be willing to create on-line courses.
 - d. Effective student advisement.
 1. In the second or third year the candidate should serve as an advisor as needed by the department.
 2. The candidate should demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
2. Non-teaching assignments (APSU Policy 1:025)

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

B. Research/Scholarly Creative Achievement (APSU Policy 1:025)

The following categories of achievement are recognized. The minimum requirements each year are one item from category 2, 3, or 4. Within the first three years one item from category 1 must be completed.

1. Publications & Distinguished Works
 - a. Refereed journal article
 - b. Publication of a chapter of a book
 - c. Publication of a refereed conference paper
 - d. Publication of a university level textbook
 - e. Invention and patenting of hardware or software
 - f. Development and distribution of nontrivial software
 - g. Acceptance of a competitive grant outside of the APSU community
 - h. Invited presentation at a meeting of scholars at a state, regional, national, or international conference
2. Presentations
 - a. Professional presentation of a paper

- b. A professional poster presentation
- c. Presentation of the work of someone else in a scholarly seminar
- d. Conducting a discipline-related workshop or tutorial
- 3. Research or Creative Endeavors in Progress
 - a. Evidence of scholarly research in progress or submission of scholarly work
 - b. Evidence of significant progress in writing a textbook
 - c. Interdisciplinary work leading to invention or publication
 - d. Submission of a grant proposal
- 4. Other Items
 - a. Development of audio-visual media for classroom presentation for a complete course
 - b. Development of audio-visual media for a complete on-line course
 - c. Learning and teaching a new programming language or technology
 - d. Development of a suite of software for pedagogical use
 - e. Creative teaching: novel materials or methods with significant benefits or scholarly content

C. Professional Contributions and Activities (APSU Policy 1:025)

Service to the department, the discipline, the University and the community are expected. The minimum requirements are one item from each of the following categories each academic year.

- 1. Service To Campus
 - a. As needed, should be willing to serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Will serve and participate on departmental committees.
 - c. Will work effectively with colleagues from all areas of the university on academic.
- 2. Service To One's Discipline
 - a. Be a member of at least one professional organization such as ACM or IEEE, either at a regional or national level.
 - b. Attend at least one professional meeting each year, subject to availability of travel funds.
 - c. Participate at least once every two years at a professional conference or meeting, subject to the availability of travel funds. Participation would include, but not be limited to, being a committee member, presenter, session chair, or judge.
 - d. Peer review of a refereed paper, professional publication, or book chapter.
- 3. Service To The Community
 - At least one of the following,
 - a. Participate at least once each year in one service activity for the community. The community includes but is not limited to the Austin Peay community, the community of Tennessee Colleges & Universities, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

II. Faculty Retention-Years 4-5

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)
 - a. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
 - b. Peer review of instruction: Annual peer evaluations of classes by colleagues from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students, as per the Enhanced Peer Review Process outlined in the **APSU RTP Procedures and Guidelines**. The chair and/or the faculty mentor will coordinate the administration of peer evaluations.
 - c. Course and curricular development and enhancement:
 1. Participate in the curriculum development and enhancement process, including the preparation of proposals for new courses and the testing of software or hardware needed for new and existing courses.
 2. As needed, be willing to develop new courses.
 3. As needed, be willing to create on-line courses.
 - d. Effective student advisement.
 1. Should serve as an advisor as needed by the department.
 2. The candidate should demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
2. Non-teaching assignments (APSU Policy 1:025)

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

B. Research/Scholarly Creative Achievement (APSU Policy 1:025)

The following categories of achievement are recognized. The minimum requirements each year are one item from category 2, 3, or 4. Within the fourth or fifth year one item from category 1 must be completed.

1. Publications & Distinguished Works
 - a. Refereed journal article
 - b. Publication of a chapter of a book
 - c. Publication of a refereed conference paper
 - d. Publication of a university level textbook
 - e. Invention and patenting of hardware or software
 - f. Development and distribution of nontrivial software
 - g. Acceptance of a competitive grant outside of the APSU community
 - h. Invited presentation at a meeting of scholars at a state, regional, national, or international conference
2. Presentations
 - a. Professional presentation of a paper

- b. A professional poster presentation
- c. Presentation of the work of someone else in a scholarly seminar
- d. Conducting a discipline-related workshop or tutorial
- 3. Research or Creative Endeavors in Progress
 - a. Evidence of scholarly research in progress or submission of scholarly work
 - b. Evidence of significant progress in writing a textbook
 - c. Interdisciplinary work leading to invention or publication
 - d. Submission of a grant proposal
- 4. Other Items
 - a. Development of audio-visual media for classroom presentation for a complete course
 - b. Development of audio-visual media for a complete on-line course
 - c. Learning and teaching a new programming language or technology
 - d. Development of a suite of software for pedagogical use
 - e. Creative teaching: novel materials or methods with significant benefits or scholarly content

C. Professional Contributions and Activities (APSU Policy 1:025)

Service to the department, the discipline, the University and the community are expected. The minimum requirements are one item from each of the following categories each academic year.

- 1. Service To Campus
 - a. As needed, should be willing to serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Will serve and participate on departmental committees.
 - c. Will work effectively with colleagues from all areas of the university on academic.
- 2. Service To One's Discipline
 - a. Be a member of at least one professional organization such as ACM or IEEE, either at a regional or national level.
 - b. Attend at least one professional meeting each year, subject to availability of travel funds.
 - c. Participate at least once every two years at a professional conference or meeting, subject to the availability of travel funds. Participation would include, but not be limited to, being a committee member, presenter, session chair, or judge.
 - d. Peer review of a refereed paper, professional publication, or book chapter.
- 3. Service To The Community
 - At least one of the following,
 - a. Participate at least once each year in one service activity for the community. The community includes but is not limited to the Austin Peay community, the community of Tennessee Colleges & Universities, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

III. Tenure

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)
 - a. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
 - b. Peer review of instruction: Annual peer evaluations of classes by colleagues from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students, as per the Enhanced Peer Review Process outlined in the **APSU RTP Procedures and Guidelines**. The chair and/or the faculty mentor will coordinate the administration of peer evaluations.
 - c. Course and curricular development and enhancement:
 1. Participate in the curriculum development and enhancement process, including the preparation of proposals for new courses and the testing of software or hardware needed for new and existing courses.
 2. As needed, be willing to develop new courses.
 3. As needed, be willing to create on-line courses.
 - d. Effective student advisement.
 1. Should serve as an advisor as needed by the department.
 2. The candidate should demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
2. Non-teaching assignments (APSU Policy 1:025)

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

B. Research/Scholarly Creative Achievement (APSU Policy 1:025)

The following categories of achievement are recognized. The cumulative minimum requirements are two items from category 1 and a total of five items from category 2 and/or 4.

1. Publications & Distinguished Works
 - a. Refereed journal article
 - b. Publication of a chapter of a book
 - c. Publication of a refereed conference paper
 - d. Publication of a university level textbook
 - e. Invention and patenting of hardware or software
 - f. Development and distribution of nontrivial software
 - g. Acceptance of a competitive grant outside of the APSU community
 - h. Invited presentation at a meeting of scholars at a state, regional, national, or international conference
2. Presentations
 - a. Professional presentation of a paper
 - b. A professional poster presentation

- c. Presentation of the work of someone else in a scholarly seminar
- d. Conducting a discipline-related workshop or tutorial
- 3. Research or Creative Endeavors in Progress
 - a. Evidence of scholarly research in progress or submission of scholarly work
 - b. Evidence of significant progress in writing a textbook
 - c. Interdisciplinary work leading to invention or publication
 - d. Submission of a grant proposal
- 4. Other Items
 - a. Development of audio-visual media for classroom presentation for a complete course
 - b. Development of audio-visual media for a complete on-line course
 - c. Learning and teaching a new programming language or technology
 - d. Development of a suite of software for pedagogical use
 - e. Creative teaching: novel materials or methods with significant benefits or scholarly content

C. Professional Contributions and Activities (APSU Policy 1:025)

Service to the department, the discipline, the University and the community are expected. The minimum requirements are one item from each of the following categories each academic year.

- 1. Service To Campus
 - a. As needed, should be willing to serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Will serve and participate on departmental committees.
 - c. Will work effectively with colleagues from all areas of the university on academic.
- 2. Service To One's Discipline
 - a. Be a member of at least one professional organization such as ACM or IEEE, either at a regional or national level.
 - b. Attend at least one professional meeting each year, subject to availability of travel funds.
 - c. Participate at least once every two years at a professional conference or meeting, subject to the availability of travel funds. Participation would include, but not be limited to, being a committee member, presenter, session chair, or judge.
 - d. Peer review of a refereed paper, professional publication, or book chapter.
- 3. Service To The Community
 - At least one of the following,
 - a. Participate at least once each year in one service activity for the community. The community includes but is not limited to the Austin Peay community, the community of Tennessee Colleges & Universities, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

IV. Promotion to Associate Professor

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)
 - a. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
 - b. Peer review of instruction: Annual peer evaluations of classes by colleagues from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students, as per the Enhanced Peer Review Process outlined in the **APSU RTP Procedures and Guidelines**. The chair and/or the faculty mentor will coordinate the administration of peer evaluations.
 - c. Course and curricular development and enhancement:
 1. Participate in the curriculum development and enhancement process, including the preparation of proposals for new courses and the testing of software or hardware needed for new and existing courses.
 2. As needed, be willing to develop new courses.
 3. As needed, be willing to create on-line courses.
 - d. Effective student advisement.
 1. Should serve as an advisor as needed by the department.
 2. The candidate should demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
2. Non-teaching assignments (APSU Policy 1:025)

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

B. Research/Scholarly Creative Achievement (APSU Policy 1:025)

The following categories of achievement are recognized. The candidate must hold a doctorate in the field of Computer Science or a closely related field. The cumulative minimum requirements are two items from category 1 and a total of six items from category 2 and/or 4.

1. Publications & Distinguished Works
 - a. Refereed journal article
 - b. Publication of a chapter of a book
 - c. Publication of a refereed conference paper
 - d. Publication of a university level textbook
 - e. Invention and patenting of hardware or software
 - f. Development and distribution of nontrivial software
 - g. Acceptance of a competitive grant outside of the APSU community
 - h. Invited presentation at a meeting of scholars at a state, regional, national, or international conference
2. Presentations
 - a. Professional presentation of a paper
 - b. A professional poster presentation

- c. Presentation of the work of someone else in a scholarly seminar
- d. Conducting a discipline-related workshop or tutorial
- 3. Research or Creative Endeavors in Progress
 - a. Evidence of scholarly research in progress or submission of scholarly work
 - b. Evidence of significant progress in writing a textbook
 - c. Interdisciplinary work leading to invention or publication
 - d. Submission of a grant proposal
- 4. Other Items
 - a. Development of audio-visual media for classroom presentation for a complete course
 - b. Development of audio-visual media for a complete on-line course
 - c. Learning and teaching a new programming language or technology
 - d. Development of a suite of software for pedagogical use
 - e. Creative teaching: novel materials or methods with significant benefits or scholarly content

C. Professional Contributions and Activities (APSU Policy 1:025)

Service to the department, the discipline, the University and the community are expected. The minimum requirements are one item from each of the following categories each academic year.

- 1. Service To Campus
 - a. As needed, should be willing to serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Will serve and participate on departmental committees.
 - c. Will work effectively with colleagues from all areas of the university on academic.
- 2. Service To One's Discipline
 - a. Be a member of at least one professional organization such as ACM or IEEE, either at a regional or national level.
 - b. Attend at least one professional meeting each year, subject to availability of travel funds.
 - c. Participate at least once every two years at a professional conference or meeting, subject to the availability of travel funds. Participation would include, but not be limited to, being a committee member, presenter, session chair, or judge.
 - d. Peer review of a refereed paper, professional publication, or book chapter.
- 3. Service To The Community
 - At least one of the following,
 - a. Participate at least once each year in one service activity for the community. The community includes but is not limited to the Austin Peay community, the community of Tennessee Colleges & Universities, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

V. Promotion to Full Professor

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)
 - a. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
 - b. Peer review of instruction: Peer evaluations of classes by colleagues from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students, as per the Enhanced Peer Review Process outlined in the **APSU RTP Procedures and Guidelines**. The chair and/or the faculty mentor will coordinate the administration of peer evaluations.
 - c. Course and curricular development and enhancement:
 1. Participate in the curriculum development and enhancement process, including the preparation of proposals for new courses and the testing of software or hardware needed for new and existing courses.
 2. As needed, be willing to develop new courses.
 3. As needed, be willing to create on-line courses.
 - d. Effective student advisement.
 1. Should serve as an advisor as needed by the department.
 2. The candidate should demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
2. Non-teaching assignments (APSU Policy 1:025)

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

B. Research/Scholarly Creative Achievement (APSU Policy 1:025)

The following categories of achievement are recognized. The candidate must hold a doctorate in the field of Computer Science or a closely related field. The cumulative minimum requirements since last promotion are two items from category 1 and a total of five items from category 2 and/or 4.

1. Publications & Distinguished Works
 - a. Refereed journal article
 - b. Publication of a chapter of a book
 - c. Publication of a refereed conference paper
 - d. Publication of a university level textbook
 - e. Invention and patenting of hardware or software
 - f. Development and distribution of nontrivial software
 - g. Acceptance of a competitive grant outside of the APSU community
 - h. Invited presentation at a meeting of scholars at a state, regional, national, or international conference
2. Presentations
 - a. Professional presentation of a paper

- b. A professional poster presentation
- c. Presentation of the work of someone else in a scholarly seminar
- d. Conducting a discipline-related workshop or tutorial
- 3. Research or Creative Endeavors in Progress
 - a. Evidence of scholarly research in progress or submission of scholarly work
 - b. Evidence of significant progress in writing a textbook
 - c. Interdisciplinary work leading to invention or publication
 - d. Submission of a grant proposal
- 4. Other Items
 - a. Development of audio-visual media for classroom presentation for a complete course
 - b. Development of audio-visual media for a complete on-line course
 - c. Learning and teaching a new programming language or technology
 - d. Development of a suite of software for pedagogical use
 - e. Creative teaching: novel materials or methods with significant benefits or scholarly content

C. Professional Contributions and Activities (APSU Policy 1:025)

Service to the department, the discipline, the University and the community are expected. The minimum requirements are one item from each of the following categories each academic year.

- 1. Service To Campus
 - a. As needed, should be willing to serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Will serve and participate on departmental committees.
 - c. Will work effectively with colleagues from all areas of the university on academic.
- 2. Service To One's Discipline
 - a. Be a member of at least one professional organization such as ACM or IEEE, either at a regional or national level.
 - b. Attend at least one professional meeting each year, subject to availability of travel funds.
 - c. Participate at least once every two years at a professional conference or meeting, subject to the availability of travel funds. Participation would include, but not be limited to, being a committee member, presenter, session chair, or judge.
 - d. Peer review of a refereed paper, professional publication, or book chapter.
- 3. Service To The Community
 - At least one of the following,
 - a. Participate at least once each year in one service activity for the community. The community includes but is not limited to the Austin Peay community, the community of Tennessee Colleges & Universities, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

VI. All Tenured Faculty Members and Instructors Not Being Reviewed for Promotion

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)
 - a. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
 - b. Course and curricular development and enhancement:
 1. Participate in the curriculum development and enhancement process, including the preparation of proposals for new courses and the testing of software or hardware needed for new and existing courses.
 2. As needed, be willing to develop new courses.
 3. As needed, be willing to create on-line courses.
 - c. Effective student advisement.
 1. Should serve as an advisor as needed by the department.
 2. The candidate should demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.
2. Non-teaching assignments (APSU Policy 1:025)

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

B. Research/Scholarly Creative Achievement (APSU Policy 1:025)

The following categories of achievement are recognized. Minimum requirements for each three-year period are one item from category 1 or a total of two items from category 2, 3, or 4.

1. Publications & Distinguished Works
 - a. Refereed journal article
 - b. Publication of a chapter of a book
 - c. Publication of a refereed conference paper
 - d. Publication of a university level textbook
 - e. Invention and patenting of hardware or software
 - f. Development and distribution of nontrivial software
 - g. Acceptance of a competitive grant outside of the APSU community
 - h. Invited presentation at a meeting of scholars at a state, regional, national, or international conference
2. Presentations
 - a. Professional presentation of a paper
 - b. A professional poster presentation
 - c. Presentation of the work of someone else in a scholarly seminar
 - d. Conducting a discipline-related workshop or tutorial
3. Research or Creative Endeavors in Progress
 - a. Evidence of scholarly research in progress or submission of scholarly work
 - b. Evidence of significant progress in writing a textbook

- c. Interdisciplinary work leading to invention or publication
- d. Submission of a grant proposal
- 4. Other Items
 - a. Development of audio-visual media for classroom presentation for a complete course
 - b. Development of audio-visual media for a complete on-line course
 - c. Learning and teaching a new programming language or technology
 - d. Development of a suite of software for pedagogical use
 - e. Creative teaching: novel materials or methods with significant benefits or scholarly content

C. Professional Contributions and Activities (APSU Policy 1:025)

Service to the department, the discipline, the University and the community are expected. The minimum requirements are one item from each of the following categories each academic year.

- 1. Service To Campus
 - a. As needed, should be willing to serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Will serve and participate on departmental committees.
 - c. Will work effectively with colleagues from all areas of the university on academic.
- 2. Service To One's Discipline
 - a. Be a member of at least one professional organization such as ACM or IEEE, either at a regional or national level.
 - b. Attend at least one professional meeting each year, subject to availability of travel funds.
 - c. Participate at least once every two years at a professional conference or meeting, subject to the availability of travel funds. Participation would include, but not be limited to, being a committee member, presenter, session chair, or judge.
 - d. Peer review of a refereed paper, professional publication, or book chapter.
- 3. Service To The Community
 - At least one of the following,
 - a. Participate at least once each year in one service activity for the community. The community includes but is not limited to the Austin Peay community, the community of Tennessee Colleges & Universities, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

VII. Promotion from Instructor to Senior Instructor

If a faculty has completed a minimum of two years of employment at the Instructor level and meets the following criteria for promotion to Senior Instructor as outlined in the APSU Policy 2:063: Policy on Academic Promotion, he/she may request a review for promotion.

- Documented evidence of high quality teaching and contribution to student development.
- Master's degree from an accredited institution in the instructional discipline or related area.
- Evidence of good character, mature attitude, and professional integrity.

In addition to these criteria, the Department of Computer Science and Information Technology requires that for promotion from Instructor to Senior Instructor, one must present a comprehensive dossier to include the following items created while in the rank of Instructor at Austin Peay State University.

A. Effectiveness in Academic Assignment

1. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
2. Consistently favorable classroom observations and evaluation of course materials (syllabus, assignments, activities, projects and/or assessments) by senior faculty or course coordinators from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students. (At least two peer evaluations are required during each of the previous two academic years.)
3. Participate in the curriculum development and enhancement process, including the preparation of proposals for course redesign or development.
4. When advising is part of the academic assignment, serve as an advisor as needed by the department and demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.

B. Research/Scholarly Creative Achievement

A record of continuous professional activity with a minimum of three activities from below while in the rank of Senior Instructor.

1. Inclusion of an article in an international/national/regional juried journal recognized in the field
2. Publication of a book chapter
3. Publication of a refereed conference paper
4. Publication of a university level textbook
5. Invention and patenting of hardware or software
6. Development and distribution of nontrivial software
7. Acceptance of a competitive grant outside of the APSU community
8. Editing an international, national, regional or state publication

9. Presentation at an international/national/regional conference where the selection of presentations is juried

C. Professional Contributions and Activities

The minimum requirements are one item from each of the following categories each academic year.

1. Service To Campus
 - a. Serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Serve on Department, College, or University committees.
 - c. Work effectively with colleagues from all areas of the university on academic.
2. Service To One's Discipline
 - a. Be a member of a professional organization such as ACM or IEEE.
 - b. Participate in a professional conference or meeting, which includes but not be limited to, being a committee member, session chair, or judge.
 - c. Peer review of a paper, conference proposal, or book chapter.
3. Service To The Community
 - a. Participate in a service activity for the community, including but not limited to, the Austin Peay community, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.

Criteria for Departmental Personnel Actions

Department Of Computer Science and Information Technology

VIII. Promotion from Senior Instructor to Master Instructor

If a faculty has completed a minimum of three years of employment at the Senior Instructor level and meets the following criteria for promotion to Master Instructor as outlined in the APSU Policy 2:063: Policy on Academic Promotion, he/she may request a review for promotion.

- Documented evidence of teaching excellence and superior contribution to student development.
- Master's degree from an accredited institution in the instructional discipline or related area.
- Evidence of good character, mature attitude, and professional integrity.

In addition to these criteria, the Department of Computer Science and Information Technology requires that for promotion from Senior Instructor to Master Instructor, one must present a comprehensive dossier to include the following items created while in the rank of Senior Instructor at Austin Peay State University.

A. Effectiveness in Academic Assignment

1. Student evaluation of instruction: Student evaluations should demonstrate the ability to present subject matter in a logical and meaningful way, knowledge of subject matter, and openness to student contact.
2. Consistently favorable classroom observations and evaluation of course materials (syllabus, assignments, activities, projects and/or assessments) by senior faculty or course coordinators from the department should confirm adequate preparation, knowledge of subject matter, and a willingness to interact with students. (At least two peer evaluations are required during each of the previous three academic years.)
3. Participate in the curriculum development and enhancement process, including the preparation of proposals for course redesign or development.
4. When advising is part of the academic assignment, serve as an advisor as needed by the department and demonstrate a knowledge of policies and procedures that affect student registration, degree requirements, and progress toward graduation.

B. Research/Scholarly Creative Achievement

A record of continuous professional activity with a minimum of three activities from below.

1. Inclusion of an article in an international/national/regional juried journal recognized in the field
2. Publication of a book chapter
3. Publication of a refereed conference paper
4. Publication of a university level textbook
5. Invention and patenting of hardware or software
6. Development and distribution of nontrivial software
7. Acceptance of a competitive grant outside of the APSU community
8. Editing an international, national, regional or state publication
9. Presentation at an international/national/regional conference where the selection of presentations is juried

C. Professional Contributions and Activities

The minimum requirements are one item from each of the following categories each academic year.

4. Service To Campus
 - a. Serve as a sponsor of a student organization, sponsor a programming team, or otherwise work with students in a non-classroom setting.
 - b. Serve on Department, College, or University committees.
 - c. Work effectively with colleagues from all areas of the university on academic.
5. Service To One's Discipline
 - a. Be a member of a professional organization such as ACM or IEEE.
 - b. Participate in a professional conference or meeting, which includes but not be limited to, being a committee member, session chair, or judge.
 - c. Peer review of a paper, conference proposal, or book chapter.
6. Service To The Community
 - a. Participate in a service activity for the community, including but not limited to, the Austin Peay community, the community of Clarksville, the community of Montgomery County, and the community of Tennessee.
 - b. Create a continuing link to business, industry, or research.