

Austin Peay State University Policies [2:051](#) (Policy on Faculty Appointments), [1:025](#) (Policy on Academic Tenure), and [2:063](#) (Policy on Academic Promotion) describe the areas of evaluation for faculty under consideration for retention, tenure, or promotion. The following are additional criteria to be used in evaluating a faculty member for retention, tenure, and promotion in the Department of Earth and Environmental Sciences, according to the personnel action under consideration. This list is not exhaustive, and the selection and relative importance of each of these criteria varies 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 be contributing more to the well-being of the Department, College, or University than someone adequate in all areas but outstanding in none. With this in mind, the following document provides the minimum requirements in each area that are necessary but may not be sufficient to be awarded retention, tenure, or promotion.

Austin Peay State University provides a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. The university values and upholds the equal dignity of all members of its community ([Policy 6:001](#)). The College of Science, Technology, Engineering and Mathematics provides a collegial, inclusive, and equitable environment that fosters different ideas, supports those with different abilities, backgrounds, and needs, and ensures that college activities are open to all students, faculty, staff, and visitors regardless of abilities, age, creed, ethnicity, gender identity and expression, national origin, sex, sexual orientation, race, or religion. Diversity and diverse perspectives are invaluable in teaching, research, and service and the college does not tolerate any form of racism, discrimination, or prejudice ([CoSTEM Diversity & Inclusion Statement](#)). These values are reflected in the development of this document and the core requirements for retention, tenure, and promotion in the Department of Earth and Environmental Sciences at Austin Peay State University.

I. **Faculty Retention, Years 1 – 3 (APSU Policy [1:025](#))**

The following criteria describes the areas of evaluation for retention in years 1, 2, and 3. The explanations in each of the three (3) areas below: A. Effectiveness in Academic Assignment; B. Research, Scholarship, and Creative Activities; and C. Professional Contributions and Activities details the minimum requirements that should be achieved by the end of year three of tenure-track employment at APSU.

A. Effectiveness in Academic Assignment (I.A)

1. Teaching effectiveness (I.A.1)

- a. Evaluation of instruction: Faculty will write a narrative analysis of student evaluations for the dossier year appropriate to the personnel action for retention. The narrative will describe opportunities for growth and future goals in the area of teaching effectiveness.
- b. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of one (1) peer evaluation during each year of the retention cycle following the university policy on enhanced peer evaluations. A minimum of one (1) tenured faculty member is required to complete the evaluation of a faculty member during the review cycle in years one through three. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
- c. Direction of undergraduate research: Faculty members are encouraged to become involved in undergraduate research inside or outside of the classroom setting.
- d. Course and curricular development or improvements: Faculty should demonstrate their willingness to participate in the curriculum development and enhancement, which can include but is not limited to: proposing and/or instruction of new courses to include study-abroad courses, development of new lab materials, curriculum assessment, employing new teaching methods, or creating new field trips.
- e. Effective student advisement: Faculty should advise a proportionate number of majors or minors in their discipline as assigned by the department and effectively communicate with students. Faculty should assist students when appropriate for post-graduation opportunities and ensure advisees make consistent advancement towards attaining their degrees.
- f. Faculty should demonstrate a commitment to promoting diversity, equity, and inclusivity in their academic assignment, which can include but is not limited to: developing equitable, inclusive syllabi; providing educational materials that highlight diversity within discipline; and creating equitable, inclusive space within the classroom and curriculum.
- g. Professional Development: The faculty should provide evidence of continuing professional development and growth by attending training seminars and workshops.

2. Non-teaching assignments (I.A.2)

- a. Evidence of administrative or supervisory duties as associate or interim dean, department chair/director, program coordinator, or other leadership role for which reassigned time is given.
 - i. Faculty without a teaching assignment will be evaluated for retention based on the effectiveness of their administrative duties ([I.A.2](#)).
 - ii. Faculty with a teaching assignment may be evaluated on both [I.A.1](#) and [I.A.2](#) with weights determined by their reassigned time for the position.

B. Research, Scholarship, and Creative Activities (I.B)

By the third-year review, faculty should have completed a minimum of one (1) item from category [I.B.2](#), and two (2) items from any category under I.B for a minimum of three (3) total items. Any item in I.B. may be repeated except for [I.B.3.f](#).

1. Publications (I.B.1):

- a. Publication of discipline specific or pedagogical manuscript in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the faculty must demonstrate they made a significant contribution to the paper.
- b. Publication as sole or multiple author in peer-reviewed proceedings of a regionally-, nationally-, or internationally-recognized scientific society. In the case of a multiple-author publication, the faculty must demonstrate they have made a significant contribution to the paper.
- c. Publication of discipline specific or pedagogical manuscript as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- d. Publication of a university-level book or chapter in a book.
- e. Publication of a discipline related app or program.

2. Presentations (I.B.2):

- a. Presentation of discipline specific or pedagogical research in a format appropriate to the discipline in a regional, national or international meeting of a recognized scientific society or organization that includes science educators.
- b. Inclusion as a non-presenting co-author on a discipline specific or pedagogical research presentation. The faculty must demonstrate they have made a significant contribution to the research.
- c. Invited presenter of discipline specific or pedagogical research to a recognized scientific society or organization that includes science educators.
- d. Serving as a leader or co-leader of a discipline specific field trip for a recognized scientific society or organization that includes science educators.

- e. Serving as a leader or co-leader of a research-related workshop or short course for a recognized scientific society or organization that includes science educators.

3. Grants and Scholarly Activities (I.B.3):

- a. Funded research or educational grants greater than or equal to \$5,000 administered through the APSU Office of Research and Sponsored Programs while a member of the APSU faculty. The award must be obtained from an external organization or funding agency (i.e. funding internal to APSU does not satisfy this requirement).
- b. Submission of external research proposal for funding or funded external grants under \$5,000.
- c. Funded internal grant proposal to support research or research equipment. Multiple submissions of the same proposal will only be counted as one item.
- d. Highly prestigious, competitive national and international awards and fellowships (e.g. Carnegie Fellowship, Fulbright Scholars, MacArthur Fellowship, Robert Foster Cherry Award, Sloan Research Fellowships)
- e. Production of University lab manual.
- f. Evidence of other discipline-specific research and scholarly activities or activities in progress.

C. Professional Contributions and Activities (I.C)

By the third-year review, faculty should have completed a minimum of two (2) activities from [I.C.1](#) and two (2) activities from either category [I.C.2](#) or [I.C.3](#) for a minimum of four (4) activities completed under I.C. Faculty must provide evidence of how at least one (1) item from any section of I.C demonstrates a commitment to diversity, equity, and/or inclusivity. Any item from I.C may be repeated in the required four (4) items from this category.

1. Service to Campus (I.C.1)

- a. Committee work or other service to the department, college, or university. Examples include, but are not limited to, the following: department, college, or university committees; serving as the department VA Advisor; building coordinator; maintaining department promotional materials such as portions of the department website, hallway bulletin boards or monitors, or social media; or coordinating department events (e.g., receptions for graduates, geoconclave, Earth Day).
- b. Participation or leadership in college or university governing and policy making or special task forces. Examples include, but are not limited to: faculty senate, academic council, SACSCOC accreditation processes, or administration-appointed task forces.
- c. Faculty advisor or supervision of any student organization approved by the Student Organization Council.

- d. Submission of an internal grant proposal for student activities or support. Multiple submissions of the same proposal topic will only be counted as one item.
- e. Faculty members are expected to collaborate on student recruitment, retention, and outreach efforts, which may include, but not limited to: visiting and giving presentations at area schools, office of admissions activities related to recruitment, or recruitment of individual students.
- f. Participation in campus affiliated or campus sponsored training to support university efforts or activities.

2. Service to One's Discipline (I.C.2)

- a. Active participation in discipline-related societies or organizations which includes but is not limited to: leaderships roles; organizing professional conferences; promotion and recruitment events; participating or organizing society activities; and attending meetings or workshops.
- b. Chair, co-chair, or discussant in a conference session at a regional, national, or international meeting of a recognized scientific society or organization.
- c. Participation in a field trip associated with a regional, national, or international meeting of a recognized scientific society or organization.
- d. Editorial work for professional journals, conference proceedings, or other scholarly works appropriate to one's discipline.
- e. Peer reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- f. Peer reviewer for research proposals for scientific granting agencies, societies, or organizations.

3. Service to the Community (I.C.3)

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

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

II. Faculty Retention, Years 4 – 5 (APSU Policy [1:025](#))

The following criteria describes the areas of evaluation for retention in years 4 and 5. The explanations in each of the three (3) areas below: A. Effectiveness in Academic Assignment; B. Research, Scholarship, and Creative Activities; and C. Professional Contributions and Activities details the minimum requirements that should be achieved for years four and five of tenure-track employment and not cumulative of the entire employment at APSU.

A. Effectiveness in Academic Assignment (II.A)

1. Teaching effectiveness (II.A.1)

- a. Evaluation of instruction: Faculty will write a narrative analysis of student evaluations for the dossier year appropriate to the personnel action for retention. The narrative will describe opportunities for growth and future goals in the area of teaching effectiveness.
- b. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of two (2) peer evaluations during each cycle of retention, tenure, and promotion following the university policy on enhanced peer evaluations. Two (2) tenured faculty members are required to complete the two (2) peer evaluations of a faculty member during any review cycle. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
- c. Direction of undergraduate research: Faculty members are encouraged to become involved in undergraduate research inside or outside of the classroom setting.
- d. Course and curricular development or improvements: Faculty should demonstrate their willingness to participate in the curriculum development and enhancement, which can include but is not limited to: proposing and/or instruction of new courses to include study-abroad courses, development of new lab materials, curriculum assessment, employing new teaching methods, or creating new field trips.
- e. Effective student advisement: Faculty should advise a proportionate number of majors or minors in their discipline as assigned by the department and effectively communicate with students. Faculty should assist students when appropriate for post-graduation opportunities and ensure advisees make consistent advancement towards attaining their degrees.
- f. Faculty should demonstrate a commitment to promoting diversity, equity, and inclusivity in their academic assignment, which can include but is not limited to: developing equitable, inclusive syllabi; providing educational materials that highlight diversity within discipline; and creating equitable, inclusive space within the classroom and curriculum.
- g. Professional Development: The faculty should provide evidence of continuing professional development and growth by attending training seminars and workshops.

2. Non-teaching assignments (II.A.2)

- a. Evidence of administrative or supervisory duties as associate or interim dean, department chair/director, program coordinator, or other leadership role for which reassigned time is given.
 - i. Faculty without a teaching assignment will be evaluated for retention based on the effectiveness of their administrative duties ([II.A.2](#)).
 - ii. Faculty with a teaching assignment may be evaluated on both [II.A.1](#) and [II.A.2](#) with weights determined by their reassigned time for the position.

B. Research, Scholarship, and Creative Activities (II.B)

By the fifth-year review, faculty should have completed a minimum of one (1) item from category [II.B.1](#), one (1) item from [II.B.2](#), and one (1) item from any category under II.B for a minimum of three (3) additional items since the year three review. Any item in II.B. may be repeated except for [II.B.3.f](#). Faculty should demonstrate evidence of significant progress towards completing the requirements of [III.B Research, Scholarship, and Creative Activities for Tenure and Promotion to Associate Professor](#).

1. Publications (II.B.1):

- a. Publication of discipline specific or pedagogical manuscript in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the faculty must demonstrate they made a significant contribution to the paper.
- b. Publication as sole or multiple author in peer-reviewed proceedings of a regionally-, nationally-, or internationally-recognized scientific society. In the case of a multiple-author publication, the faculty must demonstrate they have made a significant contribution to the paper.
- c. Publication of discipline specific or pedagogical manuscript as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- d. Publication of a university-level book or chapter in a book.
- e. Publication of a discipline related app or program.

2. Presentations (II.B.2):

- a. Presentation of discipline specific or pedagogical research in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or organization that includes science educators.
- b. Inclusion as a non-presenting co-author on a discipline specific or pedagogical research presentation. The faculty must demonstrate they have made a significant contribution to the research.
- c. Invited presenter of discipline specific or pedagogical research to a recognized scientific society or organization that includes science educators.

- d. Serving as a leader or co-leader of a discipline specific field trip for a recognized scientific society or organization that includes science educators.
- e. Serving as a leader or co-leader of a research-related workshop or short course for a recognized scientific society or organization that includes science educators.

3. Grants and Scholarly Activities (II.B.3):

- a. Funded research or educational grants greater than or equal to \$5,000 administered through the APSU Office of Research and Sponsored Programs while a member of the APSU faculty. The award must be obtained from an external organization or funding agency (i.e. funding internal to APSU does not satisfy this requirement).
- b. Submission of external research proposal for funding or funded external grants under \$5,000.
- c. Funded internal grant proposal to support research or research equipment. Multiple submissions of the same proposal will only be counted as one item.
- d. Highly prestigious, competitive national and international awards and fellowships (e.g. Carnegie Fellowship, Fulbright Scholars, MacArthur Fellowship, Robert Foster Cherry Award, Sloan Research Fellowships)
- e. Production of University lab manual.
- f. Evidence of other discipline-specific research and scholarly activities or activities in progress.

C. Professional Contributions and Activities (II.C)

By the fifth-year review, faculty should have completed a minimum of two (2) activities from [II.C.1](#) and two (2) activities from either category [II.C.2](#) or [II.C.3](#) for a minimum of four (4) additional items completed under II.C since the year three review. Faculty must provide evidence of how at least one (1) item from any section of II.C demonstrates a commitment to diversity, equity, and/or inclusivity. Any item from II.C may be repeated in the required four (4) items from this category. Faculty should demonstrate evidence of significant progress towards completing the requirements of [III.C Professional Contributions and Activities for Tenure and Promotion to Associate Professor](#).

1. Service to Campus (II.C.1)

- a. Committee work or other service to the department, college, or university. Examples include, but are not limited to, the following: department, college, or university committees; serving as the department VA Advisor; building coordinator; maintaining department promotional materials such as portions of the department website, hallway bulletin boards or monitors, or social media; or coordinating department events (e.g., receptions for graduates, geoconclave, Earth Day).

- b. Participation or leadership in college or university governing and policy making or special task forces. Examples include, but are not limited to: faculty senate, academic council, SACSCOC accreditation processes, or administration-appointed task forces.
- c. Faculty advisor or supervision of any student organization approved by the Student Organization Council.
- d. Submission of an internal grant proposal for student activities or support. Multiple submissions of the same proposal topic will only be counted as one item.
- e. Faculty members are expected to collaborate on student recruitment, retention, and outreach efforts, which may include, but not limited to: visiting and giving presentations at area schools, office of admissions activities related to recruitment, or recruitment of individual students.
- f. Participation in campus affiliated or campus sponsored training to support university efforts or activities.

2. Service to One's Discipline (II.C.2)

- a. Active participation in discipline-related societies or organizations which includes but is not limited to: leaderships roles; organizing professional conferences; promotion and recruitment events; participating or organizing society activities; and attending meetings or workshops.
- b. Chair, co-chair, or discussant in a conference session at a regional, national, or international meeting of a recognized scientific society or organization.
- c. Participation in a field trip associated with a regional, national, or international meeting of a recognized scientific society or organization.
- d. Editorial work for professional journals, conference proceedings, or other scholarly works appropriate to one's discipline.
- e. Peer reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- f. Peer reviewer for research proposals for scientific granting agencies, societies, or organizations.

3. Service to the Community (II.C.3)

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

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

III. Tenure and Promotion to Associate Professor (APSU Policies [1:025](#) and [2:063](#))

The following criteria describes the areas of evaluation for tenure and promotion to associate professor. The explanations in each of the three (3) areas below: A. Effectiveness in Academic Assignment; B. Research, Scholarship, and Creative Activities; and C. Professional Contributions and Activities details the minimum requirements that should be achieved during the entirety of tenure-track employment at APSU.

A. Effectiveness in Academic Assignment (III.A)

1. Teaching effectiveness (III.A.1)

- a. Evaluation of instruction: Faculty will write a narrative analysis of student evaluations during the entirety of their tenure-track employment at APSU. The narrative will describe opportunities for growth and future goals in the area of teaching effectiveness.
- b. Peer review of instruction: Each tenure-track faculty member shall receive a minimum of two (2) peer evaluations during each cycle of retention, tenure, and promotion following the university policy on enhanced peer evaluations. Two (2) tenured faculty members are required to complete the two (2) peer evaluations of a faculty member during any review cycle. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
- c. Direction of undergraduate research: Faculty members are encouraged to become involved in undergraduate research inside or outside of the classroom setting.
- d. Course and curricular development or improvements: Faculty should demonstrate their willingness to participate in the curriculum development and enhancement, which can include but is not limited to: proposing and/or instruction of new courses to include study-abroad courses, development of new lab materials, curriculum assessment, employing new teaching methods, or creating new field trips.
- e. Effective student advisement: Faculty should advise a proportionate number of majors or minors in their discipline as assigned by the department and effectively communicate with students. Faculty should assist students when appropriate for post-graduation opportunities and ensure advisees make consistent advancement towards attaining their degrees.
- f. Faculty should demonstrate a commitment to promoting diversity, equity, and inclusivity in their academic assignment, which can include but is not limited to: developing equitable, inclusive syllabi; providing educational materials that highlight diversity within discipline; and creating equitable, inclusive space within the classroom and curriculum.
- g. Professional Development: The faculty should provide evidence of continuing professional development and growth by attending training seminars and workshops.

2. Non-teaching assignments (III.A.2)

- a. Evidence of administrative or supervisory duties as associate or interim dean, department chair/director, program coordinator, or other leadership role for which reassigned time is given.
 - i. Faculty without a teaching assignment will be evaluated for tenure and promotion based on the effectiveness of their administrative duties ([III.A.2](#)).
 - ii. Faculty with a teaching assignment may be evaluated on both [III.A.1](#) and [III.A.2](#) with weights determined by their reassigned time for the position.

B. Research, Scholarship, and Creative Activities (III.B)

Faculty must have completed one (1) item from category [III.B.1.a](#); two (2) items from category [III.B.2.a](#), [III.B.2.c](#), [III.B.2.d](#), or [III.B.2.e](#); one (1) additional item from either [III.B.1.a](#), [III.B.1.d](#), or [III.B.3.a](#); and two (2) other items from any category under III.B for a minimum of six (6) total items while employed as a tenure-track faculty member at APSU. Any item in III.B. may be repeated except for [III.B.3.f](#).

1. Publications (III.B.1):

- a. Publication of discipline specific or pedagogical manuscript in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the faculty must demonstrate they made a significant contribution to the paper.
- b. Publication as sole or multiple author in peer-reviewed proceedings of a regionally-, nationally-, or internationally-recognized scientific society. In the case of a multiple-author publication, the faculty must demonstrate they have made a significant contribution to the paper.
- c. Publication of discipline specific or pedagogical manuscript as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- d. Publication of a university-level book or chapter in a book.
- e. Publication of a discipline related app or program.

2. Presentations (III.B.2):

- a. Presentation of discipline specific or pedagogical research in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or organization that includes science educators.
- b. Inclusion as a non-presenting co-author on a discipline specific or pedagogical research presentation. The faculty must demonstrate they have made a significant contribution to the research.
- c. Invited presenter of discipline specific or pedagogical research to a recognized scientific society or organization that includes science educators.

- d. Serving as a leader or co-leader of a discipline specific field trip for a recognized scientific society or organization that includes science educators.
- e. Serving as a leader or co-leader of a research-related workshop or short course for a recognized scientific society or organization that includes science educators.

3. Grants and Scholarly Activities (III.B.3):

- a. Funded research or educational grants greater than or equal to \$5,000 administered through the APSU Office of Research and Sponsored Programs while a member of the APSU faculty. The award must be obtained from an external organization or funding agency (i.e. funding internal to APSU does not satisfy this requirement).
- b. Submission of external research proposal for funding or funded external grants under \$5,000.
- c. Funded internal grant proposal to support research or research equipment. Multiple submissions of the same proposal will only be counted as one item.
- d. Highly prestigious, competitive national and international awards and fellowships (e.g. Carnegie Fellowship, Fulbright Scholars, MacArthur Fellowship, Robert Foster Cherry Award, Sloan Research Fellowships)
- e. Production of University lab manual.
- f. Evidence of other discipline-specific research and scholarly activities or activities in progress.

C. Professional Contributions and Activities (III.C)

This section includes items that involve professional service to campus; discipline; local, national or international community. Faculty must have completed five (5) activities from [III.C.1](#) and five (5) activities from either category [III.C.2](#) or [III.C.3](#) for a total of ten (10) activities completed under III.C while employed as a tenure-track faculty member at APSU. Faculty must provide evidence of how at least two (2) items from any section of III.C demonstrate a commitment to diversity, equity, and/or inclusivity. Any item from III.C may be repeated in the required ten (10) items from this category.

1. Service to Campus (III.C.1)

- a. Committee work or other service to the department, college, or university. Examples include, but are not limited to, the following: department, college, or university committees; serving as the department VA Advisor; building coordinator; maintaining department promotional materials such as portions of the department website, hallway bulletin boards or monitors, or social media; or coordinating department events (e.g., receptions for graduates, geoconclave, Earth Day).
- b. Participation or leadership in college or university governing and policy making or special task forces. Examples include, but are not limited to:

faculty senate, academic council, SACSCOC accreditation processes, or administration-appointed task forces.

- c. Faculty advisor or supervision of any student organization approved by the Student Organization Council.
- d. Submission of an internal grant proposal for student activities or support. Multiple submissions of the same proposal topic will only be counted as one item.
- e. Faculty members are expected to collaborate on student recruitment, retention, and outreach efforts, which may include, but not limited to: visiting and giving presentations at area schools, office of admissions activities related to recruitment, or recruitment of individual students.
- f. Participation in campus affiliated or campus sponsored training to support university efforts or activities.

2. Service to One's Discipline (III.C.2)

- a. Active participation in discipline-related societies or organizations which includes but is not limited to: leaderships roles; organizing professional conferences; promotion and recruitment events; participating or organizing society activities; and attending meetings or workshops.
- b. Chair, co-chair, or discussant in a conference session at a regional, national, or international meeting of a recognized scientific society or organization.
- c. Participation in a field trip associated with a regional, national, or international meeting of a recognized scientific society or organization.
- d. Editorial work for professional journals, conference proceedings, or other scholarly works appropriate to one's discipline.
- e. Peer reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- f. Peer reviewer for research proposals for scientific granting agencies, societies, or organizations.

3. Service to the Community (III.C.3)

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

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

IV. Promotion to Full Professor (APSU Policy [2:063](#))

The following criteria describes the areas of evaluation for promotion to full professor. The explanations in each of the three (3) areas below: A. Effectiveness in Academic Assignment; B. Research, Scholarship, and Creative Activities; and C. Professional Activities and Contributions details the minimum requirements that should be achieved during the most recent five (5) years or since last promotion at APSU.

A. Effectiveness in Academic Assignment (IV.A)

1. Teaching effectiveness (IV.A.1)

- a. Evaluation of instruction: Faculty will write a narrative analysis of student evaluations during the most recent five (5) years or since last promotion at APSU. The narrative will describe opportunities for growth and future goals in the area of teaching effectiveness.
- b. Peer review of instruction: Each tenured faculty member being reviewed for promotion shall receive a minimum of two (2) enhanced peer evaluations within one (1) year before the e-dossier is due for a promotion review. Two (2) tenured faculty members are required to complete the two (2) peer evaluations of a faculty member during the review cycle for promotion to full professor. See the Retention, Tenure, and Promotion Procedures & Guidelines for complete requirements of enhanced peer evaluation.
- c. Direction of undergraduate research: Faculty members must show tangible evidence of creative activity with two or more students outside of normal classroom activities that result in a student presentation or contribute to success in the student's career since last promotion at APSU.
- d. Course and curricular development or improvements: Faculty should demonstrate their willingness to participate in the curriculum development and enhancement, which can include but is not limited to: proposing and/or instruction of new courses to include study-abroad courses, development of new lab materials, curriculum assessment, employing new teaching methods, or creating new field trips.
- e. Effective student advisement: Faculty should advise a proportionate number of majors or minors in their discipline as assigned by the department and effectively communicate with students. Faculty should assist students when appropriate for post-graduation opportunities and ensure advisees make consistent advancement towards attaining their degrees.
- f. Faculty must demonstrate a commitment to promoting diversity, equity, and inclusivity in their academic assignment, which can include but is not limited to: developing equitable, inclusive syllabi; providing educational materials that highlight diversity within discipline; and creating equitable, inclusive space within the classroom and curriculum.

- g. Professional Development: The faculty should provide evidence of continuing professional development and growth by attending training seminars and workshops.

2. Non-teaching assignments (IV.A.2)

- a. Evidence of administrative or supervisory duties as associate or interim dean, department chair/director, program coordinator, or other leadership role for which reassigned time is given.
 - i. Faculty without a teaching assignment will be evaluated for promotion based on the effectiveness of their administrative duties ([IV.A.2](#)).
 - ii. Faculty with a teaching assignment may be evaluated on both [IV.A.1](#) and [IV.A.2](#) with weights determined by their reassigned time for the position.

B. Research, Scholarship, and Creative Activities (IV.B)

Faculty must have completed two (2) items from category [IV.B.1.a](#); two (2) items from category [IV.B.2.a](#), [IV.B.2.c](#), [IV.B.2.d](#), or [IV.B.2.e](#); and four (4) additional items from any category under IV.B for a minimum of eight (8) total items since last promotion at APSU. Any item in IV.B. may be repeated except for [IV.B.3.f](#).

1. Publications (IV.B.1):

- a. Publication of discipline specific or pedagogical manuscript in a peer-reviewed nationally- or internationally-recognized scientific publication. In the case of a multiple-author publication, the faculty must demonstrate they made a significant contribution to the paper.
- b. Publication as sole or multiple author in peer-reviewed proceedings of a regionally-, nationally-, or internationally-recognized scientific society. In the case of a multiple-author publication, the faculty must demonstrate they have made a significant contribution to the paper.
- c. Publication of discipline specific or pedagogical manuscript as sole or joint author in a peer-reviewed regionally-recognized scientific publication.
- d. Publication of a university-level book or chapter in a book.
- e. Publication of a discipline related app or program.

2. Presentations (IV.B.2):

- a. Presentation of discipline specific or pedagogical research in a format appropriate to the discipline in regional, national or international meeting of a recognized scientific society or organization that includes science educators.
- b. Inclusion as a non-presenting co-author on a discipline specific or pedagogical research presentation. The faculty must demonstrate they have made a significant contribution to the research.

- c. Invited presenter of discipline specific or pedagogical research to a recognized scientific society or organization that includes science educators.
- d. Serving as a leader or co-leader of a discipline specific field trip for a recognized scientific society or organization that includes science educators.
- e. Serving as a leader or co-leader of a research-related workshop or short course for a recognized scientific society or organization that includes science educators.

3. Grants and Scholarly Activities (IV.B.3):

- a. Funded research or educational grants greater than or equal to \$5,000 administered through the APSU Office of Research and Sponsored Programs while a member of the APSU faculty. The award must be obtained from an external organization or funding agency (i.e. funding internal to APSU does not satisfy this requirement).
- b. Submission of external research proposal for funding or funded external grants under \$5,000.
- c. Funded internal grant proposal to support research or research equipment. Multiple submissions of the same proposal will only be counted as one item.
- d. Highly prestigious, competitive national and international awards and fellowships (e.g. Carnegie Fellowship, Fulbright Scholars, MacArthur Fellowship, Robert Foster Cherry Award, Sloan Research Fellowships)
- e. Production of University lab manual.
- f. Evidence of other discipline-specific research and scholarly activities or activities in progress.

C. Professional Contributions and Activities (IV.C)

This section includes items that involve professional service to campus; discipline; local, national or international community. Faculty must have completed six (6) activities from [IV.C.1](#) and four (4) activities from either category [IV.C.2](#) or [IV.C.3](#) for a total of ten (10) activities completed under IV.C since last promotion at APSU. Faculty must provide evidence of how at least two (2) items from any section of IV.C demonstrates a commitment to diversity, equity, and/or inclusivity. With the exception of college RTP committees, multi-year assignments from [IV.C.1.a](#) may only be counted once. Serving as a committee chair counts separately from being a committee member. Other items from IV.C may be repeated in the required ten (10) items from this category.

1. Service to Campus (IV.C.1)

- a. Committee work or other service to the department, college, or university. Examples include, but are not limited to, the following: department, college, or university committees; serving as the department VA Advisor; building coordinator; maintaining department promotional materials such

as portions of the department website, hallway bulletin boards or monitors, or social media; or coordinating department events (e.g., receptions for graduates, geoconclave, Earth Day).

- b. Participation or leadership in college or university governing and policy making or special task forces. Examples include, but are not limited to: faculty senate, academic council, SACSCOC accreditation processes, or administration-appointed task forces.
- c. Faculty advisor or supervision of any student organization approved by the Student Organization Council.
- d. Submission of an internal grant proposal for student activities or support. Multiple submissions of the same proposal topic will only be counted as one item.
- e. Faculty members are expected to collaborate on student recruitment, retention, and outreach efforts, which may include, but not limited to: visiting and giving presentations at area schools, office of admissions activities related to recruitment, or recruitment of individual students.
- f. Participation in campus affiliated or campus sponsored training to support university efforts or activities.

2. Service to One's Discipline (IV.C.2)

- a. Active participation in discipline-related societies or organizations which includes but is not limited to: leaderships roles; organizing professional conferences; promotion and recruitment events; participating or organizing society activities; and attending meetings or workshops.
- b. Chair, co-chair, or discussant in a conference session at a regional, national, or international meeting of a recognized scientific society or organization.
- c. Participation in a field trip associated with a regional, national, or international meeting of a recognized scientific society or organization.
- d. Editorial work for professional journals, conference proceedings, or other scholarly works appropriate to one's discipline.
- e. Peer reviewer for scientific journals, professional proceedings, or other scholarly works appropriate to one's discipline.
- f. Peer reviewer for research proposals for scientific granting agencies, societies, or organizations.

3. Service to the Community (IV.C.3)

Faculty members may serve the local, national, or international community. Service must be related to the faculty member's discipline and not part of the faculty member's academic assignment. Examples include, but are not limited to, the following:

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