

## CRITERIA FOR ALLIED HEALTH SCIENCES DEPARTMENT PERSONNEL ACTIONS

APSU Policies 1:025, 2:063, and 2:051 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.

### Faculty Retention Years 1-3

#### Area 1. Effectiveness in Academic Assignment (Required)

##### A. Teaching effectiveness (APSU Policy 1:025)

1. Student evaluations of instruction. Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.
2. Enhanced Peer Review of Instruction will follow the enhanced peer-review policy. The faculty member will have positive evaluation scores.
3. Participate in clinical visits as assigned
4. Course and curricular improvements

##### B. Non-teaching assignments (APSU Policy 1:025)(Supportive)

1. Effective student advisement, if assigned. Some examples of effective advisement include:
  - A. Provide a statement or summary of the number of students advised
  - B. Demonstrate familiarity with core and major requirements, including assistance with certification exam planning and registration.
  - C. Provide advisement for career placement
2. Engage students in “out of the classroom” learning activities and incorporate high-impact practices, such as but not limited to:
  - A. Field trips
  - B. Social events
  - C. Campus and community engagement
  - D. Community health education
  - E.
3. Provide evidence of program or departmental administrative assignments, if assigned.
  - A. Clinical Coordination
  - B. Program Coordination
  - C. Department Coordination

#### Area 2. Scholarly and Creative Achievements (Required)

At a minimum, in years 1 and 2 evidence of exploration and planning related to the following activities should be provided. Faculty in retention for years 3 and 4 are expected to show progress toward the completion of the activities below. At least two items in Category A or Category B must be completed by the third-year review for 4<sup>th</sup>-year retention.

##### Category A

1. Opportunities for research which will lead to:
  - A. Publication of an article in a peer-reviewed or professional journal/periodical in the area of faculty's expertise. Manuscripts accepted pending revisions are considered published.

- B. Publication of a book or chapter in a book that has been peer reviewed and accepted by a publisher
- 2. Peer-reviewed presentation at local, state, regional, and/or national meeting
- 3. Explore opportunities for external grants of at least \$1,000 as a PI or CoPI
- 4. Pursue professional certifications within the field of radiologic technology or medical lab sciences
- 5. Doctoral or professional degree in a related field in progress

#### Category B

- 1. Explore activities associated with program development and/or growth. Examples include:
  - A. Develop a new concentration or degree path
  - B. Curricular, programmatic, or new course development
  - C. Obtain Quality Matters course or APSU online quality fundamentals certification
  - D. Obtain Quality Matters or APSU online quality fundamentals reviewer certification
- 2. Explore opportunities to review or edit a scholarly book, journal/periodical, or software product.
- 3. Explore opportunities to draft or revise practice standards, certification exam item writing, white paper contributor, or subject matter contributor in your field
- 4. Explore opportunities for internal grants
- 5. Explore opportunities for novel recruitment proposals.
- 6. Procure equipment and supplies valued at least \$1000
- 7. Significant contribution to completing self-studies for external accreditation. Examples include:
  - A. Draft responses to one or more standards, not including administrative or demographic standards
  - B. Collect and analyze assessment data
  - C. Re-evaluate and edit assessment plan
  - D. Prepare for site visits

#### Supportive

Faculty should endeavor to incorporate high-impact practices involving students in scholarly activity whenever possible.

### **Area 3. Professional Contributions and Activities (Required)**

- 1. Active member of the departmental, college, and/or university committees as assigned
- 2. Member of appropriate professional societies or organizations.
- 3. Continuing education to fulfill the requirements for continued license and/or board
- 4. Requirements to maintain national and/or state licensure or registry/certification.
- 5. Community and/or campus activities and services such as, but not limited to, judging science fairs, speaking to community groups, high school recruitment, guest lectures, advisory boards, etc. per review cycle.

#### Supportive

- 1. Attend at least one society/organization meeting per year.
- 2. Member of professional society committees or board
- 3. Organize professional society meeting(s)

## **II. Faculty Retention Years 4-5**

### **Area 1. Effectiveness of Academic Assignment**

#### **1. Teaching effectiveness (APSU Policy 1:025) (Required)**

- A. Student evaluations of instruction. Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.
- B. Enhanced Peer Review of Instruction will follow the enhanced peer-review policy. The faculty member will have positive evaluation scores.
- C. Participate in clinical visits as assigned
- D. Course and curricular improvement

#### **2. Non-teaching assignments (APSU Policy 1:025) (Required)**

- A. Effective student advisement, if assigned. Some examples of effective advisement include:
  - i. Provide a statement or summary of the number of students advised
  - ii. Demonstrate familiarity with core and major requirements, including assistance with certification exam planning and registration.
  - iii. Provide advisement for career placement
- B. Engage students in “out of the classroom” learning activities and incorporate high-impact practices, such as but not limited to:
  - i. Field trips
  - ii. Social events
  - iii. Campus and community engagement
  - iv. Community health education
- C. Provide evidence of program or departmental administrative assignments, if assigned.
  - i. Clinical Coordination
  - ii. Program Coordination
  - iii. Department Coordination

### **Area 2. Scholarly and Creative Achievements**

Faculty seeking retention for years 5 and 6 (year 4 for retention to year 5; year 5 for retention to year 6) must have completed at least three items; a minimum of one in Category A and an additional two items from either Category A or B while on tenure track.

#### **Category A**

- 1. Publication of at least one article in a peer-reviewed or professional journal/periodical in the area of expertise. Accepted manuscripts awaiting printing are considered published.
- 2. Publication of a book or chapter in a book that has been peer-reviewed and accepted by a publisher
- 3. Peer-reviewed presentation at local, state, regional, and/or national meetings
- 4. Pursue professional certifications within the field of radiologic technology or medical lab sciences
- 5. Apply for external grants of at least \$1,000 as a PI or CoPI
- 6. Doctoral or professional degree in a related field in progress

#### Category B

1. Develop a new concentration or degree path
2. Course and curricular development
3. Obtain quality Matters course APSU online quality fundamentals certification
4. Obtain quality Matters or APSU online quality fundamentals reviewer certification
5. Review or edit a scholarly book, journal, or software product.
6. Draft or revise practice standards, certification exam item writing, white paper contributor, or subject matter contributor in field
7. Apply for internal grants
8. Implement novel recruitment proposals.
9. Procure equipment and supplies valued at least \$1000
10. Significant contributions to completing self-studies for external accreditation.
  - A. Draft responses to one or more standards, not including administrative or demographic standards
  - B. Collect and analyze assessment data
  - C. Re-evaluate and edit assessment plan
  - D. Prepare for site visits

#### Supportive

Faculty should endeavor to incorporate high-impact practices involving students in scholarly activity whenever possible.

#### **Area 3. Professional Contributions and Activities (Required)**

- A. Active member of the departmental, college, and/or university committees as assigned
- B. Member of appropriate professional societies or organizations.
- C. Continuing education to fulfill the requirements for continued license and/or board
- D. Requirements to maintain national and/or state licensure or registry/certification.
- E. Community and/or campus activities and services such as, but not limited to, judging science fairs, speaking to community groups, high school recruitment, guest lectures, advisory boards, etc. per review cycle.

#### Supportive

- A. Attend at least one society/organization meeting per year.
- B. Member of professional society/organization committees or board
- C. Organize professional society/organization meeting (s)

### **III. Tenure/ Promotion to Associate Professor**

#### **Area 1. Effectiveness in Academic Assignment (Required)**

- A. Teaching effectiveness (APSU Policy 1:025)
  1. Student evaluations of instruction. Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.
  2. Enhanced Peer Review of Instruction will follow the enhanced peer-review policy. The faculty member will have positive evaluation scores.
  3. Participate in clinical visits as assigned
  4. Course and curricular improvements
- B. Non-teaching assignments (APSU Policy 1:025) (Supportive) 1 supportive activity is required per review cycle

1. Effective student advisement, if assigned. Some examples of effective advisement include:
  - A. Provide a statement or summary of the number of students advised
  - B. Demonstrate familiarity with core and major requirements, including assistance with certification exam planning and registration.
  - C. Provide advisement for career placement
  
2. Engage students in “out of the classroom” learning activities and incorporate high-impact practices, such as but not limited to:
  - A. Field trips
  - B. Social events
  - C. Campus and community engagement
  - D. Community health education
  
3. Provide evidence of program or departmental administrative assignments, if assigned.
  - A. Clinical Coordination
  - B. Program Coordination
  - C. Department Coordination

## **Area 2. Scholarly and Creative Achievements**

Faculty seeking tenure must have completed at least two items in Category A and an additional two items from either Category A or B while on tenure track. Of the two items in Category A, one MUST be a journal article publication.

### **Category A**

1. Publication of at least one article in a peer-reviewed or professional journal/periodical in their area of expertise. Accepted manuscripts awaiting printing are considered published.
2. Publication of a book or chapter in a book that has been peer-reviewed and accepted by a publisher
3. Peer-reviewed presentation at local, state, regional, and/or national meetings
4. Earn additional professional certifications/licensures within the field of radiologic technology or medical lab sciences
5. Receive an external grant award of at least \$1,000 as a PI or CoPI.
6. Awarded a Doctoral or professional degree in a related field (beyond terminal degree)

### **Category B**

1. Develop a new concentration or degree path
2. Course, curricular or programmatic development
3. Obtain Quality Matters course APSU online quality fundamentals certification
4. Earn Quality Matters or APSU online quality fundamentals reviewer certification
5. Review or edit a scholarly book, journal, or software product.
6. Draft or revise practice standards, certification exam item writing, white paper contributor, or subject matter contributor in your field
7. Awarded at least 2 internal grants (can only be counted 1 of 5)
8. Implement novel recruitment methods
9. Significant contribution to completing self-studies for external accreditation.

- A. Draft responses to one or more standards, not including administrative or demographic standards
  - B. Collect and analyze assessment data
  - C. Re-evaluate and edit assessment plan
  - D. Prepare for site visits
10. Procure equipment and supplies valued at least \$1000

Supportive

Faculty should endeavor to incorporate high-impact practices involving students in scholarly activity whenever possible.

### **Area 3. Professional Contributions and Activities (Required)**

- A. Active member of appropriate professional societies or organizations. Active members attend at least one professional society/organization meeting and/or serve on the professional organization's committees or board in an official capacity per evaluation cycle.
- B. Continuing education to fulfill the requirements for continued national or state licensure or registry.
- C. Community and/or campus activities and services such as, but not limited to, judging science fairs, speaking to community groups, high school recruitment, guest lectures, advisory boards, etc., per review cycle.

### **V. Promotion to Full Professor**

The material in this section will be based on activity since promotion to Associate Professor or the last five years, the faculty member must demonstrate an increasing progression and development in their career.

### **Area 1. Effectiveness in Academic Assignment (Required)**

- A. Teaching effectiveness (APSU Policy 1:025)
  - 1. Student evaluations of instruction. Student evaluations shall be used as a formative, supportive tool rather than as a criterion for evaluating faculty.
  - 2. Enhanced Peer Review of Instruction will follow the enhanced peer-review policy. The faculty member will have positive evaluation scores.
  - 3. Participate in clinical visits as assigned
  - 4. Course and curricular improvements
- B. Non-teaching assignments (APSU Policy 1:025) (Supportive) 2 supportive activities are required since the last review.
  - 1. Effective student advisement. Some examples of effective advisement include:
    - i. Provide a statement or summary of the number of students advised
    - ii. Demonstrate familiarity with core and major requirements, including assistance with certification exam planning and registration.
    - iii. Provide advisement for career placement
  - 2. Engage students in "out of the classroom" learning activities and incorporate high-impact practices. Such as but not limited to:
    - i. Field trips
    - ii. Social events
    - iii. Campus and community engagement

- iv. Community health education
3. Provide evidence of program or departmental administrative assignments, if assigned.
    - v. Clinical Coordination
    - vi. Program Coordination
    - vii. Department Coordination

## **Area 2. Scholarly and Creative Achievements**

Faculty seeking promotion to Full Professor must have completed Category A and an additional four items from either Category A or B.

### Category A

1. Publication of at least one article in a peer-reviewed or professional journal/periodical in their area of expertise. Accepted manuscripts awaiting printing are considered published.

### Category B

1. Publication of a book or chapter in a book that has been peer-reviewed and accepted by a national publisher
2. Develop a new concentration or degree path
3. Course development
4. Obtain Quality Matters course APSU online quality fundamentals certification
5. Earn Quality Matters or APSU online quality fundamentals reviewer certification
6. Review or edit a scholarly book, journal, or software product.
7. Draft or revise practice standards, certification exam item writing, white paper contributor, or subject matter contributor in your field
8. Awarded at least 2 internal grants (can only be counted 1 of 4)
9. Implement novel recruitment methods
10. Significant contribution to completing self-studies for external
  - A. Draft responses to one or more standards, not including administrative or demographic standards
  - B. Collect and analyze assessment data
  - C. Re-evaluate and edit assessment plan
  - D. Prepare for site visits
11. Procure equipment and supplies valued at least \$1000
12. Peer-reviewed presentation at local, state, regional, and/or national meetings
13. Earn additional professional certifications/licensures within the field of radiologic technology or medical lab sciences
14. Receive an external grant award of at least \$1,000 as a PI or CoPI.
15. Awarded a Doctoral or professional degree in a related field (beyond terminal degree)

### Supportive

Faculty should endeavor to incorporate high-impact practices involving students in scholarly activity whenever possible.

## **Area 3. Professional Contributions and Activities (Required)**

- A. Active member of appropriate professional societies or organizations. Active members attend at least one professional society/organization meeting and serve on the professional organization's committees or board in an official capacity.
- B. Continuing education to fulfill the requirements for continued national or state licensure or registry.
- C. Community and/or campus activities and services such as, but not limited to, judging science fairs, health fairs, speaking to community groups, high school recruitment, guest lectures, advisory boards, etc.