

Austin Peay State University, College of Arts and Letters, Department of Communication Criteria for Retention, Tenure, and Promotion
Professorial Ranks

Preface

APSU Policy 1:025, Policy on Academic Tenure, describes general criteria to be applied in evaluating faculty members for retention and tenure, including achievement in teaching, advising, committee or administrative assignments, scholarship, creative activity, professional service, support of university and departmental missions and goals, and professional conduct.

These general criteria are subdivided into three main areas of evaluation: effectiveness in academic assignment, scholarly or creative achievement, and professional contributions and activities. Of these three areas, teaching effectiveness is the most important at this university. Applicants for retention, tenure, or promotion are responsible for providing evidence to the appropriate departmental committee when they have satisfied the requisite criteria described below.

Candidates for retention, promotion, and tenure present evidence of achievement in the form of a dossier. APSU P&G describes the content and organization of such a dossier. Each first year, tenure-track faculty member should seek out a faculty mentor (or the department chairperson) for assistance in preparing this dossier well in advance of the first year's retention review. A faculty member must present his or her dossier in conjunction with each personnel decision: retention, promotion, and tenure. It is each faculty member's responsibility to review the dossier for proper form and content before submitting it to the appropriate personnel committee (Retention and Tenure Committee or Promotion Committee). Faculty members are always encouraged to seek assistance with dossier preparation and revision from the Chair or a senior faculty member.

Although not included in the dossier, a candidate's ability, and willingness to work effectively with faculty peers and the department chairperson is an important element of all personnel decisions.

General Criteria

I. Effectiveness in Academic Assignment

A. Teaching

1. List of all courses taught

Evidence (to be included in a supplemental dossier file) include:

- a) Course syllabi- one copy for all courses taught.
- b) Samples of relevant course materials.

2. The appropriate terminal degree varies depending on the position description, assigned teaching, and other assigned responsibilities.

3. Every faculty must maintain a D2L shell with syllabus, gradebook, and primary materials in all courses.

4. **Enhanced Peer Evaluations:** minimum of two is required except for Retention for 2nd and 3rd years only have a single evaluator therefore peer evaluator selection will follow these procedures as if they were a single review cycle.

5. May include documented development of new courses, programs, and/or existing courses, which may include university designated service-learning courses

6. Student evaluations of faculty: Evaluations must be included except for narrative comments, which must be removed. In courses with fewer than 5 student evaluations, faculty have the option to include the evaluations or provide a brief explanation as to why they are not included. Faculty must provide a brief explanatory statement for courses that have not been evaluated.

B. Advising of undergraduate and graduate student (does not apply to 1st year retention)

1. In activities related to academic achievements (labs, studio projects, practicum, internships, and independent study projects)

2. In Graduate thesis and capstone research project

3. Course registration and career mentoring

4. Criteria for effective student advisement

a) Faculty should be familiar with both general core and the latest requirements for majors

b) Faculty should also facilitate long-range planning to expedite degree completion

C. Non-teaching / Reassigned Time Received (as applicable)

Non-teaching assignments include sports broadcasting coordinator, APSU-TV coordinator, radio station manager, graduate student coordinator, public speaking coordinator, or any programs that is offered through CAFÉ for which reassigned time is given. Faculty must describe and, if possible, document the activities, duties, and responsibilities of the assignment.

II. Scholarly and Creative Achievements

The faculty member must provide evidence of meaningful scholarly and creative achievement of any of the items listed below, which may include, but not limited to:

These are not in ranked order.

A. Presentations accepted at the local, regional, national, or international level

- Papers and panels presented to conferences (are of equal weight) at local, regional, national, or international levels in the appropriate disciplines
- Presentations to interest groups sponsored by appropriate professional organizations in an

area of the faculty member's expertise

- Other conference activities, such as chairing panels, poster sessions, respondent, moderator, television, film, video, audio, media presentations, etc.

B. Creative Works and Publications, which may include, but are not limited to:

- Juried books in the appropriate disciplines
- Juried articles in academic journals in print or online (including publications of conference presentations)
- Textbooks, books, or significant contributions to texts in the appropriate disciplines
- Juried or peer reviewed creative works and media products
- Other scholarly publications in any form of media relevant to professional expertise

C. Creative and scholarly projects related to discipline and expertise, which may include:

- Audio Production: writing, directing, voicing, and production
- Video Production: writing, directing, producing, and editing
- Print Materials: writing, editing, designing, and publishing professional documents
- Digital Media Content: writing, designing, and creation on various platforms

III. Professional Contributions and Activities through service, leadership and participation to the academic university, college, and departmental committees as demonstrated by:

- Regular attendance at faculty meetings and departmental activities as well as active participation in committee work
- Activities and leader roles in relevant professional organizations at all levels
- Evidence of continuing professional development and growth
- Service through leadership and participation in community activities
- Membership in professional organizations at local, state, regional, national, or international levels

Retention Criteria

I. Criteria for Retention in first year:

A. Candidates for first year retention will be evaluated primarily on the basis of teaching (General Criteria, Section I-A).

B. Appropriate achievement in other sections of the general criteria may also enhance the candidate's standing.

II. Criteria for Retention in year two:

A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).

B. Personnel reviews are cumulative; candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation.

C. Faculty members are expected to work with colleagues in the spirit of cooperation to enhance and advance the missions and values of the department.

D. At least one publication, presentation, creative activity, or scholarly work during the RTP retention cycle

E. Candidates who significantly exceed departmental expectations may be eligible for "exceeds expectations" designation. (For example, candidates with four or more items in Area 2 for one RTP retention cycle.)

F. Failure to meet the minimum criteria may be cause for non-retention.

III. Criteria for Retention in year three, four, and five:

A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).

B. Personnel reviews are cumulative; candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation.

C. Faculty members are expected to work with colleagues in the spirit of cooperation to enhance and advance the missions and values of the department.

D. At least two publications, presentations, creative activities, or scholarly works during each RTP retention cycle

E. Candidates who significantly exceed departmental expectations may be eligible for "exceeds expectations" designation in each RTP retention cycle. (For example, candidates with six or more items in Area 2 for one RTP retention cycle.)

F. Failure to meet the minimum criteria may be cause for non-retention.

Tenure and Promotion Criteria

I. Criteria for tenure and Associate Professor promotion in the sixth year:

A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).

B. Personnel reviews are cumulative; candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation.

C. Faculty members are expected to work with colleagues in the spirit of cooperation to enhance and advance the missions and values of the department.

D. At least two publications, presentations, creative activities, or scholarly works during previous RTP retention cycles from year two

E. Candidates who significantly exceed departmental expectations may be eligible for "exceeds expectations" designation in each RTP retention cycle. (For example, candidates with twenty-two or more items in Area 2 for the entire RTP tenure cycle.)

F. Failure to meet the minimum criteria may be cause for non-retention.

II. Criteria for Promotion: Promotion decisions are based on years of service and accomplishments at APSU, the rank should be considered directly proportionate to the increase in the amount of materials presented for consideration.

A. Candidates for retention will be evaluated on the basis of all items included in the General Criteria section of this document (General Criteria, Sections I-III).

B. Personnel reviews are cumulative; candidates are expected to successfully address suggestions contained in the previous year's departmental evaluation.

C. Faculty members are expected to work with colleagues in the spirit of cooperation to enhance and advance the missions and values of the department.

D. At least ten publications, presentations, creative activities, or scholarly works since the last promotion

E. Candidates who significantly exceed departmental expectations may be eligible for "exceeds expectations" designation in each RTP retention cycle. (For example, candidates with thirty or more items in Area 2 since last RTP promotion cycle.)

F. Failure to meet the minimum criteria may be cause for non-retention.