

Promotion Policy

Department of Educational Specialties

Department of Teaching and Learning

It is recognized that common sense and flexibility need to be used in the application of promotion criteria. Faculty members truly outstanding in one (1) area but less active or successful in others may well be contributing more to the well being of the University than someone adequate in all areas but outstanding in none (APSU Policy 5060 p.23). Because of the importance of teaching in the College of Education, however, faculty must demonstrate best practices and be considered by their students and their peers to be effective in the classroom to be retained or earn tenure.

The following guidelines provide all tenure-track faculty a directory of expectations and requirements necessary to be considered for promotion. *These activities do not guarantee promotion but only provide a baseline expectation for consideration.*

Promotion in the candidates' department requires potential for excellence in teaching, scholarship, and service to the Department, College, University, and the PK12 education sector, as well as the ability to work cooperatively with colleagues to achieve the long-term goals of the Department and College. The Department Promotion Committee will review these guidelines on a regular basis.

Meeting Department Requirements for Promotion

I. Orientation to the Department and College

The Chair of the Candidate's Department will assign all faculty below the rank of professor a mutually agreed upon tenured colleague who will serve as a mentor and:

- A. be a resource person for the faculty member;
- B. observe the faculty member's teaching and provide constructive feedback for growth and improvement;
- C. ensure that the dossier for promotion is in appropriate format before final review by the Chair of the applicable department. Once the Chair of the Department has reviewed the dossier, it will be presented to the committee.

Promotion from Instructor to Senior Instructor Academic Assignment

- Student evaluations showing consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.
- Two years of employment at the Instructor level.
- Master's degree from an accredited institution and relevant to the area of instruction.

- Evidence of good character, mature attitude, and professional integrity.

Research and Scholarly Achievement

The dossier must show a record of continuous professional activity with a minimum of one activity from below for each year of appointment.

Category A:

1. The publication of a textbook by a recognized publisher;
2. Inclusion of an article in an international/national/regional/state juried journal recognized in the field;
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks);
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher;
5. Obtaining a competitive internationally, nationally, state, or regionally funded grant;
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast;
7. Editing an international, national, regional or state publication; or
8. A presentation at an international/national/regional meeting where the selection of presentations is juried.

Professional/Community Service

The candidate should have at least one activity from each of the following three categories. Examples of activities that are considered service to one's profession or community include, but are not limited to the following:

Category A: Service to University

1. The dossier must show evidence of participation on at least one University, College, or Departmental committee.
2. Service on a University Committee, Faculty Senate or special task forces.

Category B: Service to One's Profession

1. Membership in discipline-related organization at the state, regional, national levels.
2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:
 - a. Officer/board member;
 - b. Committee Chair;
 - c. Reviewer of conference proposals; and/or
 - d. Planning committee member at national, regional, state conference.
3. Contributions to the profession:
 - a. Reviewing proposals for publication;
 - b. Reviewing proposals for conference; and/or
 - c. Committee member in a professional organization
4. Serving on awards-selection committee

Category C: Service to the Community

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.);
2. Discipline specific community activities;
3. Recipient of a community or professional award;
4. Sponsorship of student groups related to the field of education;
5. Academic judging.

Promotion from Senior Instructor to Master Instructor

Academic Assignment

- Student evaluations showing consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.
- Three years of employment at the Senior Instructor level.
- Evidence of good character, mature attitude, and professional integrity.

Research and Scholarly Achievement

The dossier must show a record of continuous professional activity with a minimum of one activity from below for each year of appointment.

Category A:

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional/state juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks)
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally, nationally, state, or regionally funded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.
7. Editing an international, national, regional or state publication
8. A presentation at an international/national meeting where the selection of presentations is juried.

Professional/Community Service

The candidate should have at least one activity from each of the three categories. Examples of activities that are considered service to one's profession or community include, but are not limited to the following:

Category A: Service to University

1. The dossier will show evidence of participation on at least one University, College, or Departmental committee.
2. Service on Faculty Senate or special task forces.

Category B: Service to One's Profession

1. Membership in discipline-related organizations at the state, regional, or national levels.
2. Leadership in discipline-related organizations at the state, regional, or national levels. This includes:

- a. Officer/board member;
 - b. Committee Chair;
 - c. Reviewer of conference proposals; and/or
 - d. Planning committee member at national, regional, state conferences.
3. Contributions to the profession:
- a. Reviewing proposals for publication;
 - b. Reviewing proposals for conference; and/or
 - c. Committee member in a professional organization.
4. Serving on awards-selection committee for a state, regional, or national organization.

Category C: Service to the Community

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.).
2. Discipline specific community activities.
3. Recipient of a community or professional award.
4. Sponsorship of student groups related to the field of education.
5. Academic judging.
6. Serving as a facilitator/chair/member of SACS/School Improvement Committee.

Promotion from Master Instructor to Assistant Professor

If a faculty member meets the criteria for promotion to assistant professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. Certain Instructor budget line positions may not be eligible for promotion beyond the Master Instructor level. In addition to the requirements established by the University, the Department requires that for promotion to Assistant Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity.

Academic Assignment

- Earned doctorate or terminal degree from an accredited institution (SACS or equivalent) in the instructional discipline or related area.

- Student evaluations showing consistent average performance of at least 60% (for example; 4.0 on a 1-6 scale and a 3.6 on a 0-6) of the evaluation scale or continuous improvement approaching the level of acceptance within the first two years of employment as determined by the departmental review committee.
- Evidence of potential ability in instruction, service, and/or research.
- Evidence of good character, mature attitude, and professional integrity.

Research and Scholarly Achievement

To be considered for promotion from Instructor to Assistant Professor, the dossier of excellent must include one item from the following list created while in the rank of instructor at Austin Peay State University. The dossier must show a record of continuous professional activity with a minimum of one activity from Category A below for each year of appointment.

Category A:

1. The publication of a textbook by a recognized publisher.
2. Inclusion of an article in an international/national/regional/state juried publication recognized in the field.
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks).
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher.
5. Obtaining an internationally, nationally, state, or regionally competitively funded grant.
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast.
7. Editing an international, national, regional or state publication.
8. A presentation at an international/national meeting where the selection of presentations is juried.

Professional/Community Service

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.).
2. Discipline specific community activities.
3. Recipient of a community or professional award.
4. Sponsorship of student groups related to the field of education.

5. Academic judging.
6. Serving as a facilitator/chair/member of SACS/School Improvement Committee.

Category C: Service to the Community.

1. Consulting with PreK–12 schools (in-service activities, guest speaker, etc.)
2. Discipline specific community activities
3. Recipient of a community or professional award
4. Sponsorship of student groups related to the field of education
5. Academic judging

Promotion from Assistant Professor to Associate Professor

If a faculty member meets the criteria for promotion to associate professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to the requirements established by the University, each Department requires that for promotion to Associate Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university/professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity.

To be considered for promotion from assistant to associate professor the dossier of excellence must minimally include **three items** from the following list, created while in the rank of assistant professor at Austin Peay State University. One of the three items must be a sole-authored juried publication in an international, national, or regional publication recognized in the field; the second item must be a juried publication at the international, national, or regional level recognized in the field, in which the author going up for promotion is first or second author; and the third item will be a selection(s) from the list below:

1. The publication of a textbook by a recognized publisher;
2. Inclusion of an article in an international/national/regional juried publication recognized in the field;
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks);

4. A significant contribution to a professional text or textbook supplement published by a recognized publisher;
5. Obtaining an international, national or state competitive grant;
6. Creation, development or editing of a regularly nationally distributed electronic publication such as on online journal, blog, or podcast; and or
7. Editing an international, national, regional, or state publication.

Promotion from Associate Professor to Full Professor

If a faculty member meets the criteria outlined for promotion to professor as outlined in APSU Policy 5:061, he/she may request a review for promotion. In addition to requirements established by the University, the Department of Educational Specialties and Teaching and Learning requires that for promotion to Professor one must present a comprehensive dossier of documented excellence in the following three areas: academic assignment, research and scholarly achievement, and university professional/community service. The candidate will demonstrate good character, mature attitude, and professional integrity.

To be considered for promotion from associate professor to full professor, the dossier must minimally include **four items**, created while in the rank of assistant professor at Austin Peay State University that are judged to be of high quality.

Of the **four** items, **two** of the items must be sole-authored juried publications created while in the rank of associate professor at Austin Peay State University; and one item must be an international or national juried publication created while in the rank of associate professor at Austin Peay State University in which the author going up for promotion is first or second author. The **fourth** item must come from the list below:

1. The publication of a textbook by a recognized publisher;
2. Inclusion of an article in an international/national/regional juried publication recognized in the field;
3. Nationally recognized, peer-reviewed, discipline specific publications (e.g. book chapters or fastbacks);
4. A significant contribution to a professional text or textbook supplement published by a recognized publisher;
5. Obtaining an internationally/nationally funded grant;
6. Creation, development or editing of a regularly nationally distributed electronic; publication such as on online journal, blog, or podcast; and/or

7. Editing an international, national, or state publication.

Adopted by the Department of Educational Specialties - Nov. 5, 2015

Approved by Chair – Nov. 5, 2015

Approved by Promotion Committee – Nov. 13, 2015

Approved by Dean – Nov. 13, 2015