

College of Behavioral and Health Sciences  
Department of Criminal Justice  
Retention, Tenure, and Promotion (RTP) Criteria  
Effective August 1, 2023

It should be recognized that common sense and flexibility need to be used in the application of 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 should exceed these criteria in one or more areas. See current policies: Policy on Academic Tenure ([1.025](#)), Faculty Appointments ([2.051](#)), and Policy on Academic Promotion ([2.063](#)) for additional information.

At any point along the path to tenure or promotion, reviewers (departmental and college committees, Chair, Dean, Provost, or President) are permitted to comment on job-related concerns, or a pattern of performance, not specifically enumerated in these criteria. Should such commentary be offered, these factors must be addressed by the candidate in all subsequent e-dossier submissions until such time as the concern has been alleviated to the satisfaction of the reviewers. Those job-related factors so identified in one review may play a significant role in future retention, tenure, or promotion decisions.

I. Faculty Retention Years 1-3

A. Teaching Effectiveness

1. During Years 1-3, student evaluations of instruction must be conducted every semester and must be addressed as a separate Student Evaluation Reflection Narrative document in the e-dossier. (Required)
2. During Years 1-3, Enhanced Peer Review of Teaching (EPRT) is required beginning Fall 2023. The EPRT must be conducted during the academic year under review including both a Formative and Summative evaluation. Personal narratives in Area 1 must include reflection upon the EPRT Evaluation of Teaching—particularly of any concerns or criticisms made in the Formative evaluation—when seeking retention in Years 1-3. APSU's Retention, Tenure, and Promotion (RTP) Procedures and Guidelines must be followed with regard to the measurement and evaluation of teaching effectiveness. (Required)

B. Academic Assignment

1. During Years 1-3, syllabi must be placed in the e-dossier for each course taught—including for each section of the course taught. (Required)

2. During Years 1-3, samples of testing materials, assignments, quizzes or other coursework must be documented in the faculty member's e-dossier. (Required)
3. During Years 1-3, course and curricular development or improvements, when appropriate, should be documented in the faculty member's e-dossier. (Optional)
4. During Years 1-3, office hours of at least eight (8) hours per week spread across four days must be posted and kept during Fall Semester and Spring Semester. This must be mentioned in the faculty member's narrative contained in the e-dossier. (Required)
5. During Years 1-3, after the first year, faculty members are expected to share the load of effective student advisement for Criminal Justice majors/minors to ensure an equitable distribution of advisees. The number of advisees must be noted and evidence of effective advising must be included in the faculty member's e-dossier. (Required)
6. During Years 1-3, faculty members are encouraged to engage in activities that meet or exceed high impact practices as outlined by APSU. Faculty may also contribute to the department in the form of coordinator (assessment, graduate, etc.), comprehensive exam review, Student Learning Outcome measurements, or Quality Matters participant or reviewer. (Optional)

B. Research/Scholarship/Creative Activities

1. During Years 1-3, faculty members are expected to demonstrate documentation of acceptance for publication of one or more research work(s) contained in Group A. Acceptable scholarship activities extend beyond the discipline to include the Scholarship of Teaching and Learning (SoTL). SoTL publications, presentations or grant awards are of equal value to a discipline-specific activity. Evidence of this must be contained in the e-dossier. (Required)
2. During Years 1-3, faculty members are expected to demonstrate documentation of completion of one or more research work(s) contained in Group B. In lieu of Group B, a second item from Group A may be substituted. Evidence of this must be contained in the e-dossier. (Required)
3. During Years 1-3, faculty members are expected to make three or more presentations across two or more regional, national, or international criminal justice or related field academic research conferences. Evidence of this must be contained in the e-dossier. (Required)

C. Professional Contributions and Activities

1. Service to Campus

a) During Years 1-3, faculty members are expected to serve on Department Committees as assigned by the chair. Faculty are also expected to serve on at least one College and/or University committee, task force, and/or other College or University service opportunity. Committee service must be inserted in the e-dossier. (Required)

b) During Years 1-3, faculty members will engage in campus-related service, such as recruitment fairs, advise student organizations, etc. Proof of service must be inserted in the e-dossier. (Required)

2. Service to One's Discipline

a) During Years 1-3, faculty members are expected to maintain membership in at least one professional association related to one's disciplinary specialty. Proof of membership must be inserted in the e-dossier (Required)

b) During Years 1-3, faculty members are encouraged to engage in service activities such as serving as an officer in a professional association related to one's disciplinary specialty, serving as a discussant at a meeting of a professional association, serving as a reviewer of an academic journal article, etc. (Optional)

3. Service to the Community

a) During Years 1-3, faculty members are encouraged to engage in local, state, regional, or national involvement in community activities, as they are connected to a faculty member's disciplinary expertise. Such activities include volunteering as a judge in a community contest, speaking to a community group, or providing discipline-related advice and/or consultation to a community group. (Optional)

4. Professional Development

a) During Years 1-3, faculty members are expected to participate in professional development. This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth. (Required)

## II. Faculty Retention Years 4-5

### A. Teaching Effectiveness

1. During Years 4-5, student evaluations of instruction must be conducted every semester and must be addressed as a separate Student Evaluation Reflection Narrative document in the e-dossier. (Required)

2. During Years 4-5, Enhanced Peer Review of Teaching (EPRT) is required beginning Fall 2023. The EPRT must be conducted during the academic year under review including both a Formative and Summative evaluation. Personal narratives in Area 1 must include reflection upon the EPRT Evaluation of Teaching—particularly of any concerns or criticisms made in the Formative evaluation—when seeking retention in Years 4-5. APSU’s Retention, Tenure, and Promotion (RTP) Procedures and Guidelines must be followed with regard to the measurement and evaluation of teaching effectiveness. (Required)

### B. Academic Assignment

1. During Years 4-5, syllabi must be placed in the e-dossier for each course taught—including for each section of the course taught. (Required)

2. During Years 4-5, samples of testing materials, assignments, quizzes or other coursework must be documented in the faculty member’s e-dossier. (Required)

3. During Years 4-5, course and curricular development or improvements, when appropriate, should be documented in the faculty member’s e-dossier. (Optional)

4. During Years 4-5, office hours of at least eight (8) hours per week spread across four days must be posted and kept during Fall Semester and Spring Semester. This must be mentioned in the faculty member’s narrative contained in the e-dossier. (Required)

5. During Years 4-5, faculty members are expected to share the load of effective student advisement for Criminal Justice majors/minors to ensure an equitable distribution of advisees. The number of advisees must be noted and evidence of effective advising must be included in the faculty member's e-dossier. (Required)

6. During Years 4-5, faculty members are encouraged to engage in activities that meet or exceed high impact practices as outlined by APSU. Faculty may also contribute to the department in the form of coordinator (assessment, graduate, etc.), comprehensive exam review, Student Learning Outcome measurements, or Quality Matters participant or reviewer. (Optional)

C. Research/Scholarship/Creative Activities

1. During Years 4-5, faculty members are expected to demonstrate documentation of acceptance for publication of one or more research work(s) contained in Group A. Acceptable scholarship activities extend beyond the discipline to include the Scholarship of Teaching and Learning (SoTL). SoTL publications, presentations or grant awards are of equal value to a discipline-specific activity. Evidence of this must be contained in the e-dossier. (Required)

2. During Years 4-5, faculty members are expected to demonstrate documentation of completion of one or more research work(s) contained in Group B. In lieu of Group B, a second item from Group A may be substituted. Evidence of this must be contained in the e-dossier. (Required)

3. During Years 4-5, faculty members are expected to make two or more presentations across two or more regional, national, or international criminal justice or related field academic research conferences. Evidence of this must be contained in the e-dossier. (Required)

C. Professional Contributions and Activities

1. Service to Campus

a. During Years 4-5, faculty members are expected to serve on Department Committees, as assigned by the chair. Faculty are also expected to serve on at least one College and/or University committee, task force, and/or other College or University service opportunity. Committee service must be inserted in the e-dossier. (Required)

b. During Years 4-5, faculty members will engage in campus-related service, such as recruitment fairs, advise student organizations, etc. Proof of service must be inserted in the e-dossier. (Required)

2. Service to One's Discipline

a. During Years 4-5, faculty members are expected to maintain membership in at least one professional association related to one's disciplinary specialty. Proof of membership must be inserted in the e-dossier (Required)

b. During Years 4-5, faculty members are encouraged to engage in service activities such as serving as an officer in a professional association related to one's disciplinary specialty, serving as a discussant at a meeting of a professional association, serving as a reviewer of an academic journal article, etc. (Optional)

3. Service to the Community

a. During Years 4-5, faculty members are encouraged to engage in local, state, regional, or national involvement in community activities, as they are connected to a faculty member's disciplinary expertise. Such activities include volunteering as a judge in a community contest, speaking to a community group, or providing discipline-related advice and/or consultation to a community group. (Optional)

4. Professional Development

a) During Years 4-5, faculty members are expected to participate in professional development. This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth. (Required)

III. Tenure & Promotion to the Rank of Associate Professor

A. Teaching Effectiveness

1. For tenure, student evaluations of instruction must be conducted every semester and must be addressed as a separate Student Evaluation Reflection Narrative document in the e-dossier. (Required)

2. For tenure, Enhanced Peer Review of Teaching (EPRT) is required beginning Fall 2023. The EPRT must be conducted during the academic year under review including both a Formative and Summative evaluation. Personal narratives in Area 1 must include reflection upon the EPRT Evaluation of Teaching—particularly of any concerns or criticisms made in the Formative evaluation—when seeking tenure. APSU’s Retention, Tenure, and Promotion (RTP) Procedures and Guidelines must be followed with regard to the measurement and evaluation of teaching effectiveness. (Required)

B. Academic Assignment

1. For tenure, syllabi must be placed in the e-dossier for each course taught—including for each section of the course taught. (Required)

2. For tenure, samples of testing materials, assignments, quizzes or other coursework must be documented in the faculty member’s e-dossier. (Required)

3. For tenure, course and curricular development or improvements, when appropriate, should be documented in the faculty member’s e-dossier. (Optional)

4. For tenure, faculty members will have demonstrated and continue to hold office hours of at least eight (8) hours per week spread across four days which must be posted and kept during Fall Semester and Spring Semester. This must be mentioned in the faculty member’s narrative contained in the e-dossier. (Required)

5. For tenure, faculty members are expected to share the load of effective student advisement for Criminal Justice majors/minors to ensure an equitable distribution of advisees. The number of advisees must be noted and evidence of effective advising must be included in the faculty member’s e-dossier. (Required)

6. For tenure, faculty members are encouraged to have engaged and to continue to engage in activities that meet or exceed high impact practices as outlined by APSU. Faculty may also contribute to the department in the form of coordinator (assessment, graduate, etc.), comprehensive exam review, Student Learning Outcome measurements, or Quality Matters participant or reviewer. (Optional)

C. Research/Scholarship/Creative Activities

1. For tenure, faculty members are expected to demonstrate documentation of acceptance for publication a total of two or more research work(s) contained in Group A. Acceptable scholarship activities extend beyond the discipline to include the Scholarship of Teaching and Learning (SoTL). SoTL publications, presentations or grant awards are of equal value to a discipline-specific activity. Evidence of this must be contained in the e-dossier. (Required)

2. For tenure, faculty members are also expected to demonstrate documentation of completion of two or more research work(s) contained in Group B. Additional items from Group A may be substituted on a one-to-one basis. Evidence of this must be contained in the e-dossier. (Required)

3. For tenure, faculty members are expected to have made a minimum of five presentations across five regional, national, or international criminal justice or related field academic research conferences. Evidence of this must be contained in the e-dossier. (Required)

D. Professional Contributions and Activities

1. Service to Campus

a. For tenure, faculty members will have demonstrated and continue to engage in service to the department, college, and university. Proof of service must be inserted in the e-dossier. (Required)

b. For tenure, faculty members will have demonstrated and continue to engage in campus-related service, such as recruitment fairs, advise student organizations, etc. Proof of service must be inserted in the e-dossier. (Required)

2. Service to One's Discipline

a. For tenure, faculty members are expected to have maintained and continue to maintain membership in at least one professional association related to one's disciplinary specialty. Proof of membership must be inserted in the e-dossier (Required)



b. For tenure, faculty members are encouraged to have demonstrated and continue to engage in service activities, such as serving as an officer in a professional association related to one's disciplinary specialty, serving as a discussant at a meeting of a professional association, serving as a reviewer of an academic journal article, etc. (Optional)

3. Service to the Community

a. For tenure, faculty members are encouraged to have demonstrated and continue to engage in local, state, regional, or national involvement in community activities, as they are connected to a faculty member's disciplinary expertise. Such activities include volunteering as a judge in a community contest, speaking to a community group, or providing discipline-related advice and/or consultation to a community group. (Optional)

4. Professional Development

a. For Tenure, faculty members are expected to participate in professional development. This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth. (Required)

IV. Promotion to the Rank of Professor

A. Teaching Effectiveness

1. For promotion to the rank of Professor, student evaluations of instruction must be conducted every semester and must be addressed as a separate Student Evaluation Reflection Narrative document in the e-dossier since the time of their promotion to the rank of Associate Professor. (Required)

2. For promotion to the rank of Professor, Enhanced Peer Review of Teaching (EPRT) is required beginning Fall 2023. Two EPRTs must be conducted within the three years of applying for promotion to Full professor. Personal narratives in Area 1 must include reflection upon the EPRT Evaluation of Teaching—particularly of any concerns or criticisms made—when seeking promotion to Full professor. APSU's Retention, Tenure, and Promotion (RTP) Procedures and Guidelines must be followed with regard to the measurement and evaluation of teaching effectiveness. (Required)

B. Academic Assignment

1. For promotion to the rank of Professor, syllabi must be placed in the e-dossier for each course taught—including for each section of the course taught. (Required)
2. For promotion to the rank of Professor, samples of testing materials, assignments, quizzes or other coursework must be documented in the faculty member's e-dossier. (Required)
3. For promotion to the rank of Professor, course and curricular development or improvements, when appropriate, should be documented in the faculty member's e-dossier. (Required)
4. For promotion to the rank of Professor, faculty members will have demonstrated and continue to hold office hours of at least eight (8) hours per week spread across four days which must be posted and kept during Fall Semester and Spring Semester. This must be mentioned in the faculty member's narrative contained in the e-dossier. (Required)
5. For promotion to the rank of Professor, faculty members are expected to share the load of effective student advisement for Criminal Justice majors/minors to ensure an equitable distribution of advisees. The number of advisees must be noted and evidence of effective advising must be included in the faculty member's e-dossier. (Required)
6. For promotion to the rank of Professor, faculty members are encouraged to have engaged and to continue to engage in activities that meet or exceed high impact practices as outlined by APSU. Faculty may also contribute to the department in the form of coordinator (assessment, graduate, etc.), comprehensive exam review, Student Learning Outcome measurements, or Quality Matters participant or reviewer. (Optional)

C. Research/Scholarship/Creative Activities

1. For promotion to the rank of Professor, faculty members are expected to demonstrate documentation of acceptance for publication a total of four or more research work(s) contained in Group A since the time of their promotion to the rank of Associate Professor. Acceptable scholarship activities extend beyond the discipline to include the Scholarship of Teaching and Learning (SoTL). SoTL publications, presentations or grant awards are of equal value to a discipline-specific activity. Evidence of this must be contained in the e-dossier. (Required)

2. For promotion to the rank of Professor, faculty members are also expected to demonstrate documentation of completion of four or more research work(s) contained in Group B since the time of their promotion to the rank of Associate Professor. Additional items from Group A may be substituted on a one-to-one basis. Evidence of this must be contained in the e-dossier. (Required)

3. For promotion to the rank of Professor, faculty members are expected to have made a minimum of five presentations across five regional, national, or international criminal justice or related field academic research conferences since the time of their promotion to the rank of Associate Professor. Evidence of this must be contained in the e-dossier. (Required)

D. Professional Contributions and Activities

1. Service to Campus

a. For promotion to the rank of Professor, faculty members will have demonstrated and continue to engage in service to the department, college, and university as appropriate to rank including taking chair roles of committees. Proof of service must be inserted in the e-dossier. (Required)

b. For promotion to the rank of Professor, faculty members will have demonstrated and continue to engage in campus-related service, such as recruitment fairs, advise student organizations, etc. Proof of service must be inserted in the e-dossier. (Required)

2. Service to One's Discipline

a. For promotion to the rank of Professor, faculty members are expected to have maintained and continue to maintain membership in at least one professional association related to one's disciplinary specialty. Proof of membership must be inserted in the e-dossier (Required)

b. For promotion to the rank of Professor, faculty members are expected to have demonstrated and continue to engage in service activities, such as serving as an officer in a professional association related to one's disciplinary specialty, serving as a discussant at a meeting of a professional association, serving as a reviewer of an academic journal article, etc. (Required)

3. Service to the Community

a. For promotion to the rank of Professor, faculty members are encouraged to have demonstrated and continue to engage in local, state, regional, or national involvement in community activities, as they are connected to a faculty member's disciplinary expertise. Such activities include volunteering as a judge in a community contest, speaking to a community group, or providing discipline-related advice and/or consultation to a community group. (Optional)

2. Professional Development

a) For promotion to the rank of Professor, faculty members are expected to participate in professional development. This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth. (Required)

V. Expectations of Fully-Ranked Tenured Faculty and Tenured Faculty Not Seeking Promotion

A. Teaching Effectiveness

1. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, student evaluations of instruction must be conducted every semester. (Required)

B. Academic Assignment

1. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, syllabi must be provided to the department every semester for each course taught—including for each section of the course taught. (Required)

2. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members should continue to engage in course and curricular development and improvements. (Required)

3. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members will have demonstrated and continue to hold office hours of at least eight (8) hours per week spread across four days which must be posted and kept during Fall Semester and Spring Semester. (Required)

4. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are expected to share the load of effective student advisement for Criminal Justice majors/minors to ensure an equitable distribution of advisees. (Required)

5. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are encouraged to have engaged and to continue to engage in activities that meet or exceed high impact practices as outlined by APSU. (Optional)

C. Research/Scholarship/Creative Activities

1. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are expected to continue to produce scholarly activity as indicated in Groups A and B as required by University policy. Acceptable scholarship activities extend beyond the discipline to include the Scholarship of Teaching and Learning (SoTL). SoTL publications, presentations or grant awards are of equal value to a discipline-specific activity. (Required)

2. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are expected to continue to make presentations at regional, national, or international criminal justice or related field academic research conferences. (Required)

D. Professional Contributions and Activities

1. Service to Campus

a. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members will continue to engage in service to the department, college, and university as appropriate to rank including taking chair roles of committees. (Required)

b. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members will continue to engage in campus-related service, such as recruitment fairs, advise student organizations, etc. (Required)

2. Service to One's Discipline

a. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are expected to continue to maintain membership in at least one professional association related to one's disciplinary specialty. (Required)

b. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are expected to continue to engage in service activities, such as serving as an officer in a professional association related to one's disciplinary specialty, serving as a discussant at a meeting of a professional association, serving as a reviewer of an academic journal article, etc. (Required)

3. Service to the Community

a. For fully-ranked tenured-faculty and tenured faculty members not seeking promotion, faculty members are encouraged to continue to engage in local, state, regional, or national involvement in community activities, as they are connected to a faculty member's disciplinary expertise. Such activities include volunteering as a judge in a community contest, speaking to a community group, or providing discipline-related advice and/or consultation to a community group. (Optional)

4. Professional Development

a) For promotion to the rank of Professor, faculty members are expected to participate in professional development. This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth. (Required)

Appendix  
Dept. of Criminal Justice  
Categories of Research/Scholarship/Creative Activities

Group A

- A. Solo, first or second authorship (justification of contribution needed for second authorship) of research article published or accepted for publication (in press) in a discipline-related, double-blind peer reviewed journal
- B. Published or accepted for publication (in press) peer-reviewed discipline-related book (e.g., scholarly book or first-edition marketed textbook).
- C. Publication or accepted for publication (in press) discipline-related chapter in a peer-reviewed scholarly book or a peer-reviewed marketed textbook
- D. Awarding of an extramural funded research grant of \$10,000.00 or more to be counted in the year awarded [Maximum of one grant leading to tenure and one grant after tenure to count toward promotion to full. Technology Assistance Funding (TAF) grants are not suitable. Major awards in excess of \$100,000 are not subjected to the limitation].

Group B

- A. Approved research project that includes both analysis and a culminating report to an agency (e.g., analytical report, technical report, white papers for governmental agencies, etc.)
- B. Article published or accepted for publication in an editorially reviewed outlet—for pay journals are not acceptable.
- C. Revision of a textbook
- D. Published or accepted for publication non-peer reviewed discipline-related book (e.g., scholarly book or first-edition marketed textbook).
- E. Editor of a book or readings
- F. Writing and submitting an extra-mural research grant proposal—as either primary investigator or co-investigator—valuing equal to or more than \$25,000
- G. Publication of a book of readings or anthology.
- H. Research Note published or accepted for publication in a discipline-related publication
- I. Publication of a test bank, study guide, instructor’s manual, or other instructional supplemental materials (unpaid).
- J. Creation and publication of computer program or other proprietary program within the field
- K. Awarding of a funded internal research grant or an extramural research grant of \$9,999.00 or less to be counted in the year awarded (TAF grants are not suitable)
- L. Article published or accepted for publication in a law review
- M. Third or later authorship (justification of contribution needed) of article published or accepted for publication (in press) in a discipline-related, double-blind peer reviewed journal

- N. Publication or accepted for publication discipline-related chapter in a non-peer reviewed scholarly book or a peer-reviewed marketed textbook
- O. Faculty supervised student-led research presentation at a regional, national, or international criminal justice or related field academic conference.
- P. Encyclopedia entry publications that can be found within discipline-related books.
- Q. Other pertinent scholarship related activity (discuss with chair well in advance)