

CRITERIA FOR DEPARTMENT OF HISTORY & PHILOSOPHY PERSONNEL

ACTIONS

APSU Policies 1:025 (Tenure), 2:063 (academic Promotion) and 2:051 Faculty Appointments) describe the nature of the areas of evaluations for faculty. The areas are: Effectiveness in Academic Assignment, Scholarly and Creative Achievements, and Professional Contributions and Activities. In order to better present the departmental criteria, the following template has been developed to guide collection and reconciliation of the existing criteria. Where gaps exist, departments and schools should modify and/or develop specific minimum criteria for each area of evaluation for the various levels of faculty reviews. The purpose of this outline is to get more uniformity in the presentation of minimum criteria as delineated in the Faculty Handbook and to establish more specific criteria where applicable. This document will be applicable to faculty in the Department of History and Philosophy from 2022-2027.

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 1:025)

a. Candidates must present documented evidence of the effectiveness of their work in teaching in their e-dossier from the following categories:

- Teaching awards and nominations for awards/other recognition received
- Participation in professional development activities (e.g., workshops, conferences attended)
- Identified and professionally acknowledged “innovative approaches to teaching”
- New courses or curricula developed and / or redesigns of existing courses
- Authorship of texts or laboratory manuals, or publications on discipline-specific teaching techniques
- Exemplary instructional materials (e.g., syllabi, handouts, exams/quizzes, project materials, study guides). Materials will be considered exemplary if they meet relevant University policy requirements for syllabus content and availability, gradebook clarity, and student accessibility via D2L, etc. as detailed in the current APSU Faculty Handbook. Materials not addressed in or by university policy will be submitted to the department Chair for a determination as to their appropriate rigor for the dedicated course.

- Student work samples
 - Student performance on certification exams (if appropriate to the discipline)
- b. Each tenure-track faculty member shall receive a minimum of two enhanced peer evaluations during any RTP cycle. The selection of faculty will follow the APSU RTP P&G. [Depends on CoAL Teaching Requirements].
- c. Direction of undergraduate and graduate research. An analytical writing project appropriate to the level of the course will be required of each student.
- d. Teach at least 2 core courses and 1 upper division course per semester or an equivalent student load in accordance with department needs.

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

- a. Course and curricular development or improvements: Maintain currency in all assigned courses, the timely reporting of grades, and thoroughness of syllabi that meet the university and department requirements as laid out in the academic handbook. Efforts to globalize or internationalize existing courses will be considered including fellowships, grants, and service designed to develop expertise in an area.
- b. Effective student advisement: Advise students as assigned and maintenance of adequate office hours (5 hours minimum per week).
- c. Work effectively with colleagues on academic issues and contribute to department, college, and university committees. The value and effectiveness of a faculty member's work will be assumed based upon 1) a faculty member's service, without a registered conflict or complaint, on at least one departmental body, committee, or group during the time under examination, and 2) the absence of any penalty for non-performance of university-established faculty requirements (such as attendance of department meetings, etc.).

d. Participate in departmental academic enrichment and administrative functions as assigned/appropriate.

B. Scholarly and Creative Achievements

1. Publications

a. At least one juried article or book chapter. A book may meet the above publication requirement.

2. Papers Presented

a. At least two conference papers.

3. Performances or Exhibitions

a. TV, radio, guest speaker appearances as appropriate. These include performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within that area of expertise.

4. Research or Arts in Progress. Research, creative endeavors, or arts in progress should be demonstrated every year and verification of stages of development is mandatory.

5. Other Items

These include funded or unfunded research proposals, grant applications, computer software development, audio-visual media, non-peer reviewed publications, books reviews, encyclopedia entries, and other similar material. Contributions in these areas equivalent in scale to juried article or book chapter may replace one of the required publications listed in #1 above.

C. Professional Contributions and Activities

*Significant contributions across all areas.

1. Service to Campus

As noted by TBR Policy 5:02:03:60, "University service refers to work other than teaching and scholarship done at the department, college, or University level. A

certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities. University service includes, but is not limited to, serving on departmental committees and participating in college and University committees. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a University-wide student organization, and membership on a University search committee.”

2. Service to One’s Discipline

This category includes memberships and leadership positions in professional organizations at state, regional, or national levels and includes service as track chair, session chair, discussant, paper reviewer, editorial staff, etc.

3. Service to the Community

This category includes presentations related to one's discipline; providing professional advice or consultations to groups or individuals; and providing other types of service related to the discipline, particularly in the University's service area. The department views favorably any other community service undertaken by its faculty.

4. Professional Development

This category includes training, workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

II. Faculty Retention Years 4-5 unless being reviewed for tenure

(same outline as I)

III. Tenure

1. Publish two juried articles or book chapters. A book may meet the above publication requirement. Works in progress may be considered only if verified by an acceptance letter of publication or the issuing of the ISBN number for a book.

2. Deliver four conference presentations by the time of application for tenure.
3. Professional contribution and activities; Significant contributions across all areas.
4. Peer review of instruction: At least two annually from tenured faculty, addressing content, clarity, organization, rapport, presentation, and anything the observer deems noteworthy.
5. Other areas (includes performances and exhibitions (see I.B. 5 and I.B.3)
These include funded or unfunded research proposals, grant applications, computer software development, audio-visual media, non-peer reviewed publications, books reviews, encyclopedia entries, and other similar material. Contributions in these areas equivalent in scale to juried article or book chapter may replace one of the required publications listed in #1 above.
6. Successful completion of I and II

IV. Promotion to Assistant Professor (Policy 1:025)

V. Promotion to Associate Professor (Policy 1:025) (Same outline as III).

VI. Promotion to Full Professor (Policy 1:025)

1. Peer review of instruction: At least two from tenured faculty, addressing content, clarity, organization, rapport, presentation, and anything the observer deems noteworthy.
2. An accomplished "full body of scholarly work" covers a tenured faculty's entire academic career will be examined. In the "body of scholarly work," a book that makes significant contribution to the discipline of history or philosophy as determined by the RTP committee is required. Proof of a book's publication will be the issuing of an ISBN number. In addition to a book, the full body of work also includes two juried articles or book chapters and the deliverance of eight conference papers while at APSU. Funded or unfunded research proposals, grant applications, computer software development, audio-visual media, non-peer reviewed publications, books reviews, encyclopedia entries, and other similar material equivalent in scale to juried article or book chapter may replace one of the required juried articles or book

chapters. (Disclaimer: In case of a book being published prior to employment at APSU and for some reason is not recognized through negotiation on appointment, the department's RTP Committee will determine an exception on a case by case basis. In addition to the book, the full body of work needs to include four juried articles or book chapters and the deliverance of eight conference papers while at APSU. The before mention equivalent in scale replacement for one can also apply.)

3. Must have five years as an Associate Professor

4. Must have completed an annual review for each year since Tenure was awarded.

VII. Expectations for tenured faculty not being reviewed for promotion. This section applies to all faculty including Full Professors.

1. Must have completed an annual post-tenure review for each year since Tenure was awarded until the rank of Full Professor is earned.

2. Same outline as I except peer reviews not required, that is continued Effectiveness in Academic Assignment, Scholarly and Creative Achievements, and Professional Contributions and Activities.