

Criteria for Personnel Actions
Department of Physics, Engineering, and Astronomy

APSU policy 2:051 establishes the types of faculty appointments and criteria for such appointments. APSU policy 1:025 describes the nature of areas of evaluation for faculty under consideration for retention and tenure, while APSU policy 2:063 does the same for faculty under consideration for promotion. The following are additional minimum criteria to be used in evaluating a faculty member for retention, tenure, and promotion in the Department of Physics, Engineering, & Astronomy.

It should be recognized that common sense and flexibility need to be used in the application of these criteria. Faculty members truly outstanding in one area but less active or successful in others may well be contributing more to the well-being of the Department, College, or University than someone adequate in all areas but outstanding in none. With this in mind, this document provides minimum but not necessarily sufficient requirements in each area for the awarding of retention, tenure, or promotion. Successful faculty will meet these criteria in all areas and exceed these criteria in one or more areas.

In addition, it should be recognized by all parties that the retention process is one of continuous improvement. As such, all parties should follow up on comments and recommendations made in previous cycles.

Definitions:

- **APSU affiliated** – an APSU affiliated scholarly product is one in which a majority of the candidate’s contribution to the work is performed while the candidate is a member of the APSU faculty. It is the candidate’s responsibility to document the specific portion of each work that they carried out as a faculty member at APSU for all APSU affiliated scholarly products. For candidates with prior credit toward tenure or those hired at rank, the faculty contract will detail any exceptions.
- **Peer review** – The process, external to APSU, of subjecting the candidate’s scholarly product to expert scrutiny by individuals who perform an impartial review. It is the candidate’s responsibility to document peer-review of all peer-reviewed scholarly products.
- ***h*-index** — the *h*-index is defined to be the maximum value of *h* such that the given author has published *h* papers that have each been cited at least *h* times.

Professorial Ranks

Assistant Professor, Associate Professor, Professor

Requires an earned doctorate from an accredited institution in physics, engineering, astronomy, or a related area.

- A) Reviews in Years 1-3 for Retention to Years 2-4
 - l) Effectiveness in Academic Assignment

- 1) Teaching effectiveness
 - (a) Evidence of effective or improving teaching as documented via peer evaluations per the APSU peer evaluation process. The candidate may solicit and submit additional peer evaluations that must be considered.
 - (b) The direction or encouragement of undergraduate student research. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of engagement.
 - (c) Course and curricular development or improvements.
 - (d) Participation in effective formal or informal student advisement. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities, assisting students in identifying graduate school/career opportunities, recommendation letters, etc.
 - (e) Work effectively with colleagues on academic issues, research activities and any other issues associated with the operation of the department.
 - 2) Non-teaching assignments (if applicable) – Evidence of administrative effectiveness in supervisory duties as director, program coordinator, or other special activities for which reassigned time is given.
- II) Research/Scholarship/Creative Activities
- 1) Scholarly Products
 - (a) Progress toward an APSU affiliated, peer-reviewed publication; **OR**
 - (b) Submission of an APSU affiliated, peer-reviewed research, user facility, educational, or outreach grant. Submission must be to a source external to APSU; **OR**
 - (c) Submission of an APSU affiliated patent;

OR
 - 2) Presentations – Submission of an abstract for presentation at a regional, national or international conference.
- III) Professional Contributions and Activities
- Ongoing, active participation in professional activities that serve the campus, the discipline, and/or the broader community is expected. The specific items listed below are representative examples.
- 1) Committee work or other administrative service.
 - 2) Service on Faculty Senate or special task forces.
 - 3) Other participation or leadership in the university's governing and policy-making processes.
 - 4) Advisor to student organizations.
 - 5) Participation with student organizations.
 - 6) Participation in outreach activities, astronomy observation nights, planetarium presentations, and/or recruitment activities.
 - 7) Memberships and leadership in professional organizations.
 - 8) Professional service such as session chair, panelist, paper reviewer, etc.
 - 9) Discipline-related presentations to community groups.

- 10) Discipline-related advice and consultations to community groups.
 - 11) Publication of popular-level (non-peer-reviewed) materials (op-ed pieces, magazine articles, etc.).
 - 12) Activities in pursuit and maintenance of professional licensure.
 - 13) Participation in discipline-related workshops, certification, or continuing education opportunities.
 - 14) Other discipline-related service to the local community or larger society.
- B) Reviews in Years 4-5 for Retention to Years 5-6
- I) Effectiveness in Academic Assignment
 - 1) Same as required for retention years 1-3, A.I above.
 - II) Research/Scholarship/Creative Activities
 - 1) Scholarly Products
 - (a) An APSU affiliated peer-reviewed publication in a nationally or internationally-recognized reputable journal or proceedings external to APSU. Self-publishing does not qualify; **OR**
 - (b) An APSU affiliated peer-reviewed book or book chapter published by an internationally-recognized reputable publishing house external to APSU. Self-publishing does not qualify; **OR**
 - (c) An awarded, APSU affiliated, peer-reviewed research, user-facility, educational, or outreach grant. The award must be obtained from a source external to APSU; **OR**
 - (d) An APSU affiliated patent pending or granted for an invention or process. The candidate should provide external documentation of the importance of the work;
 - AND**
 - 2) Presentations – At least one presentation at regional, national or international conference. An additional item under B.II.1 can substitute for this requirement.
 - III) Professional Contributions and Activities
 - 1) Same as required for retention years 1-3, A.III above.
- C) Tenure and Promotion to Associate Professor
- I) Effectiveness in Academic Assignment
 - 1) Teaching effectiveness
 - (a) Evidence of effective teaching as documented via peer evaluations per the APSU peer evaluation process. The candidate may solicit and submit additional peer evaluations that must be considered.
 - (b) Same as required for retention years 1-3, A.I.1.b above.
 - (c) Same as required for retention years 1-3, A.I.1.c above.
 - (d) Same as required for retention years 1-3, A.I.1.d above.
 - (e) Same as required for retention years 1-3, A.I.1.e above.
 - 2) Non-teaching assignments (if applicable) – Same as required for retention years 1-3, A.I.2 above.
 - II) Research/Scholarship/Creative Activities

- 1) Scholarly Products – any combination of at least two items from the list presented in retention years 4-5, B.II.1 above at least one of which must satisfy B.II.1.a.;
AND
 - 2) Presentations – At least two presentations at regional, national, or international conferences. An additional item under C.II.1 can substitute for this requirement.
- III) Professional Contributions and Activities
- 1) Same as required for retention years 1-3, A.III above.
- D) Promotion to Professor
- I) Effectiveness in Academic Assignment
 - 1) Teaching effectiveness – The ultimate goal of teaching effectiveness is student success. In addition to satisfying the criteria below, candidates should document how their contributions in one or more areas have led to students’ success.
 - (a) Evidence of effective teaching within the five years prior to applying for Professor documented via an appropriate peer evaluation process that reflects a mastery of relevant teaching methods. The candidate must solicit and submit a minimum of two peer evaluations; all submitted evaluations must be considered.
 - (b) Evidence of the encouragement of undergraduate student research within the five years prior to applying for Professor. This can be of the form of in-class projects, helping students obtain summer research appointments or one of many other methods of encouragement.
 - (c) Evidence of effective student advisement within the five years prior to applying for Professor. This can include but is not limited to: demonstrated knowledge of the APSU general core and departmental program requirements, assisting students with class scheduling, assisting students in identifying summer research/internship opportunities, assisting students in identifying graduate school/career opportunities, recommendation letters etc.
 - (d) Course and curricular development or improvements within the five years prior to applying for Professor that helps to strengthen an area of emphasis within the University.
 - 2) Non-teaching assignments – Evidence of administrative effectiveness in supervisory duties as dean, department chair, director, program coordinator, or other special activities for which reassigned time is given.
 - II) Research/Scholarship/Creative Activities
 - 1) Scholarly Products – any combination of at least two items from the sub-list in B.II.1 within the five years prior to applying for Professor at least one of which must satisfy B.II.1.a.;
AND
 - 2) Presentations – Two presentations at regional, national or international conferences within the five years prior to applying for Professor. An additional item under D.II.1 can substitute for this requirement;
AND
 - 3) Direction of student research that leads to a student presentation at a regional, national, or international conference or a peer-reviewed publication with the

student as a co-author within the five years prior to applying for Professor;

AND

- 4) Peer reviewed publications sufficient for the candidate to have achieved an *h*-index of at least 5 **OR** APSU affiliated grants and contracts totaling at least \$100,000 in monetary funding from sources external to APSU.

III) Professional Contributions and Activities

- 1) Same as required for retention years 1-3, A.III above.