

Professional Studies Retention, Tenure, and Promotion Criteria

APSU Policy 5:060 details general expectations for faculty in the retention and tenure process. These include the expectation that faculty will have made progress since the date of the last review as part of the personnel action process. Further, it is noted in that same policy statement that “the relative importance of each of these criteria will vary with the type of action contemplated as well as the nature and mission of the department...”. The nature and mission of the Professional Studies department is wide-ranging, preparing students at the associate, baccalaureate, and master levels with academic and technical education and skills necessary to progress within the management of an organization.

I. Faculty Retention Years 1-3 [Accomplishments since time of hire at APSU]

A. Effectiveness in Academic Assignment

1. Teaching effectiveness
 - A. Student evaluations of instruction.
 - Typically "good" or better on student evaluations of instruction or on a 1-6 number scale in the 4-6 range.
 - B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured departmental faculty.
 - C. Direction of undergraduate and graduate research
 - Supervises undergraduate and/or graduate research by third year.
 - D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
 - E. Effective student advisement
 - Positive evaluation of student advisement (years 2-3) as evidenced by assigned student advisee records.
 - F. Work effectively with colleagues on academic issues
 - As evidenced in sharing departmental workload on a regular basis.
2. Non-teaching assignments
 - Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given. Annual review by supervisor will be used as evidence of effectiveness.

B. Research/Scholarship/Creative Activities

1. Publications.
 - Active research program that may lead to publication.
2. Papers presented.
 - Active research program that may lead to presentation.
3. Research In Progress.
 - Shows progress towards meeting tenure/promotion requirements.

C. Professional Contributions and Activities

1. Service to Campus (1 or more of the following)
 - Serve on departmental committees. (after year 1)
 - Serve on appropriate APSU standing committee. (after year 1)
 - Serving as advisor to student organization. (after year 1)
 - Serves campus, department, and students through participation on committees or through campus activities. (after year 1)
2. Service to One's Discipline (1 or more of the following)
 - Memberships and/or leadership in appropriate professional organizations
 - Obtaining licensure, certification, or additional professional development/training activities
 - Professional service as session chair, discussant, paper reviewer, etc.
 - Professional service as a peer-reviewer of journals, textbooks, etc.
3. Service to the Community (Examples could include)
 - Discipline-related presentations to community groups
 - Discipline-related advice and consultations to community groups.
 - Other discipline-related service to the local community or larger society.

II. Faculty Retention Years 4-5 [Accomplishments since time of hire at APSU]

A. Effectiveness in Academic Assignment

1. Teaching effectiveness
 - A. Student evaluations of instruction.
 - Typically "good" or better on student evaluations of instruction or on a 1-6 number scale in the 4-6 range.
 - B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured departmental faculty.
 - C. Direction of undergraduate and graduate research
 - Supervises undergraduate and/or graduate research.
 - D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
 - E. Effective student advisement
 - Positive evaluation of student advisement as evidenced by assigned student advisee records.
 - F. Work effectively with colleagues on academic issues
 - As evidenced in sharing departmental workload on a regular basis
2. Non-teaching assignments
 - Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given. Annual review by supervisor will be used as evidence of effectiveness.

B. Research/Scholarship/Creative Activities

1. Publications.
 - Active research program that has led to at least one publication.
2. Papers presented.
 - Active research program that has led to at least one presentation.
3. Research in Progress.
 - Shows progress towards meeting tenure/promotion requirements.

C. Professional Contributions and Activities

1. Service to Campus (1 or more of the following)
 - Serve on departmental committees.
 - Serve on appropriate APSU standing committee.
 - Serving as advisor to student organization.
 - Serves campus, department, and students through participation on committees or through campus activities.
2. Service to One's Discipline (1 or more of the following)
 - Memberships and/or leadership in appropriate professional organizations.
 - Obtaining licensure, certification, or additional professional development/training activities
 - Professional service as session chair, discussant, paper reviewer, etc.
 - Professional service as a peer-reviewer of journals, textbooks, etc.
3. Service to the Community (Examples could include)
 - Discipline-related presentations to community groups
 - Discipline-related advice and consultations to community groups.
 - Other discipline-related service to the local community or larger society.

III. Tenure [Accomplishments since time of hire at APSU]

A. Effectiveness in Academic Assignment

1. Teaching effectiveness
 - A. Student evaluations of instruction.
 - Typically "good" or better on student evaluations of instruction or on a 1-6 number scale in the 4-6 range.
 - B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured departmental faculty.
 - C. Direction of undergraduate and graduate research
 - Supervises undergraduate and/or graduate research.
 - D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.

- E. Effective student advisement
 - Positive evaluation of student advisement as evidenced by assigned student advisee records.
- F. Work effectively with colleagues on academic issues
 - As evidenced in sharing departmental workload on a regular basis.
- 2. Non-teaching assignments
 - Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given. Annual review by supervisor will be used as evidence of effectiveness.

B. Research/Scholarship/Creative Activities

[Each additional publication in (1) may replace a required presentation in (2)]

- 1. Publications.
 - Published at least one paper in a scholarly, peer-reviewed journal.
 - OR
 - Received at least one multi-year federal research grant.
 - OR
 - Published at least one chapter in a peer-reviewed scholarly book
 - OR
 - Authored a marketed college-level textbook
- 2. Presentations and other scholarly works.
 - Three presentations at regional professional conferences.
 - OR
 - Two presentations at national or international conferences.
 - OR
 - Two invited talks (presentations)
 - OR
 - Submitted a grant for external funding, favorably reviewed but not yet funded
 - OR
 - Author textbook ancillaries
- 3. Research or Creative Arts in Progress.
 - Ongoing research program that has potential to lead to future publication(s) and/or presentation(s).

C. Professional Contributions and Activities

- 1. Service to Campus (1 or more of the following)
 - Serve on departmental committees.
 - Serve on appropriate APSU standing committee.
 - Serving as advisor to student organization.
 - Serves campus, department, and students through participation on committees or through campus activities.

2. Service to One's Discipline (1 or more of the following)
 - Memberships and/or leadership in appropriate professional organizations.
 - Obtaining licensure, certification, or additional professional development/training activities
 - Professional service as session chair, discussant, paper reviewer, etc.
 - Professional service as a peer-reviewer of journals, textbooks, etc.
3. Service to the Community (Examples could include)
 - Discipline-related presentations to community groups
 - Discipline-related advice and consultations to community groups.
 - Other discipline-related service to the local community or larger society.

IV. Promotion to Assistant Professor.

- Earned appropriate doctoral degree.

V. Promotion to Associate Professor. [Accomplishments since time of hire at APSU]

- A. Effectiveness In Academic Assignment.
 1. Teaching effectiveness
 - A. Student evaluations of instruction.
 - Typically "good" or better on student evaluations of instruction or on a 1-6 number scale in the 4-6 range.
 - B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured departmental faculty.
 - C. Direction of undergraduate and graduate research
 - Regularly supervises undergraduate and/or graduate research.
 - D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
 - E. Effective student advisement
 - Positive evaluation of student advisement as evidenced by assigned student advisee records.
 - F. Work effectively with colleagues on academic issues
 - As evidenced in sharing departmental workload on a regular basis
 2. Non-teaching assignments
 - Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given. Annual review by supervisor will be used as evidence of effectiveness.

B. Research/Scholarship/Creative Activities

[Each additional publication in (1) may replace a required presentation in (2)]

1. Publications.
Published at least one paper in a scholarly, peer reviewed journal.
OR
Received at least one multi-year federal research grant.
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Published at least one chapter in a peer-reviewed scholarly book
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Authored a marketed college-level textbook
2. Presentations and other scholarly works.
Three presentations at regional professional conferences.
OR
Two presentations at national or international conferences.
OR
Two invited talks (presentations)
OR
Submit a grant for external funding, favorably reviewed but not yet funded
OR
Author textbook ancillaries
3. Research or Creative Arts in Progress.
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C. Professional Contributions and Activities

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 - Professional service as session chair, discussant, paper reviewer, etc.
 - Professional service as a peer-reviewer of journals, textbooks, etc.
3. Service to the Community (Examples could include)
 - Discipline-related presentations to community groups
 - Discipline-related advice and consultations to community groups.
 - Other discipline-related service to the local community or larger society.

VI. Promotion to Full Professor [Accomplishments since time of promotion to Associate]

A. Effectiveness in Academic Assignment.

1. Teaching effectiveness

A. Student evaluations of instruction.

- Typically "good" or better on student evaluations of instruction or on a 1-6 number scale in the 4-6 range.

B. Peer review of instruction (at least twice since promotion to associate and once in the year going up for promotion).

- Receive positive peer evaluation by tenured departmental faculty.

C. Direction of undergraduate and graduate research

- Regularly supervises undergraduate and/or graduate research.

D. Course and curricular development or improvements

- Course and curricular development or improvements as needed.

E. Effective student advisement

- Positive evaluation of student advisement as evidenced by assigned student advisee records.

F. Work effectively with colleagues on academic issues

- As evidenced in sharing departmental workload on a regular basis

2. Non-teaching assignments

- Evidence of administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities for which reassigned time is given. Annual review by supervisor will be used as evidence of effectiveness.

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Three presentations at regional professional conferences

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Two presentations at national or international conferences.

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OR
Submit a grant for external funding, favorably reviewed but not yet funded
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C. Professional Contributions and Activities

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VII. Expectations for tenured faculty not being reviewed for promotion (Accomplishments since award of tenure)

Tenured faculty will set individual goals in consultation with the Chair.