

College of Business

Policy #: 2-10

Policy Name: Retention, Tenure, and Promotion (RTP) Criteria

Purpose: To specify the criteria to guide retention, tenure, and promotion reviews.

Policy:

Criteria

The general criteria for faculty retention, tenure, and promotion reviews are as follows:

Review Type	Criteria for Successful Review
Retention of Tenure-Track Faculty	Years 1-3: Meets expectations in 2 out of 3 areas Years 4+: Meets expectations in 3 out of 3 areas
Tenure	Meets expectations in 3 out of 3 areas, plus exceeds expectations in 1 out of 3 areas
Promotion to Associate Professor	Meets expectations in 3 out of 3 areas, plus exceeds expectations in 1 out of 3 areas
Promotion to Professor	Meets expectations in 3 out of 3 areas, plus exceeds expectations in 2 out of 3 areas

For all reviews, faculty earn points in areas I, II, and III for various activities as specified in the point tables accompanying this policy. Based on the points the faculty member has earned, reviewers will then utilize the definitions for meeting and exceeding expectations in each area included in the “Thresholds for Meeting and Exceeding Expectations” table below to determine whether a faculty member is failing to meet expectations, meeting expectations, or exceeding expectations in each area. All recommendations for retention, tenure, and/or promotion shall be guided solely by the criteria, thresholds, and point values specified in this policy. This policy will be effective for all retention, tenure, and promotion reviews beginning in the 2023-24 academic year.

While normally, faculty members will follow the usual RTP calendar specified in APSU policy, in select situations, the candidate, chair, and dean may jointly determine the candidate’s RTP calendar year and provide them and their mentor with a customized calendar to follow.

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Performance Thresholds for Meeting and Exceeding Expectations

Thresholds for Meeting and Exceeding Expectations						
Decision Type	Area I: Teaching		Area II: Research		Area III: Service	
	Points start over annually beginning Aug 1		Points accumulate across the most recent 5 years, based on Aug 1 start date		Points start over annually beginning Aug 1	
	Meets	Exceeds	Meets	Exceeds	Meets	Exceeds
Retention for year 2	2	3+	1	2+	0	1+
Retention for year 3	4	5+	1	2+	1	2+
Retention for year 4	4	5+	3	5+	4	5+
Retention for year 5	5	6+	3	6+	5	6+
Retention for year 6	5	6+	6	8+	6	7+
Tenure	6	7+	Total of 9+ points over the most recent 5 years, anticipation of maintaining status, and acceptance of at least one manuscript in an A or B-ranked journal on the latest ABDC list		6	7+
Promotion to Assoc. Professor	6	7+			Total of 6 points over the most recent 5 years and anticipation of maintaining status	
Promotion to Professor	Average of 6 points per year over the most recent 5 years	Average of 7+ points per year over the most recent 5 years			Average of 6 points per year over the most recent 5 years	Average of 7+ points per year over the most recent 5 years

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Point Tables

Area I Activities	
<i>no more than 2 points for each 1 point activity</i>	
Invite a Guest Speaker Attend teaching/pedagogy workshops in teaching discipline Maintain professional certifications related to one's teaching Receive annual peer reviews of teaching Maintain compliance with all department, college, and university policies and guidelines Implement innovative teaching practices (documented) Supervise Internships Incorporate experiential learning activities (learning by doing) Teach a graduate course	1 Point
Engage with students in research Engage with students to deliver a conference presentation Substantial redesign of an existing course due to course description change Off-campus day trip: academic field trips, academic conferences, and professional events Completion of the Applying the QM Rubric course Engage students in professional development activities (e.g. attend an AMA event or webinar, submit reflection on impact)	2 Points
New Gen Ed Course Development & approval A course QM certified Development of an approved New Course Design, Develop, or Teach a Service Learning Course Design, Develop, or Participate in a Study Abroad Course Publish a paper with a student writing and publishing teaching materials in a business discipline New certification in an area related to course teaching Completion of the QM Reviewer course Overnight academic trip: academic field trips, academic conference attendance (not presentation), and professional events requiring overnight accommodations Chair or Grad Program Coordinator	3 Points

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Area II Activities	
<p>Category A: Paper accepted in an A* or A-ranked journal on the latest Australian Business Deans Council list on the date of acceptance.</p>	4 points
<p>Category B: Paper accepted in a B-ranked journal on the latest Australian Business Deans Council list on the date of acceptance.</p>	3 points
<p>Category C: Paper accepted in a C-ranked journal on the latest Australian Business Deans Council list on the date of acceptance. Peer-reviewed journal listed on Cabell's Journalistic list on the date of acceptance. Published teaching materials (e.g. textbooks or case studies) Significant externally-funded research projects</p>	2 points
<p>Category D: External research awards Chapter in a scholarly book Consulting report Policy report Invited articles Publication accepted in trade journals Publicly available working papers Peer-reviewed conference proceedings Presentation at an academic or professional meeting (cannot receive credit for both a publication and presentation of the same general topic). Invited presentations Documentation of research activity* <i>*First year faculty only.</i></p>	1 point

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Area III Activities	
Activity	Points
<i>This list is not exhaustive. Faculty may petition Chairs for additional points for activities not listed</i>	
College level committees University level committees Community speaking - per engagement Peer course evaluations Volunteer for orientations, homecoming, table host, etc. Peer Mentor Conference - Session Chair / Discussant Student Letters of Recommendation - per event Prof Dev. Non-teaching Seminar Workshop - participant - no/local travel Service to a professional academy or organization High School Business Course mentor Officer in professional academy or organization University level ad hoc committee member QEP - grant reviewer	1 Point
"Field trip" chaperone - day trip Assurance of learning evaluator Search committees - member Conference paper reviewer - per paper AP Exam Review Area coordinator AP Exam Reader Student Organization - Faculty Advisor MFT Review Session Prof Dev. Non-teaching Seminar Workshop - participant - with travel	2 Points
Field trip" chaperone - overnight trip Chair of committees Search committees - Chair Journal reviewer - per article Faculty Senate Faculty Senate Executive Committee Board of directors	3 Points



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<p>Gen Ed Assessment - Course Coordinator</p> <p>Prof Dev. Seminar Workshop - organizer</p> <p>Prof Dev - Certificate in your teaching discipline</p> <p>SACS Audit Task Force</p> <p>Distance Ed - Accessibility Audit</p> <p>Conference track chair</p> <p>QM reviewer</p> <p>Grant-related work - per submission</p> <p>QEP - reflection reviewer</p> <p>Conference Chair / Organizer</p> <p>Program coordinator</p> <p>Relevant, active editorships with academic journals or other business publications</p> <p>Service on editorial boards or academic professional committees</p> <p>Leadership positions in academic associations</p>	
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Date of Departmental Vote:

November 4, 2022

Date of Promotion Committee Vote

November 30, 2022

Date of Provost Approval:
