

Uniform Outline or Template for Faculty Handbook

CRITERIA FOR DEPARTMENT OF HISTORY & PHILOSOPHY PERSONNEL ACTIONS

APSU Policies 5:060 (Tenure), 5:061 (academic Promotion) and 5:062 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 2016-2022.

I. Faculty Retention Years 1-3

A. Effectiveness in Academic Assignment

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

- a. Candidates must present documented evidence of the effectiveness of their work in teaching, including peer reviews, representative course materials, and student evaluations of instruction. Faculty members must present their own analyses of their teaching materials and methods and may also address any discrepancies, such as instances of lower student evaluations, etc. All formal evaluations of instruction since the beginning of their employment at APSU must be accumulated in the E-Dossier that is presented for annual review.
- b. Peer review of instruction: At least two annually from tenured faculty, addressing content, clarity, organization, rapport, presentation, and anything the observer deems noteworthy.
- 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 5:060.IV.2.)

- 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: Contribute to department, college and university committees as assigned.
- 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 in the first three years. A book may meet the above publication requirement.

2. Papers Presented

- a. At least two conference papers in the first three years.

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 three juried articles or book chapters by the time of application for tenure. A book may meet the above publication requirement. Works in progress may be considered only if verified by an acceptance letter of publication.

2. Deliver five 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 5:061)

V. Promotion to Associate Professor (Policy 5:061)

1. Successful completion of I and II

2. Must have three years as an Assistant Professor

VI. Promotion to Full Professor (Policy 5:061)

1. Peer review of instruction: At least two from tenured faculty, addressing content, clarity, organization, rapport, presentation, and anything the observer deems noteworthy.

2. Publish a book that makes significant contribution to the discipline of history. For philosophers, equivalent scholarly publication in other forms may be substituted for the book

3. Must have five years as an Associate Professor

4. Must have completed an annual post-tenure 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.