

**Department of Psychological Science and Counseling
Retention, Tenure, and Promotion criteria**

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.
 - The average across courses should be “good”(4 or better on the 6 point scale or two value points from the maximum possible of the assessment scale) on each global index from the student evaluations of instruction. The average is calculated from one year’s worth of courses for the year being evaluated (typically Spring followed by Fall semesters). If either the course average or any single global index is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, aberration, etc.) including a plan for improvement for committee consideration.
 - B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured Psychology faculty. In the event the Peer Review is not included for one year, two must be completed (one for each semester) for the next review period.
 - C. Direction of undergraduate and/or graduate research.
 - Supervises undergraduate and/or graduate research by 3rd year.
 - D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
 - E. Effective student advisement.
 - Shares in typical departmental advising load (years 2-3).
 - 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

[Extra activity in (1) and (2) can compensate for inactivity in (3)]

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 training
 - 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.
 - The average across courses should be “good”(4 or better on the 6 point scale or two value points from the maximum possible of the assessment scale) on each global index from the student evaluations of instruction. The average is calculated from one year’s worth of courses for the year being evaluated (typically Spring followed by Fall semesters). If either the course average or any single global index is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, aberration, etc.) including a plan for improvement for committee consideration.
 - B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured Psychology faculty. In the event the Peer Review is not included for one year, two must be completed (one for each semester) for the next review period.
 - C. Direction of undergraduate and/or graduate research.
 - Supervises undergraduate and/or graduate research by 3rd year.
 - D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
 - E. Effective student advisement.
 - Shares in typical departmental advising load.
 - 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

[Extra activity in (1) and (2) can compensate for inactivity in (3)]

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 training
 - 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.
 - The average across courses should be “good”(4 or better on the 6 point scale or two value points from the maximum possible of the assessment scale) on each global index from the student evaluations of instruction. The average is calculated from one year’s worth of courses for the year being evaluated (typically Spring followed by Fall semesters). If either the course average or any single global index is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, aberration, etc.) including a plan for improvement for committee consideration.
- B. Annual peer review of instruction.
 - Receive positive peer evaluation by tenured Psychology faculty. In the event the Peer Review is not included for one year, two must be completed (one for each semester) for the next review period.
- C. Direction of undergraduate and/or graduate research.
 - Supervises undergraduate and/or graduate research by 3rd year.
- D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
- E. Effective student advisement.
 - Shares in typical departmental advising load.
- 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

[Areas 1, 2, and 3 below must each be met. Each additional publication in (1) may replace a required presentation in (2)]

1. Publications.

- Publish at least one paper in a scholarly, peer reviewed journal.

OR

Receive at least one multi-year federal research grant.

OR

Publish at least one chapter in a peer-reviewed scholarly book

OR

Author a marketed college-level textbook

2. Presentations

- Three presentations at regional professional conferences.

OR

Two presentations at national or international conferences.

OR

Two invited talks (presentations)

3. Research and Scholarly works

- Ongoing research program that has potential to lead to future publication or presentation, or grant award.

OR

Submit a grant for external funding, favorably reviewed but not yet funded or receive an award for internal funding.

OR

Author textbook ancillaries

C. Professional Contributions and Activities

[Extra activity in (1) and (2) can compensate for inactivity in (3)]

1. Service to Campus (1 or more of the following)
 - Serve on departmental committees.
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 - Obtaining licensure, certification, or additional professional training
 - 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.

- Earn 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.

- The average across courses should be "good" (4 or better on the 6 point scale or two value points from the maximum possible of the assessment scale) on each global index from the student evaluations of instruction. The average is calculated from one year's worth of courses for the year being evaluated (typically Spring followed by Fall semesters). If either the course average or any single global index is below the specified value, the faculty member must include an explanatory statement (overload, new preparation, aberration, etc.) including a plan for improvement for committee consideration.

B. Annual peer review of instruction.

- Receive positive peer evaluation by tenured Psychology faculty. In the event the Peer Review is not included for one year, two must be completed (one for each semester) for the next review period.

C. Direction of undergraduate and/or graduate research.

- Supervises undergraduate and/or graduate research by 3rd year.
-

- D. Course and curricular development or improvements
 - Course and curricular development or improvements as needed.
- E. Effective student advisement.
 - Shares in typical departmental advising load.
- F. Work effectively with colleagues on academic issues
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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.

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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 Psychology Faculty

C. Direction of undergraduate and/or graduate research.

- Supervises undergraduate and/or graduate research by 3rd year.

D. Course and curricular development or improvements

- Course and curricular development or improvements as needed.

E. Effective student advisement.

- Shares in typical departmental advising load.

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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.