

CRITERIA FOR ALLIED HEALTH SCIENCES DEPARTMENT PERSONNEL ACTIONS

APSU Policies 5:060, 5:061 and 5:062 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 Allied Health Sciences 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. With this in mind, this document provides the minimum requirements in each area that are necessary but may not be sufficient to be awarded retention, tenure, or promotion.

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment (Required)

1. Teaching effectiveness (APSU Policy 5:060.IV.1.)
 - a. Student evaluations of instruction with overall scores generally better than the average of the maximum and the minimum possible ratings or overall scores comparable to those of other Allied Health faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - b. Participation in clinical visits as assigned
2. Non-teaching assignments (APSU Policy 5:060.IV.2.)(Supportive)
 - a. Effective student advisement if assigned
Some examples of effective advisement
 1. Provide a statement or summary of the number of students advised
 2. Familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
 - b. Evidence of Administrative or other activities associated with program development and/or growth.
 - c. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.

B. Scholarly and Creative Achievements (Required)

1. Exploration of opportunities for research which will lead to:
 - a. Publication of at least one article in a refereed or professional journal in area of expertise. Manuscripts accepted pending revisions are considered published.
OR
 - b. Publication of a book or chapter in a book that has been peer reviewed and accepted by a national publisher
OR
 - c. Presentation of a paper at local, state, regional and/or national meeting
OR
 - d. In cases where faculty members go through initial or re-accreditation requirements, credit will be given for those faculty members making significant contributions to the writing of required documents and obtaining or providing supportive materials for such activities
2. Faculty should endeavor to incorporate high impact (E³) practices involving students in scholarly activity whenever possible. **(Supportive)**
- C. Professional Contributions and Activities **(Required)**
 1. Active member of departmental, college and/or university committees as assigned
 2. Active member of appropriate professional societies or organizations. Active members attend at least one society/organization meeting per year.
 3. Continuing education to fulfill the requirements for continued license and/or board requirements in order to maintain national and/or state licensure or registry.
 4. Other contributions: Community activities and service such as, but not limited to, judge science fairs, speaking to community groups, etc.
 5. Faculty should endeavor to incorporate high impact (E³) practices as part of professional activities whenever possible.

II. Faculty Retention Years 4-5

- A. Effectiveness in Academic Assignment **(Required)**
 1. Teaching effectiveness (APSU Policy 5:060.IV.1.)
 - a. Student evaluations of instruction with overall scores generally better than the average of the maximum and the minimum possible ratings or overall scores comparable to those of other Allied Health faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - b. Peer review of instruction showing acceptable and/or continued improvement since beginning on tenure track. At least one peer review is required per review cycle.
 2. Non-teaching assignments (APSU Policy 5:060.IV.2.) **(Supportive)**
 - a. Effective student advisement if assigned
Some examples of effective advisement
 1. Provide a statement or summary of the number of students advised

2. Familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
- b. Evidence of Administrative or other activities associated with program development and/or growth.
 - c. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.
- B. Scholarly and Creative Achievements
1. Active engagement in activities leading to: **(Required)**
 - a. Publication of at least one article in refereed or professional journal in area of expertise. Manuscripts accepted pending revisions are considered published.
OR
 - b. Publication of a book or chapter in a book that has been peer reviewed and accepted by a national publisher
OR
 - c. Reviewer of journal article/chapter in book
OR
 - d. Test writer for national standardized examination
OR
 - e. In cases where faculty members go through initial or re-accreditation requirements, credit will be given for those faculty members making significant contributions to the writing of required documents and obtaining or providing supportive materials for such activities
 2. Other items **(Supportive)**
 - a. Significant contribution to completing self-studies for external accreditation.
 - b. Creation of laboratory manuals or program handbooks reviewed and approved by retention committee.
 - c. Professional presentation at local, state, regional and/or national meeting.
 - d. Faculty should endeavor to incorporate high impact (E³) practices involving students in scholarly activity whenever possible. (Supportive)
 3. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.
- C. Professional Contributions and Activities **(Required)**
1. Active member of appropriate professional societies or organizations. Active members attend at least one society/organization meeting per year.
 2. Continuing education to fulfill the requirements for continued national or state licensure or registry.

3. Community activities and service such as, but not limited to, judging science fairs, speaking to community groups, participating in K-12 health related workshops, presenting at healthcare related recruiting events, etc.
4. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.

III. Tenure

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.1.) **(Required)**
2. Student evaluations of instruction with overall scores generally better than the average of the maximum and the minimum possible ratings or overall scores comparable to those of other Allied Health faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - a. Favorable peer review of instruction by senior faculty at least once.
 - b. Documentation demonstrating classroom preparation and activities including syllabus for each course
 - c. Provide documentation of creative and effective teaching
3. Non-teaching assignments (APSU Policy 5:060.IV.2.) **(Supportive)**
 - a. Course and curricular development or improvements
 - b. Documentation demonstrating Academic Advising for undergraduate and graduate students where appropriate

Some examples of effective advisement

 1. Provide a statement or summary of the number of students advised
 2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
 - c. Evidence of administrative or other activities associated with program development, growth, and accreditation
4. Other academic responsibilities (APSU Policy 5:060.IV.3) **(Supportive)**
 - a. Management of departmental resources used in academic areas
 - b. Directing programs within the department of Allied Health Sciences as assigned by Department Chair such as student organizations, recruitment programs, clinical outreach programs, or other programs.
4. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.

B. Scholarly and Creative Achievements

1. Publications **(Required)**
 - a. Publication of at least one article in a refereed journal in area of expertise. Manuscripts accepted pending revisions are considered published. OR

- a. Publication of a book or chapter in a book or a survey (review) paper that has been peer reviewed and accepted by a national publisher
OR
 - c. Presentation at a state or national level meeting of a poster or oral presentation that has been accepted by a peer review process. OR Approved grants from off campus sources through University grants office.

OR
 - d. In cases where faculty members go through initial or re- accreditation requirements, credit will be given for those faculty members making significant contributions to the writing of required documents and obtaining or providing supportive materials for such activities.
2. Professional presentations **(Supportive)**
- a. Two or more presentations at local, or regional meetings including leading workshops, roundtable discussions, panel discussions, presentations on unpublished research/data/teaching strategies/case studies, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise.
OR
 - b. Submission of a formal proposal for grants from off campus sources through University grants office
OR
 - c. Administration of funded grants
OR
 - d. Procurement of grants from campus sources such as Faculty Research Award, Student Academic Success Initiative or Technology Board (TAF)
OR
 - e. Publication of Lab manual or study manuals
OR
 - f. Acquiring equipment or supplies from external sources
OR
 - g. Reviewer of journal article/chapter in book
3. Faculty should endeavor to incorporate. High impact (E³) practices involving students in scholarly activity whenever possible. **(Supportive)**
- C. Professional Contributions and Activities **(Required)**
- 1. Active member of appropriate professional societies or organizations. Active members attend at least one society/organization meeting per year.
 - 2. Continuing education to fulfill the requirements for continued license and/or board requirements
 - 3. Active member of departmental, college and/or university committees

4. Community activities and service such as, but not limited to, judging science fairs, speaking to community groups, participating in K-12 health related workshops, presenting at healthcare related recruiting events etc.
5. Other activities as deemed appropriate (consult department chair Allied Health Sciences)

IV. Promotion to Associate Professor

Work prior to coming to APSU is an important consideration in hiring and initial appointment to rank. Subsequent promotion will be based on activities and research done after coming to APSU and the last promotion.

Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.1.) **(Required)**
 - a. Student evaluations of instruction with overall scores generally better than the average of the maximum and the minimum possible ratings or overall scores comparable to those of other Allied Health faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - b. Favorable peer review of instruction by senior faculty at least once
 - c. Documentation demonstrating classroom preparation and activities including a syllabus for each course
 - d. Provide documentation of creative and effective teaching
2. Non-teaching assignments (APSU Policy 5:060.IV.2.) **(Supportive)**
 - a. Course and curriculum development or improvements.
 - b. Documentation demonstrating Academic Advising for undergraduate and graduate student where appropriate

Some examples of effective advisement:

1. Provide a statement or summary of the number of students advised
 2. Familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
3. Evidence of administrative or other activities associated with program development, growth, and accreditation.
 4. Other academic responsibilities (APSU Policy 5:060.IV.3.) **(Supportive)**
 - a. Managing departmental resources used in academic areas
 - b. Directing programs within the department of Allied Health Sciences as assigned by Department Chair such as Student organizations, Recruitment programs, Clinical outreach programs, or other programs.
 5. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.

A. Scholarly and Creative Achievements

1. Publications **(Required)**

a. Publication of at least one article in a refereed journal in area of expertise. Manuscripts accepted pending revisions are considered published.

OR

b. Publication of a book or chapter in a book or a survey (review) paper that has been peer reviewed and accepted by a national publisher

OR

c. Presentation at a state or national level meeting of a poster or oral presentation that has been accepted by a peer review process. A poster or oral presentation at a national level meeting that has been accepted by a peer review process

OR

d. Approved grants from off campus sources through University grants office

OR

e. In cases where faculty go through initial or re- accreditation requirements, credit will be given for writing required documents and supportive materials for such activities.

2. Professional presentations **(Supportive)**

a. Two or more presentations at local, state, or regional meetings including leading workshops, roundtable discussions, panel discussions, presentations on unpublished research/data/teaching strategies/case studies, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise.

3. Other Items **(Supportive)**

a. Submission of a formal proposal for grants from off campus sources through University grants office

OR

b. Administration of funded grants

OR

c. Procurement of grants from campus sources such as Faculty Research Award or Technology Board (TAF)

OR

d. Publication of Lab manual or study manuals

OR

e. Acquisition of equipment from external sources

OR

f. Reviewer of journal article/chapter in book

4. Faculty should endeavor to incorporate high impact (E³) practices involving students in scholarly activity whenever possible. **(Supportive)**

B. Professional Contributions and Activities **(Required)**

1. Active member of appropriate professional societies or organizations. Active members attend at least one society/organization meeting per year.

2. Continuing education to fulfill the requirements for continued license and/or board requirements
3. Active member of departmental, college and/or university committees
4. Community activities and service such as, but not limited to, judging science fairs, speaking to community groups, participating in K-12 health related workshops, presenting at healthcare related recruiting events, etc.

V. Promotion to Full Professor

Material in this section will be based on activity since promotion to Associate Professor, the faculty member must demonstrate an increasing progression and development in the career.

A. Effectiveness in Academic Assignment (Required)

1. Teaching effectiveness (APSU Policy 5:060.IV.1)
 - a. Student evaluations of instruction with overall scores generally better than the average of the maximum and the minimum possible ratings or overall scores comparable to those of other Allied Health faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
 - b. Positive peer review of instruction by senior faculty at least once.
 - c. Documentation demonstrating classroom preparation and activities including syllabus for each course.
 - d. Provide documentation of creative and effective teaching.
2. Non-teaching assignments (APSU Policy 5:060:IV.2.) **(Supportive)**
 - a. Course and curricular development or improvements
 - b. Documentation demonstrating Academic advising for undergraduate and graduate student where appropriate

Some examples of effective advisement

1. Provide a statement or summary of the number of students advised
 2. familiarity with core and major requirements including assistance with certification exam planning and registration and provide advisement for career placement
 3. Provide assistance to students with “out of classroom” and campus learning activities when available/possible
3. Other academic responsibilities (APSU Policy 5:060.IV.3) **(Supportive)**
 - a. Managing departmental resources used in academic areas
 - b. Directing programs within the department of Allied Health Sciences as assigned by Department Chair such as Student organizations, Recruitment programs, Clinical outreach programs, or other programs.
 - c. Directing programs within the department.
 - d. Evidence of administrative or other activities associated with program development, growth, and accreditation.

4. Faculty should endeavor to incorporate high impact (E³) practices in courses whenever possible.

B. Scholarly and Creative Achievements

1. Publications **(Required)**

- a. Publication of at least one article or survey (review) paper in a refereed or professional journal in area of expertise. Manuscripts accepted pending revisions are considered published.

OR

- b. Publication of a book or chapter in a book that has been peer reviewed and accepted by a national publisher.

2. Professional presentations **(Supportive)**

Two or more presentations at local, state, or regional meetings including leading workshops, roundtable discussions, panel discussions, presentations on unpublished research/data/teaching strategies/case studies, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise. OR

3. Other Items **(Supportive)**

- a. Submit a formal proposal through the university grants office for external funding

OR

- b. Administration of funded grants

OR

- c. Procurement from campus sources such as Faculty Research Award or Technology Board (TAF)

OR

- d. Publication of Lab manual or study manuals

OR

- e. Acquisition of equipment or supplies from external sources.

4. Faculty should endeavor to incorporate high impact (E³) practices involving students in scholarly activity whenever possible. **(Supportive)**

C. Professional Contributions and Activities

1. Active member of appropriate professional societies or organizations. Active members attend at least one society/organization meeting per year.
2. Continuing education to fulfill the requirements for continued license and/or board requirements
3. Active member of departmental, college and/or university committees
4. Community activities and service such as, but not limited to, judge science fairs, speaking to community groups, participating in K-12 health related workshops, presenting at healthcare related recruiting events, etc.

VI. Expectations for tenured faculty not being reviewed for promotion.

Expectations should be comparable to highest rank attained.

Superior performance in one area of evaluation (academic assignment, scholarly & creative achievements, or professional contributions & activities) can supersede the preceding criteria corresponding to the highest rank attained.