

**Items Unanimously Approved by Faculty Senate at  
Called Meeting Thursday, April 3, 2008**

**Policy 5:061**

**Change 1.** Criteria change for promotion to Associate Professor, page 4 of 6

**C. Associate Professor**

1. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
2. Documented evidence of high quality professional productivity **at Austin Peay State University** which may lead to national recognition in the academic discipline, and/or consonant with the goals of the University and of the academic unit to which the faculty member belongs. **Any exceptions to this requirement will need the written approval of the President.**
3. Documented evidence of ability in academic assignment and/or scholarly and creative achievement, and/or professional contributions and activities **at Austin Peay State University. Any exceptions to this requirement will need the written approval of the President.**
4. Evidence of good character, mature attitude, and professional integrity.
5. At least three (3) years of **full-time faculty status at Austin Peay State University at the rank of Assistant Professor** ~~or equated experience after receiving the appropriate terminal degree~~ shall be required for promotion to Associate Professor. **Any exceptions to this requirement will need the written approval of the President.**

**Change 2.** Criteria change for promotion to Professor, page 4 of 6

**D. Professor**

1. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
2. Documented evidence of sustained high quality professional productivity **at Austin Peay State University** and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline **at Austin Peay State University** that is consonant with the goals of the University and of the academic unit to which the faculty member belongs. **Any exceptions to this requirement will need the written approval of the President.**
3. Documented evidence of teaching excellence and superior contribution to student development or superior scholarly and creative achievement **at Austin Peay State University** will contribute to the positive record of the candidate for advancement to the rank of professor. **Any exceptions to this requirement will need the written approval of the President.** Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition

- of superior achievement within the discipline with every expectation of continuing contribution to the University and the larger academic community.
4. Evidence of good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility.
  5. At least five (5) years of full-time ~~teaching~~ **faculty status** ~~service~~ at the rank of Associate Professor **at Austin Peay State University** shall be the normal expectation for promotion to Full Professor. **Any exceptions to this requirement will require the written approval of the President.**

## **Policy 5:060**

**Change 3.** Deletion of text in statement of intent example, page 6 of 35.  
(tenure and promotion requests are presented as two separate e-dossiers)

Examples of text for statement of intent:

“Please consider this e-dossier in support of my application for retention for a fifth year at Austin Peay State University.”

OR

“Please consider this e-dossier in support of my application for tenure ~~as well as promotion to Associate Professor~~ at Austin Peay State University.”

**Change 4.** Addition of text, p. 23 of 35

**Non-Teaching and Teaching Chairs, and Directors and Coordinators.** Academic program directors and department chairs who do not teach will be evaluated for retention and tenure in Category A (“Academic Assignment”) on the basis of their effectiveness in their administrative position. Department chairs who teach will be evaluated for retention and tenure on their teaching effectiveness **as well as their effectiveness in their administrative position.** ~~only as described in 1 above. Their performance of their chair duties will be evaluated during the annual evaluation of chairs.~~

**Change 5.** Faculty Who Have Been Awarded Years Toward Tenure, page 11 of 35 and page 13 of 35 (for mirroring at college level)

### **h. Departmental Reviews**

. . .The presiding officer will select a committee member to take notes to provide a summary statement reflecting the strengths and weaknesses noted during the review of each dossier. These notes can be used as reference material for the written evaluation. The departmental chair/director will be able to participate in the discussion.

**Years Toward Tenure:** At retention, tenure and promotion meetings, department chairs shall inform personnel committees about the specific number of years granted to the faculty member under review. Department chairs shall continue to remind members of personnel committees about years toward tenure whenever faculty members in this situation come up for retention, tenure, or promotion. (Also see Credit for Prior Service within this policy)

Faculty members granted years of prior service will have that service applied immediately preceding the tenure year. Therefore, a faculty member granted one year of prior service must seek tenure in the fifth year of service at APSU after signing the tenure-track contract and would be evaluated as first-year, second-year, third-year, fourth-year, and tenure year. A faculty member granted two years of prior service must seek tenure in the fourth year of service at APSU after signing the tenure-track contract and would be evaluated as first-year, second-year, third-year, and tenure year. A faculty member granted three years of prior service must seek tenure in the third year of service at APSU after signing the tenure-track contract and would be evaluated as first-year, second-year, and tenure year.

**Change 6.** Distinct Narratives Required for Minority & Majority Reports, page 11 of 35 and page 14 of 35

In the event of a tie vote, two (2) minority reports will be written and must be included in the faculty member's e-dossier before it is forwarded to the next level in the personnel process. **If two minority reports are required, those reports must contain distinct comments; one may not be a copy of the other.**

**Change 7.** Change Number of Members from 5 to say "any one of the members," page 16 of 35

If the University member designated by the President has previously served and voted on any personnel committee described above in the current review cycle, the President shall name another appointee to serve as a member of the University Tenure and Promotion Appeals Board. If any one of the **members** ~~five (5) members~~ chosen from each of the college promotion committees has previously served and voted on any personnel committee described above in the current review cycle, then the college Dean, who is a non-voting member and chairperson of the University Tenure and Promotion Appeals Board, shall make a recommendation to the President to name another appointee.

**Change 8.** Dealing with Collegiality and Professional Conduct, page 11 of 35 and page 14 of 35 (this section will also be mirrored at the college level)

In the event of a tie vote, two (2) minority reports will be written and must be included in the faculty member's e-dossier before it is forwarded to the next level in the personnel process. **Majority and minority reports that are written following a departmental committee review must contain only information discussed at the meeting (sentence moved from below).**

~~Any allegations regarding breaches of collegiality or professional conduct that become part of a faculty member's departmental or college level review must be documented in writing with specific instances of the behavior within the review period and may not include hearsay. Majority and minority reports that are written following a departmental review must contain only information discussed at the meeting.~~

### Procedures for Handling Collegiality and Professional Conduct Issues

**Collegiality and professional conduct cut across all three areas of review. TBR Policy 5:02:03:60 (Policy on Academic Tenure) states: "The faculty member must demonstrate willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit. Moreover, criteria for tenure relate to the university's three traditional, and often inter-related, missions: teaching, research/scholarship/creative activities, and service/outreach." This policy on academic tenure (5:060) reminds faculty that among the evaluative criteria for retention, tenure, promotion and merit is the "demonstrated willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit; and evidence of, regard for, and performance consistent with, accepted standards of professional conduct" (General Criteria for Evaluation of Faculty Members).**

**Faculty on personnel committees are permitted to discuss issues pertaining to collegiality and professional conduct at retention, tenure, and promotion meetings. Members of personnel committees routinely compliment exceptionally collegial behavior or outstanding professional conduct of faculty members under review within departmental and college-level reports. Likewise, members of personnel committees may address non-collegial behavior or lapses in professional conduct of faculty members under review within departmental and college-level reports. Faculty members must make every attempt to resolve differences related to non-collegial behavior or lapses in professional conduct before formal complaints are brought before personnel committees. Faculty members seeking to resolve differences shall work with the appropriate supervisor and/or mentor.**

**When differences remain unresolved, charges of non-collegial behavior or unprofessional conduct may be brought forward either by faculty *outside* a personnel committee or by faculty serving *on* a personnel committee.**

**Any faculty member *outside* a personnel committee or *on* a personnel committee who chooses to bring forward a charge of non-collegial behavior or unprofessional conduct shall present a signed document specifying instances of the alleged behavior and identifying the efforts made to resolve the differences. Faculty members outside a personnel committee making the allegation shall give this document to a member of any departmental retention, tenure, or promotion committee reviewing the faculty member charged with non-collegial or unprofessional behavior *before* the meeting on that faculty member occurs. Faculty members serving on a personnel committee making the allegation shall present the prepared document to the committee at the beginning of the discussion. The committee's discussion on these allegations must occur before a vote is taken. Hearsay is not permitted.**

**If the committee decides that the allegations have merit, the committee must incorporate specific details within the majority/minority report(s), but the written document presented to the personnel committee shall not become a permanent part of the e-dossier of the faculty member under review. Instead, the written document submitted to the personnel committee shall be filed with the chair of the department of the faculty member who has allegedly breached standards of collegiality or conduct. The faculty member under review may see the document, but the identity of the writer shall not be revealed. If a chair, director, or coordinator is the subject of the complaint, the written document shall be filed with the Dean of that college. Although personnel committees will see the name of the individual who has signed the document, personnel committees shall not divulge that faculty member's name in majority/minority reports.**

~~Majority and minority reports that are written following a college committee review must contain only information discussed at the meeting. (sentence moved up)~~

After the departmental committee acts on a faculty member's dossier and forwards it to the next level, the departmental action cannot be rescinded, unless authorized in writing by the President.

**END**