

BIOLOGY DEPARTMENT'S RTP CRITERIA 2015-16

CRITERIA FOR BIOLOGY DEPARTMENT PERSONNEL ACTIONS

Biology faculty members holding ca. 50% reassignment in the Center for Field Biology (CEFB) have increased requirements for Research, Creative and Scholarly (RSC) Activities. These criteria are nested within the criteria for all biology faculty members.

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. Student evaluations with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track.
- c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- d. Documentation demonstrating effective undergraduate and/or graduate student advisement.
- e. Documentation demonstrating the ability to work effectively with colleagues on academic issues.
- f. Other documents supporting academic accomplishments may be submitted.
- g. If one or more of these criteria (a-f) requires remediation, the faculty member will work with the chair of the Biology Department to develop, implement and document a plan to correct all issues in need of improvement.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.

B. Research/Scholarship/Creative (RSC) Activities (APSU 5:060.IV.B); retention years 1-3. Review is for activities of previous year only.

1. First year, develop opportunities for RSC activities.
2. Second and third years, document progress in RSC activities that may lead to publication or presentation of research findings.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from two of the following

1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces

- c. Participation or leadership in the university's governing and policymaking processes
- d. Advisor to student organizations
- e. Other campus service
- 2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other
- 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society

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

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track.
- c. Documentation indicating the direction of student research.
- d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- e. Documentation demonstrating effective undergraduate and/or graduate student advisement.
- f. . Documentation demonstrating the ability to work effectively with colleagues on academic issues.
- g. If one or more of these criteria (a-g) requires remediation, the faculty member will work with the chair of the Biology Department to develop, implement and document a plan to correct all issues in need of improvement.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B); review is for activities of previous year only.

1. Full-time teaching faculty

- a. Documentation of active engagement in RSC with a minimum of a published abstract or seminar of original work.
- b. Other supporting items demonstrating accomplishments in RSC activities

2. Faculty with CEFB reassignments:

- a. Document engagement in RSC with a minimum of one presentation of original work at scientific meetings or invited seminars.
- b. Active research program involving students, including graduate students.

AND

- c. One peer-reviewed publication in a scientific journal, peer-reviewed book chapter, or book.

OR

- d. One application for an externally-funded grant

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category

1. Service to Campus

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Participation or leadership in the university's governing and policymaking processes
- d. Advisor to student organizations
- e. Other campus service

2. Service to One's Discipline

- a. Memberships and participation in professional organizations
- b. Professional service as session chair, discussant, paper reviewer, other

3. Service to the Community

- a. Discipline-related presentation to a community group
- b. Discipline-related advice and consultation to a community group
- c. Other discipline-related service to the local community or larger society

III. Tenure (If a faculty member would like to request to stop the tenure clock, please refer to TBR policy 5:02:03:60.)

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses or overall scores showing acceptable and/or continued improvement.
- b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track.
- c. Documentation indicating the direction of student research.
- d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- e. Documentation demonstrating effective undergraduate and/or graduate student advisement.
- f. Documentation demonstrating the ability to work effectively with colleagues on academic issues.
- g. Other documents supporting academic accomplishments may be submitted.

- h. All deficiencies identified in years 1-5 shall have been remedied before receiving tenure.
 - 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
 - Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B) – requirements for Publications and Presented Papers must be met
 - 1. Full-time teaching faculty
 - a. Publications
 - i. Publication of one peer-reviewed publication in a scientific journal.
OR
 - ii. Publication of a book or chapter/section in a book that has been peer reviewed and accepted by a national publisher
OR
 - iii. At least two peer-reviewed extramural research proposals that were funded by state agencies or one peer-reviewed extramural research proposal that was funded by a regional, national or international agency.
 - b. Presented Papers
 - i. Two or more oral or poster presentation at professional meetings.
 - ii. Other examples of presentations include leading workshops, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate’s area of academic expertise.
 - c. Active research program involving students, including graduate students.
 - d. Other supporting items may include:
 - i. Formal proposal for grants from off-campus sources submitted through University grants office
 - ii. Managing funded external grants
 - iii. Grants from campus sources such as Faculty Research Fund or Technology Board.
 - iv. Research specific creative activities such as development of online resources.
 - 2. Faculty with CEFB reassignments:
 - a. Three peer-reviewed publications in scientific journals, peer-reviewed book chapters, or books.
 - b. Three applications for externally funded grants.
 - c. Three presentations at professional meetings or invited seminars.
 - d. Active research program involving students, including graduate students.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category
 - 1. Service to Campus

- a. Committee work or other administrative service
- b. Service on Faculty Senate or special task forces
- c. Participation or leadership in the university's governing and policymaking processes
- d. Advisor to student organizations
- e. Other campus service
- 2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other
- 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

V. Promotion to Associate Professor

A. Effectiveness in Academic Assignment

- 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction showing with overall scores comparable to those of other Biology Department Faculty teaching similar courses.
 - b. Review of instruction by the chair or the chair's designee, once per academic year, showing acceptable and/or continued improvement since beginning on tenure track.
 - c. Documentation indicating the direction of student research.
 - d. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - e. Documentation demonstrating effective undergraduate and/or graduate advisement.
 - f. Documentation demonstrating the ability to work effectively with colleagues on academic issues.
 - g. Other documents supporting academic accomplishments may be submitted.
 - h. If one or more of these criteria (a-g) requires remediation, the faculty member will work with the chair of the Biology Department to develop, implement and document a plan to correct all issues in need of improvement.
- 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

- 1. Full-time teaching faculty
 - a. Publications
 - i. Publication of one peer-reviewed publication in a scientific journal.

OR

ii. Publication of a book or chapter/section in a book that has been peer reviewed and accepted by a national publisher

OR

iii. At least two peer-reviewed extramural research proposals that were funded by state agencies or one peer-reviewed extramural research proposal that was funded by a regional, national or international agency.

b. Presented Papers

i. Two or more oral or poster presentations at professional meetings.

ii. Other examples of presentations include leading workshops, conducting continuing education and training seminars and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise.

c. Active research program involving students or active research program that enhances teaching.

d. Other supporting items may include:

i. Formal proposal for grants from off-campus sources submitted through University grants office

ii. Managing funded external grants

iii. Grants from campus sources such as Faculty Research Fund or Technology Board

iv. Research specific creative activities such as development of online resources.

2. Faculty with CEFB reassignments:

a. Two peer-reviewed publications in scientific journals, peer-reviewed book chapters, or books.

b. Two applications for externally funded grants.

c. Two presentations at professional meetings or invited seminars.

d. Active research program involving students, including graduate students.

C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category

1. Service to Campus

a. Committee work or other administrative service

b. Service on Faculty Senate or special task forces

c. Other participation or leadership in the university's governing and policymaking processes

d. Advisor to student organizations

e. Other campus service

2. Service to One's Discipline

a. Memberships and participation in professional organizations

b. Professional service as session chair, discussant, paper reviewer, other.

3. Service to the Community

a. Discipline-related presentation to a community group

b. Discipline-related advice and consultation to a community group

- c. Other discipline-related service to the local community or larger society.

VI. Promotion to Full Professor – Material in this section will be based on activity since promotion to Associate Professor.

To be granted promotion to Professor, the faculty member must demonstrate an increasing progression and development in their career.

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)

- a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses.
- b. Documentation indicating the direction of student research.
- c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
- d. Documentation demonstrating effective undergraduate and/or graduate advisement.
- e. Documentation demonstrating the ability to work effectively with colleagues on academic issues.
- f. Other documents supporting academic accomplishments may be submitted.

2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)

Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.

B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)

1. Full-time teaching faculty

a. Publications

- i. Publication of at least two peer-reviewed publications in scientific journals that circulate at least state wide or one peer-reviewed publication in a scientific journal that is circulated regionally, nationally or internationally.

OR

- ii. Publication of a book or two chapter/sections in a book that has been peer reviewed and accepted by a national publisher.

OR

- iii. In the case of a candidate for promotion with at least one peer-reviewed publication during their employment at Austin Peay State University, at least two peer-reviewed, extramurally funded research proposals from state agencies or one peer-reviewed, extramurally funded research proposal from a regional, national or international agency.

b. Presented Papers

- i. Three or more oral or poster presentations at professional meetings.

- ii. Other examples of presentations include leading workshops, conducting continuing education and training seminars, and presenting invited seminars to peer groups on subjects within the candidate's area of academic expertise.
 - c. Active research program involving students or active research program that enhances teaching.
 - d. Other supporting items may include:
 - i. Formal proposal for grants from off campus sources submitted through University grants office.
 - ii. Managing funded external grants.
 - iii. Grants from campus sources such as Faculty Research Fund or Technology Board.
 - iv. Research-specific creative activities such as development of online resources.
 - 2. Faculty with CEFB reassignments:
 - a. Two peer-reviewed publications in scientific journals, peer-reviewed book chapters, or books.
 - b. Two applications for externally funded grants.
 - c. Two presentations at professional meetings or invited seminars.
 - d. Active research program involving students, including graduate students.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Participation or leadership in the university's governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One's Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 - 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society.

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

A. Effectiveness in Academic Assignment

- 1. Teaching effectiveness (APSU Policy 5:060.IV.A.1.)
 - a. Student evaluations of instruction with overall scores comparable to those of other Biology Department faculty teaching similar courses.
 - b. Documentation indicating the direction of student research.

- c. Documentation demonstrating course and curricular improvements or development of online access of coursework for students where appropriate.
 - d. Documentation demonstrating effective undergraduate and/or graduate advisement.
 - e. Documentation demonstrating the ability to work effectively with colleagues on academic issues.
- 2. Non-teaching assignments (APSU Policy 5:060.IV.A.2.)
 - a. Faculty with reassigned time for administrative or supervisory duties as dean, department chair/director, program coordinator, or other special activities need to provide evidence of effectiveness in their reassignment.
- B. Research/Scholarship/Creative Activities (APSU 5:060.IV.B)
 - 1. Continued progress in research/scholarship/creative activities.
- C. Professional Contributions and Activities (APSU Policy 5:060.IV.C) – at least one from each category
 - 1. Service to Campus
 - a. Committee work or other administrative service
 - b. Service on Faculty Senate or special task forces
 - c. Participation or leadership in the university’s governing and policymaking processes
 - d. Advisor to student organizations
 - e. Other campus service
 - 2. Service to One’s Discipline
 - a. Memberships and participation in professional organizations
 - b. Professional service as session chair, discussant, paper reviewer, other.
 - 3. Service to the Community
 - a. Discipline-related presentation to a community group
 - b. Discipline-related advice and consultation to a community group
 - c. Other discipline-related service to the local community or larger society