

## **Department of Educational Specialties**

### **Promotion Policy**

It should be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well being of the University than someone adequate in all areas but outstanding in none (APSU Policy 5060 p.23). Because of the importance of teaching in the College of Education, however, faculty must demonstrate best practices and be considered by their students and their peers to be effective in the classroom to be retained or earn tenure.

The following guidelines were developed to provide all tenure-track faculty a list of expectations and requirements necessary to be considered for promotion. These activities do not guarantee retention, tenure or promotion but only provide a baseline expectation for consideration.

Promotion in the Department of Educational Specialties requires potential for excellence in teaching, scholarship, and service to the Department, College, University, and the PK-12 education sector, as well as the ability to work cooperatively with colleagues to achieve the long-term goals of the Department and College. The Department of Educational Specialties Promotion Committee will review these guidelines on a regular basis.

### **Meeting Department of Educational Specialties Requirement for Promotion**

#### **I. Orientation to the Department and College**

The Chair of the Department of Educational Specialties will assign all faculty below the rank of professor a mutually agreed upon tenured colleague who will serve as a mentor and:

- A. be a resource person for the faculty member.
- B. observe the faculty member's teaching and provide constructive feedback for growth and improvement
- C. ensure that the dossier for promotion is in appropriate format before final review by the Chair of the Department of Educational Specialties. Once the Chair of the Department of Educational Specialties has reviewed the dossier, it will be presented to the committee.

### **Promotion from Instructor to Senior Instructor**

#### **Academic Assignment**

- Student evaluations showing consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous

improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.

- Two years of employment at the Instructor level
- Evidence of good character, mature attitude, and professional integrity.

### **Research and Scholarly Achievement**

The dossier must show a record of continuous professional activity with a minimum of one activity from Category A or B below for each year of appointment. Articles will not be accepted if included on Beall's List of Predatory Publishers and Standalone Journals.

#### **Category A:**

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally, nationally, state, or regionally funded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.
7. Editing an international, national, regional or state publication

#### **Category B:**

1. Inclusion of an article in a state juried publication recognized in the field.
2. A presentation at an international/national meeting where the selection of presentations is juried.

### **Professional/Community Service**

The candidate should have at least one activity from each of the three categories.. Examples of activities that are considered to be service to one's profession or community include, but are not limited to the following:

#### **Category A: Service to University**

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee

2. Service on Faculty Senate or special task forces

**Category B: Service to One's Profession**

1. Membership in discipline-related organizations at the state, regional, or national levels.
2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:
  - a. Officer/board member
  - b. Committee Chair
  - c. Reviewer of conference proposals.
  - d. Planning chair at national, regional, state conferences
3. Contributions to the profession:
  - a. Reviewing proposals for publication
  - b. Reviewing proposals for conference
  - c. Committee member in a professional organization
  - d. Presider at conference
4. Serving on awards-selection committee

**Category C: Service to the Community.**

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.)
2. Discipline specific community activities.
3. Recipient of a community or professional award
4. Sponsorship of student groups related to the field of education.
5. Academic judging

**Promotion from Senior Instructor to Master Instructor**

**Academic Assignment**

- Student evaluations showing consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.
- Two years of employment at the Senior Instructor level
- Evidence of good character, mature attitude, and professional integrity.

## **Research and Scholarly Achievement**

The dossier must show a record of continuous professional activity with a minimum of one activity from Category A or B below for each year of appointment. Articles will not be accepted if included on Beall's List of Predatory Publishers and Standalone Journals.

### **Category A:**

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally, nationally, state, or regionally funded grantfunded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.
7. Editing an international, national, regional or state publication

### **Category B:**

1. Inclusion of an article in a state juried publication recognized in the field.
2. A presentation at an international/national meeting where the selection of presentations is juried.

## **Professional/Community Service**

The candidate should have at least one activity from each of the three categories. Examples of activities that are considered to be service to one's profession or community include, but are not limited to the following:

### **Category A: Service to University**

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee
2. Service on Faculty Senate or special task forces

### **Category B: Service to One's Profession**

1. Membership in discipline-related organizations at the state, regional, or national levels.

2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:

- a. Officer/board member
- b. Committee Chair
- c. Reviewer of conference proposals.
- d. Planning chair at national, regional, state conferences

3. Contributions to the profession:

- a. Reviewing proposals for publication
- b. Reviewing proposals for conference
- c. Committee member in a professional organization
- d. Presider at conference

4. Serving on awards-selection committee

**Category C: Service to the Community.**

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.)

2. Discipline specific community activities.

3. Recipient of a community or professional award

4. Sponsorship of student groups related to the field of education.

5. Serving as facilitator/chair/member of SACS/School Improvement Committees or other Accrediting Agencies.

6. Academic judging

- c. Reviewer of conference proposals.
- d. Planning chair at national, regional, state conferences

3. Contributions to the profession:

- a. Reviewing proposals for publication
- b. Reviewing proposals for conference
- c. Committee member in a professional organization
- d. Presider at conference

4. Serving on awards-selection committee

**Category C: Service to the Community.**

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.)
2. Discipline specific community activities.
3. Recipient of a community or professional award
4. Sponsorship of student groups related to the field of education.
5. Academic judging

### **Promotion from Instructor to Assistant Professor**

If a faculty member meets the criteria for promotion to assistant professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Educational Specialties requires that for promotion to Assistant Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity. To be considered for promotion from assistant to associate professor the dossier of excellence must include:

#### **Academic Assignment**

- Earned doctorate or terminal degree from an accredited institution (SACS or equivalent) in the instructional discipline or related area.
- Student evaluations showing consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.
- Evidence of potential ability in instruction, and/or service, and/or research.
- Evidence of good character, mature attitude, and professional integrity.

#### **Research and Scholarly Achievement**

To be considered for promotion from Instructor to Assistant Professor, the dossier of excellent must include one item from the following list created while in the rank of instructor at Austin Peay State University. Articles will not be accepted if included on [Beall's List of Predatory Publishers and Standalone Journals](#).

The dossier must show a record of continuous professional activity with a minimum of one activity from Category A or B below for each year of appointment.

#### **Category A:**

1. The publication of a textbook by a recognized publisher.

2. Inclusion of an article in an international/national/regional juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally, nationally, state, or regionally funded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as an online journal, blog, or podcast.
7. Editing an international, national, regional or state publication

**Category B:**

1. Inclusion of an article in a state juried publication recognized in the field.
2. A presentation at an international/national meeting where the selection of presentations is juried.

**Professional/Community Service**

The candidate should have at least one activity from each of the three categories.. Examples of activities that are considered to be service to one's profession or community include, but are not limited to the following:

**Category A: Service to University**

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee
2. Service on Faculty Senate or special task forces

**Category B: Service to One's Profession**

1. Membership in discipline-related organizations at the state, regional, or national levels.
2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:
  - a. Officer/board member
  - b. Committee Chair
  - c. Reviewer of conference proposals.
  - d. Planning chair at national, regional, state conferences
3. Contributions to the profession:

- a. Reviewing proposals for publication
- b. Reviewing proposals for conference
- c. Committee member in a professional organization
- d. Presider at conference
- e. Serving on awards-selection committee

**Category C: Service to the Community.**

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.)
2. Discipline specific community activities.
3. Recipient of a community or professional award
4. Sponsorship of student groups related to the field of education.
5. Academic judging

**Promotion from Assistant Professor to Associate Professor**

If a faculty member meets the criteria for promotion to associate professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to the requirements established by the University, the Department of Educational Specialties requires that for promotion to Associate Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity.

To be considered for promotion from assistant to associate professor the dossier of excellence must include **three items** from the following list, created while in the rank of associate professor at Austin Peay State University. Articles will not be accepted if included on Beall's List of Predatory Publishers and Standalone Journals.

One of the three items must be a sole-authored juried publication in an international, national, or regional publication recognized in the field; the second item must be a juried publication at the international, national, or regional level recognized in the field, in which the author going up for promotion is first or second author; and the third item will be a selection(s) from the list below:

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional juried publication recognized in the field.



3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an international, national or state competitive grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.
7. Editing an international, national, regional, or state publication

### **Promotion from Associate Professor to Full Professor**

If a faculty member meets the criteria outlined for promotion to professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to requirements established by the University, the Department of Educational Specialties requires that for promotion to Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity.

To be considered for promotion from associate professor to full professor, the dossier must include **four items**, created while in the rank of assistant professor at Austin Peay State University. Articles will not be accepted if included on Beall's List of Predatory Publishers and Standalone Journals.

Of the **four** items, **two** of the items must be sole-authored juried publications created while in the rank of associate professor at Austin Peay State University; and one item must be an international or national juried publication created while in the rank of associate professor at Austin Peay State University in which the author going up for promotion is first or second author. The **fourth** item must come from the list below:

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally/nationally funded grant.

6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.

7. Editing an international, national, or state publication

**Adopted by the Department of Educational Specialties - Nov. 5, 2015**

**Approved by Chair – Nov. 5, 2015**

**Approved by Promotion Committee – Nov. 13, 2015**

**Approved by Dean – Nov. 13, 2015**