

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: III:01:02 DATE: September 1, 1984
SUPERSEDES POLICY NO.: III:01:02 DATED: September 1, 1982
SUBJECT: Personnel Policies and Procedures for Faculty
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

The policy statements of the State Board of Regents of the State of Tennessee relative to academic appointment, retention, tenure, merit salary adjustment, and promotion are hereby referred to and made a part of this statement of Personnel Policies and Procedures for Austin Peay State University.

The quality of the faculty of Austin Peay State University should be maintained through objective and thorough evaluation of colleagues by members of the faculty and the administration. The purpose of such evaluation is to build and maintain an excellent faculty and to offer just recognition and encouragement of achievement.

Evaluation alone, no matter how just the procedures, cannot ensure a faculty of high quality. Each college and department in the University should have a program to encourage faculty development, either independently or in cooperation with other University offices.

I. Bases for Evaluation of Faculty Members

Faculty members shall be evaluated for retention, tenure, merit salary adjustments, and promotion in the areas indicated under Section I.A. and according to the standards indicated for the particular personnel action. Primary emphasis in evaluation should be on "Effectiveness in Academic Assignment." The University, however, does not ordinarily grant tenure or promotion to faculty members who do not show some strength in other areas. It should also be recognized that common sense and flexibility need to be used in the application of criteria. Faculty members truly outstanding in one area but less active or successful in the other areas may well be contributing more to the University than those adequate in all areas but outstanding in none.

A. Areas of Evaluation*

1. Effectiveness in Academic Assignment. Candidates should be evaluated within the scope of their defined academic assignment. For most faculty members, judgment of "Effectiveness in Academic Assignment" will involve evaluation primarily of teaching, student advising, and related instructional activities. For others, such as department chairpersons, coordinators, counselors, and field supervisors, part or all of their assignment is of a non-teaching nature, and should be evaluated accordingly. Positive evaluation in the area "Effectiveness in Academic Assignment" is the prime but not sole condition for retention, tenure, merit salary adjustment, or promotion.

a. Teaching Effectiveness. Evidence for teaching effectiveness shall include recent and systematic student evaluations**, a list of courses taught and course materials. Evidence may also include, among other things, letters from present and former students randomly solicited by and returned to the department chairman and all included in the dossier; reviews of public talks or lectures and evaluations by the faculty member's colleagues. Faculty members may present their own analyses of their student evaluations, teaching materials, and teaching methods. Contributions such as the direction of student research and special studies, student advisement, the development or initiation of new courses, involvement in Continuing Education programs, and carefully evaluated and properly supervised experimentation in instruction also should be recognized. All evidence should be explained and evaluated by the departmental committees reviewing the candidate.

b. Non-Teaching Assignments. For non-teaching assignments, evidence of effectiveness shall include evaluations by professional people, on or off campus, who are in a position to judge the faculty member's work.

c. Other Responsibilities. Part of every faculty member's academic assignment is regular parti-

*See Austin Peay State University Faculty Performance Review Form

**See Austin Peay State University Teaching Effectiveness Rating Scale

cipation in the governing and policy-making processes of the University, and such participation should be included in this area of evaluation. The faculty member should be evaluated for participation or leadership on departmental, college, and University committees and other bodies, and for contributions to student welfare through membership on student-faculty committees, service as an advisor to student organizations, and related activities.

2. Scholarly and Creative Achievement. Scholarly and creative achievement includes (but is not limited to) research, artistic or literary production, technical or scientific contributions, publications, shows, concerts, public lectures, and papers read before professional groups.

Scholarly and creative achievement should be evaluated (by off-campus authorities when possible), not merely enumerated. There should be evidence that scholarly and creative activity is a continuing part of the faculty member's professional life. Work in progress should be assessed whenever possible.

3. Professional Contributions and Activity. Faculty members should be evaluated for professional contributions and activity outside the University. Professional contributions and activity include active participation or leadership in professional organizations, and service to the community, state, and nation in a professional capacity by means of special lectures, staff memberships, consultations, and other related activities. Professional contributions and activities should be evaluated by off-campus authorities whenever possible.

B. Criteria for Specific Personnel Actions

While all personnel decisions affect the quality and vitality of the University faculty, two are of the greatest importance: initial appointment and tenure. Candidates for initial appointment should be reviewed carefully so that new faculty members will not merely fill positions but will bring to the University new ideas and intellectual distinction. Tenure decisions should be based upon thorough annual review of faculty members during their probationary years. In granting tenure, the University makes a lifetime commitment to a faculty member, and this faculty member should show promise of being a good teacher and a

productive scholar or artist during tenure at the University before such a commitment is made.

Positive evaluation in the area of "Effectiveness in Academic Assignment" is the prime but not sole condition for retention, tenure, or promotion. Scholarly or creative activity also is to be expected for promotion to the rank of Associate Professor and particularly for promotion to the rank of Professor. Significant professional activity, however, may substitute for scholarly or creative achievement in those disciplines in which such activity is appropriate.

1. Initial Appointment. Initial appointment to a full-time probationary position requires possession of, or significant progress toward completion of, the doctorate or appropriate terminal degree. Exceptions to this policy may be made in the instance of a candidate whose academic, scholarly, or professional achievement makes a unique capability available to the University. The basis of such an exception shall be made a permanent part of the faculty member's record, and shall be operative for retention and tenure decisions.

Whenever possible, evidence of teaching ability, as well as academic and scholarly achievement, should be used in deciding upon initial appointment. See State Board of Regents Policy 5:02:02:00.

2. Retention. Retention at the University requires evidence of positive "Effectiveness in Academic Assignment" and, in those cases in which the doctorate or terminal degree is not in hand, evidence of satisfactory progress toward the completion of the degree. Probationary faculty members also should show development of scholarly or creative ability and participation in professional activities. See State Board of Regents Policy 5:02:02:00.
3. Tenure. To be granted tenure at the University, a faculty member must have completed the doctorate or appropriate terminal degree, unless exceptions have been recorded at the time of initial appointment as noted in Section B.1.

Faculty members whose effective date of employment is January 1, 1984, or thereafter who are awarded tenure shall hold tenure within the academic department of employment. In case of

joint appointment a single major department shall be designated as the major department of employment and tenure shall be within that department when awarded. Voluntary transfer from one department to another does not involve the automatic transfer of tenure or time served toward tenure in the initial department. The transfer of tenure in such cases shall be negotiated between the receiving department and the faculty member. All such transfers require presidential approval. Faculty employed in the technical programs at the University's Fort Campbell Center shall obtain tenure within their designated area of proficiency at the time of employment.

Tenure should be granted only where there is evidence that a faculty member is, and will continue to be, an effective teacher and an active scholar or artist and member of the designated profession during the professional career at the University.

4. Merit Salary Adjustments. Evaluation for merit salary adjustments shall be made on the same criteria as evaluation for retention, tenure, and promotion. In order to be awarded a merit increase in salary, services to the University should be evaluated as having been outstanding. Ordinarily, merit salary adjustments are not awarded in consecutive years to the same faculty member. Merit salary adjustments are separate from those associated with promotion in rank or those made on the basis of equity. Merit salary adjustments are contingent upon availability of funding.
5. Promotion to Assistant Professor. Promotion from Instructor to Assistant Professor requires that a candidate meet the criteria for initial appointment as an Assistant Professor and present evidence of positive teaching effectiveness.
6. Promotion to Associate Professor. To be promoted to Associate Professor, in addition to evidence of positive "Effectiveness in Academic Assignment," a candidate must present some evidence of "Scholarly and Creative Achievement" and/or "Professional Contributions and Activities." Associate Professor is a respected academic rank that may serve as the terminal rank for a number of professors.
7. Promotion to Professor. To be promoted to Professor, in addition to evidence of increasing

"Effectiveness in Academic Assignment," a candidate must present evidence of substantial "Scholarly and Creative Achievement" and/or "Professional Contributions and Activities."

8. Evaluation for consideration for merit salary adjustment and promotion shall be of those activities and accomplishments by the faculty member since the last merit pay adjustment, or the most recent promotion.

II. Procedures for Recruitment, Retention, Tenure, Merit Salary Adjustment and Promotion

A. Policies Governing All Personnel Committees

1. Only full-time faculty members (including chairpersons) may participate in deliberations or vote on personnel recommendations. The department chair and all tenured faculty members of a department constitute the official body eligible to make personnel recommendations (with the exception noted under B.2. Recruitment and E.2. Promotions). However, the tenured faculty members of a department may delegate their responsibilities to a committee of tenured faculty and may decide whether they wish to establish separate committees for retention/tenure and promotion recommendations or to give one or more committees the responsibility for personnel decisions.
2. Departmental personnel committees shall consist of at least three tenured faculty members including the chairperson. However, in departments with less than the necessary three tenured faculty members of appropriate rank, the Dean of the College, in consultation with the tenured faculty of the department shall appoint additional tenured faculty members to serve on departmental personnel committees as needed.
3. Members of the committees shall be elected by procedures developed by each department or college. Administrators holding full-time positions outside the department or involved in making personnel recommendations at the college or university levels shall not participate in departmental personnel actions. Departmental chairpersons may not act on their own retention, tenure, merit salary adjustment, or promotion.

4. All personnel materials, proceedings, and recommendations are confidential, except that positive final decisions may be announced.

B. Recruitment

1. All recruitment shall be carried out in accordance with the University's Affirmative Action policy.
2. Departmental recruitment committees shall be composed of full-time faculty members, tenured and non-tenured, and shall be chaired by the departmental chairperson. Student representation on this committee should be accomplished by each department.
3. Recruitment committees shall evaluate all candidates for appointments to regular or temporary positions and determine the order of desirability of available candidates.
4. Matters of emergency recruitment and recommendations of regular or temporary appointees shall be accomplished in cooperation with all available recruitment committee members, the departmental chairperson and the college dean.
5. Persons to be employed initially in academic-administrative assignments with retreat rights to a teaching service area shall be reviewed and positively recommended by the appropriate recruitment committee for the academic area in which tenure may be acquired.
6. Credit for prior service toward tenure shall be determined at the time of initial appointment. Ordinarily, a maximum of two years of prior service credit will be awarded. Recommendations relative to prior service are the responsibility of the Vice President for Academic Affairs after consultation with the appropriate dean and department chairperson.

C. Retention and Tenure

The President has the authority to recommend tenure or to continue faculty members in probationary status. The President shall base his determination upon consideration of the recommendations of departmental and college retention and tenure committees, and upon the recommendations of departmental chairpersons, college deans, and the Vice President for Academic Affairs.

*1. Departmental Recommendations:

- a. The departmental chairperson shall inform faculty members who are to be reviewed of the nature of materials required by the retention and tenure committee and the date by which these materials must be received for committee consideration. The departmental chairperson shall be responsible for preparing the dossier of each faculty member scheduled for review. Included in it shall be a description of the faculty member's academic assignment and a resume' of the candidate's scholarly and professional achievements. It is the responsibility of the chairperson to ensure that the evidence necessary for a full and fair evaluation is contained in the dossier, but it shall be the primary responsibility of the faculty member under review to gather the necessary evidence and to provide an up-to-date vita.
- b. The departmental retention and tenure committee shall be convened and chaired by the departmental chairperson who shall participate in the deliberations but shall have no vote on the final recommendation. The vote of the committee shall be recorded. A member of the committee voting with the majority shall be selected to write the evaluation of the faculty member for the committee. A minority report may be written by any member of the committee, and shall be forwarded with the committee's recommendation to the college committee.
- c. The departmental chairperson shall write a separate evaluation of and recommendation for the faculty member under review and forward it with the committee evaluation. (Chairperson's form, Faculty Performance Review)
- d. A decision regarding tenure normally shall be made during a faculty member's sixth year of full-time probationary service at the University. The maximum period of probationary service is seven years.

When tenure-track appointments of faculty shall not be renewed for further service, the faculty member shall receive notice of non-retention not later than March 15 of the

*See Austin Peay State University Retention/Tenure and Promotion Recommendation forms

first academic year of service; not later than December 15 of the second academic year of service and at least one academic year before the expiration of the appointment after two or more years of service at the University.

- e. The faculty member shall indicate having read the recommendations of the departmental committee, and shall have access to all materials forwarded to the college committee by the departmental committee except for confidential letters of recommendation obtained under assurance of confidentiality. If the candidate disagrees with the recommendation of the departmental committee the right to appeal in writing to the college committee and the college dean shall be available.

2. College Recommendations:

- a. A college retention and tenure committee shall be composed of one tenured faculty member elected from each department within the college according to procedures established by the college. Each college shall have an additional member (tenured or non-tenured) elected at large by the electorate of the college. In the event a department has no tenured faculty, that department shall be represented by the regularly elected representative for another department. Such representative shall be designated by the college dean. Departmental chairpersons may not serve on the college committee.
- b. The college dean shall convene and chair the college retention and tenure committee. The dean shall participate in the deliberations but shall not vote on the final recommendation.
- c. Departmental representatives on the college retention and tenure committee can neither participate in deliberations nor vote on recommendations for persons from their own department. At its discretion, however, the college committee may solicit information from the departmental representative or others from the department of the faculty member under review.
- d. The college dean shall compose an evaluation of and recommendation for the faculty member

under review and forward it with the committee evaluation.

e. The college dean shall inform, in writing, the faculty member under review of the decanal recommendation and of the recommendation of the college committee.

f. A faculty member shall have the right to appeal the college recommendation in writing to the Vice President for Academic Affairs.

D. Merit Salary Adjustment

All faculty not being paid at the maximum amount permissible for that rank shall be reviewed for merit salary adjustment, unless the faculty member requests that such review not be made. Ordinarily, merit salary adjustments are not awarded in consecutive years to the same faculty member. Merit salary adjustment recommendations are made by the departmental chairperson to the appropriate dean or director. The dean or director recommends merit salary adjustments to the Vice President for Academic Affairs. The Vice President for Academic Affairs recommends merit salary adjustments to the President.

1. Any faculty member may submit a dossier in support of a request for merit pay adjustment to the appropriate departmental chairperson or director.
2. A departmental chairperson shall make recommendations for faculty members being considered for merit pay adjustment to the appropriate dean or director. Chairpersons inform the departmental member of their recommendation, in writing, at the time the recommendation is submitted to the dean or director.
3. Following the examination of recommendations and supporting materials, the dean or director makes recommendations relative to faculty members for merit salary adjustments to the Vice President for Academic Affairs. Deans or directors inform, in writing, the faculty members under review and the departmental chairpersons of the decanal recommendations.
4. Following examination of the decanal recommendations and supporting materials, the Vice President for Academic Affairs recommends to the President faculty members for merit salary adjustment and notifies the faculty members under review of the recommendations.

5. The President shall consider the recommendations and make final decisions on merit salary adjustments.
6. A faculty member has the right to appeal, in writing, in accordance with the announced calendar, the departmental chairperson's recommendation to the dean or director, the dean or director's recommendation to the Vice President for Academic Affairs, and the Vice President for Academic Affairs' recommendation to the President.

E. Promotions

A faculty member (below the rank of professor) shall receive a promotion review at all levels of the University at least once every five years unless such review is contrary to the wishes of the faculty member.

Procedures for promotions will be the same as for retention and tenure with the following exceptions:

1. Persons to be Considered for Promotion. Every eligible faculty member shall be reviewed by the appropriate departmental promotions committee, unless the faculty member requests not to be reviewed.
2. Committee Membership. No faculty member except the chairperson shall participate in promotion deliberations relative to colleagues of equal or higher rank. Only tenured full professors may serve on the college promotions committee.
3. Recommendations. Recommendations shall be as follows: 1) Not Recommended at This Time; 2) Recommended. Only those recommended for promotion by the department should be forwarded for college consideration. Only those recommended by the college or the dean should be sent to the Vice President for Academic Affairs.

4. a. Appeals

Faculty members may appeal a departmental promotion recommendation in the same way in which retention and tenure recommendations are appealed. If a college committee does not recommend for promotion a departmentally recommended faculty member, that faculty mem-

ber shall have the right to appeal in writing to the Vice President for Academic Affairs.

Promotion recommendations of the Vice President for Academic Affairs to the President may be appealed. Such appeals shall be submitted in writing to the President who will submit the appeal, together with the faculty member's promotion dossier and the Vice President's analysis, to the promotions appeal board.

b. Promotions Appeal Board

The University's promotions appeal board shall be composed of a member from each of the college promotion committees (3) designated by the college dean, a (1) University member designated by the President, and a (1) University member designated by the Faculty Senate. The chairperson of the committee shall be a non-voting member, a college dean, appointed by the President.

The board shall examine the written documents submitted to it by the President and may, at its discretion, seek additional information from the candidate and/or the Vice President for Academic Affairs to assist it in its deliberations.

The board shall make its recommendations to the President in writing by the date established by the President. The recommendations of the Promotions Appeal Board are advisory and the President may accept or reject the recommendations in formulating his decision.

F. Calendar

A calendar indicating the deadlines for all personnel actions shall be prepared by the Vice President for Academic Affairs. The calendar shall be distributed to the faculty early in each fall quarter.

AUSTIN PEAY STATE UNIVERSITY
Calendar for Personnel Actions
1984-85

ACTION	1st Year Retention	2nd Year Retention	3rd & Sub. Years Retention	Promotion
Dept. Inform Candidate of Recommendation	Jan. 30, '85	Nov. 7, '84	Feb. 15, '85	Feb. 15, '85
Departmental & Chairman's Recommendation To College	Feb. 6, '85	Nov. 14, '84	Feb. 22, '85	Feb. 22, '85
Appeal of Department Recommendation	Feb. 6, '85	Nov. 14, '84	Feb. 22, '85	Feb. 22, '85
College & Decanal Recommendation to V.P. for A.A.	Feb. 13, '85	Nov. 30, '84	Mar. 12, '85	Mar. 12, '85
Appeal of College Recommendation	Feb. 22, '85	Dec. 7, '84	Mar. 19, '85	Mar. 19, '85
V. P. for A.A. Recommendation To President	Feb. 27, '85	Dec. 10, '84	Apr. 9, '85	Apr. 9, '85
Appeal of V. P. for A.A. Recommendation	Mar. 4, '85	Dec. 12, '84	Apr. 19, '85	Apr. 16, '85
President Notifies Faculty of Action	Mar. 12, '85	Dec. 14, '84	Apr. 30, '85	Apr. 30, '85

Dates are the latest dates possible.

Note: Merit pay recommendations should be submitted to the office of Vice President for Academic Affairs by April 15, 1985. (Appeal to appropriate Dean by April 5; to the Vice President for Academic Affairs by April 22, to the President by April 30.)

Office of the Vice President
for Academic Affairs

July 1984

AUSTIN PEAY STATE UNIVERSITY
TEACHING EFFECTIVENESS RATING SCALE

You are requested to rate the effectiveness of instruction in this course in the areas listed below. Use the rating scale below to respond to all 15 items. Please make your marks dark and completely fill the bubble. Please use only an IBM pencil.

Your instructor will not see individual student ratings, only those of the class as a whole. Please, do not sign your name in order to insure anonymity.

- A. OUTSTANDING: Students can expect this attitude or behavior to occur consistently.
- B. VERY GOOD: The instructor shows this attitude or behavior fairly often.
- C. GOOD: The instructor only shows this attitude or behavior when he is particularly interested in some subject.
- D. FAIR TO POOR: The instructor almost never shows this attitude / behavior or the students can expect almost the opposite attitude or behavior.
- E. NOT APPLICABLE: No way to judge the attitude or behavior in this course.

1. Course requirements are made clear and in timely fashion.
2. The instructor teaches appropriate subject matter for the course.
3. Class presentations are easy to follow and understand.
4. The instructor is well prepared for class.
5. Expression of student views is encouraged.
6. The instructor shows high interest in the subject matter.
7. The instructor stimulates student enthusiasm about the subject being taught.
8. The instructor shows concern for students as individuals.
9. The instructor shows skill in helping students understand the subject matter.
10. The instructor gives tests and/or papers that cover the material being taught.
11. The instructor explains the grading criteria to be used.
12. The instructor collects enough information (tests, papers, etc.) to have an adequate measure of what the student has learned.
13. The instructor gives prompt feedback after tests, papers, etc.
14. The instructor gives enough feedback for the student to know what was right and wrong.
15. Compared to other instruction in similar kinds of classes, the overall teaching in this class has been:
 - A. OUTSTANDING on most of the above attitudes and behaviors.
 - B. VERY GOOD on most of the above attitudes and behaviors.
 - C. GOOD on most of the above attitudes and behaviors.
 - D. FAIR TO POOR on most of the above attitudes and behaviors.

AUSTIN PEAY STATE UNIVERSITY
TEACHING EFFECTIVENESS RATING SCALE
SEMINAR OR LABORATORY

You are requested to rate the effectiveness of instruction in this course in the areas listed below. Use the rating scale below to respond to all 15 items. Please make your marks dark and completely fill the bubble. Please use only an IBM pencil.

Your instructor will not see individual student ratings, only those of the class as a whole. Please, do not sign your name in order to insure anonymity.

- A. OUTSTANDING: Students can expect this attitude or behavior to occur consistently.
- B. VERY GOOD: The instructor shows this attitude or behavior fairly often.
- C. GOOD: The instructor only shows this attitude or behavior when he is particularly interested in some subject.
- D. FAIR TO POOR: The instructor almost never shows this attitude/behavior or the students can expect almost the opposite attitude or behavior.
- E. NOT APPLICABLE: No way to judge the attitude or behavior in this course.
1. Course requirements are made clear and in timely fashion.
 2. Appropriate direction to class discussions is provided.
 3. Thoughtful guidance is provided to students in carrying out class assignments.
 4. The instructor is well prepared for class.
 5. Expression of student views is encouraged.
 6. The instructor shows high interest in the subject matter.
 7. The instructor stimulates student enthusiasm about the subject matter.
 8. The instructor shows concern for students as individuals.
 9. The instructor shows skill and breadth of knowledge in class discussion.
 10. There is ample opportunity for student discussion and/or participation.
 11. The instructor explains the grading criteria to be used.
 12. The instructor collects enough information (student assignments) to measure adequately what the student has learned.
 13. The instructor gives prompt feedback after student completion of assignments.
 14. The instructor gives enough feedback for the student to know what was right and wrong.
 15. Compared to other instruction in similar kinds of classes, the overall teaching in this class has been:
 - A. OUTSTANDING on most of the above attitudes and behaviors.
 - B. VERY GOOD on most of the above attitudes and behaviors.
 - C. GOOD on most of the above attitudes and behaviors.
 - D. FAIR to POOR on most of the above attitudes and behaviors.

AUSTIN PEAY STATE UNIVERSITY

FACULTY PERFORMANCE REVIEW

The departmental chairperson shall provide information about the faculty member, evaluate the faculty member's performance in each of the indicated areas, consult with the faculty member relative to the evaluation, and make appropriate amendments following the consultation. The final Performance Review document should be forwarded to the college dean on the occasion of any personnel action, e.g., retention, tenure, merit salary adjustment, promotion.

Instructor: _____ Department: _____ Rank: _____ Date: _____

Highest Degree Held: _____ Years Service, APSU: _____

Date of Last Promotion: _____ Years Teaching Elsewhere: _____

Other Education or Experience: _____

A. Effectiveness in Academic Assignment:

B. Scholarly and Creative Accomplishment:

C. Professional Contributions and Activity:

Faculty Member's Signature

Chairperson's Signature

Comments:

AUSTIN PEAY STATE UNIVERSITY
RETENTION AND TENURE RECOMMENDATION FORM

Name: _____ College: _____ Department: _____ Date: _____

Date-Original Probationary Appointment: _____ No. Years Probationary Service-
APSU Including Present Year: _____

Departmental Recommendation: Please check one of the following:

- _____ 1. Recommend probationary status be _____ 4. Recommend retention and the awarding
continued of tenure beginning _____
_____ 2. Recommend retention for one more _____ 5. Other (Recommendation with qualification,
year at end of which time employ- such as completion of degree, etc.) Please
ment be terminated _____ explain in attachment.

- _____ 3. Recommend faculty member not be _____
retained for next year _____ Year

Departmental Evaluation: Please submit information and evaluation in each of the categories listed. Submit appropriate supporting documents as part of the dossier.

A. Education:

1. Highest degree held: _____ From: _____ Date Granted: _____
2. If appropriate terminal degree not possessed indicate status of degree work in progress:
Institution: _____ Degree: _____ Anticipated completion date: _____

B. Effectiveness in Academic Assignment: (Use attachments as needed.)

C. Scholarly and Creative Achievement: *(Use attachments as needed.)

D. Professional Contributions and Activity: (Use attachments as needed.)

COMMITTEE VOTING RECORD:		
Departmental Committee:	Chairperson's Recom.:	College Committee:
<div>For _____ Against _____ Abstg. or absent _____</div>	<div>For _____ Against _____ Special Condition _____ (explain)</div>	<div>For _____ Against _____ Abst. or absent _____</div>
Date _____	Dean's Recom.:	Vice President for Academic Affairs Recommendation:
Minority Report from:	<div>For _____ Against _____ Special Condition _____ (explain)</div>	Presidential Action:
College _____ Department _____		Date: _____
None _____		

I certify that I have read this evaluation and recommendation form. My signing does not necessarily indicate agreement or disagreement with statements made here.

Signature of Faculty Member _____ Date: _____

AUSTIN PEAY STATE UNIVERSITY
PROMOTION RECOMMENDATION

Name: _____ College: _____ Department: _____ Date: _____

Present Rank: _____ Highest Degree: _____ Date of Initial Appointment-APSU: _____
 Years in _____ Institution _____
 Rank-APSU: _____ Asst. Asso. Prof. _____ Awarding _____
 Years in _____ Highest Degree: _____ Year: _____
 Rank-Else-where: _____ Other Advanced Education: _____

Com. Summary of Recommendations	DEPARTMENT	() Recommended () Not Recommended
	COLLEGE	() Recommended () Not Recommended

Departmental Evaluation: Please submit information in each of the categories listed. Attach appropriate supporting documents.

A. Effectiveness in Academic Assignment:

B. Scholarly and Creative Achievements:

C. Professional Contributions and Activity:

Departmental Promotion Committee Action:		College Committee:	
<div>Affirmative Votes _____ Negative Votes _____ Minority Report? _____</div>		<div>Affirmative Votes _____ Negative Votes _____ Absent or Abstg. _____</div>	
Chairman's Signature	Date	Dean's Signature	Date
Committee Members' Signatures:		Vice Pres. for A.A. Recommendation:	
_____		_____	
_____		_____	
_____		_____	
_____		President's Action:	
_____		_____	
_____		_____	
_____		_____	

I certify that I have read this evaluation. My signature does not indicate that I agree or disagree with statements made here.

Candidate's Signature _____ Date _____

INSTRUCTIONAL LOAD

Faculty:

Regular _____ Adjunct _____

Grad. Assist. _____ Other _____

Quarter _____ Year _____

Department: _____

NAME: _____

Course Information: (Additional space on the back if needed)

No. of

Dept.	No.	Sec.	Cr.	TLC*	Days	Time	Location	Students
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OFFICE HOURS: _____

*Teaching Load Credit - include reassigned time. Explain on the back of this card.

ADDITIONAL:

REASSIGNED TIME: