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CRITERIA FOR DEPARTMENTAL PERSONNEL ACTIONS

Department of Public Management and Criminal Justice

as of October 2015

The purpose of the Department of Public Management and Criminal Justice's Retention, Promotion, and Tenure policy is to formalize the requirements necessary to recruit, promote, and reward the finest possible faculty for the Department of Public Management and Criminal Justice and the University. Toward this end, the Department of Public Management and Criminal Justice's Retention, Promotion, and Tenure policy is based upon, and is a supplement to, TBR Policy 5:02:03:60 (Academic Tenure for Universities), TBR Policy 5:02:02:20, (Faculty Promotion at Universities), and APSU Policies 5:060 (Policy on Academic Tenure, 5:061 (Policy on Academic Promotion) and 5:062 (Faculty Appointments).

Initial Appointment to Public Management and Criminal Justice Faculty

Minimum Criteria. The minimum APSU rank criteria must be met in every person for appointment to the academic rank of Assistant Professor. Consistent with APSU Policy Number 5:062, initial appointment to a full-time probationary faculty position requires:

1. Possession of, or substantial progress toward, a Ph.D. in Public Administration, Political Science, Criminal Justice, Criminology, or another appropriate terminal degree from a regionally accredited institution.
2. Demonstrated potential in academic instruction, scholarly research, and service to the community.
3. Provision of a vita and academic transcripts containing proof of academic credentials.
4. Evidence of academic teaching ability such as student evaluations and scholarly writings.

I. Faculty Retention Years 1-3

APSU Policy 5:060 clearly documents general expectations for faculty in the retention and tenure process that include that the faculty member had made progress since the date of initial appointment and last personnel action.

A. Effectiveness in Academic Assignment

1. Teaching effectiveness (APSU Policy 5:060)

- a. Student evaluation of faculty for every course taught during the probationary period.
- b. Peer review of instruction must occur between each personnel review or action.

- c. Coordination of any departmental internship as an assigned duty.

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

- a. Course and curricular development or improvements.
- b. Effective student advisement. Faculty members are expected to assist students in the scheduling of their classes. Faculty members must be familiar with the requirements for degrees offered through the Department, including general core and major, minor, concentration requirements. Faculty members being reviewed must provide copies of advisee lists, programs of study, and substitution documents for the purpose of documenting effective student advisement.
- c. Collaborative work done with colleagues on academic issues.
- e. Non-teaching assignments include service as dean, department chair, coordinator of academic programs, grant development, and other special activities for which reassigned time is given. In case of the Department of Public Management and Criminal Justice, the coordinating activities of the Program Managers of Management Technology and Criminal Justice Homeland Security are considered as non-teaching assignments.

B. Scholarly and Creative Achievements (APSU Policy 5:060)

1. Publications

- a. Books, journal articles, monographs that have undergone appropriate peer review and are published by reputable firms and refereed journals.
- b. Discipline-specific non-refereed publications will be evaluated by the Department on a case-by-case basis. Non-refereed publications will be given less weight than refereed publications.
- c. No "self-published" work will be considered as comprising a publication.

2. Papers presented at local, state, regional, national, and/or international professional meetings/conferences.

3. Exhibitions

- a. Research showcases.
- b. Invited lectures or presentations before organizations or groups related to Public Management or Criminal Justice.

4. For research or creative activities in progress, verification of the stages of

development is mandatory.

5. Other Items

- a. Funded or unfunded research proposals or grant applications, computer software development, audiovisual media, and other similar material.
- b. Development of new courses or Internet-based courses.

C. Professional Contributions and Activities (APSU Policy 5:060)

- 1. Service to one's discipline. Membership and leadership positions in professional organizations at state, regional, national, and/or international levels and service as track chair, session chair, discussant, paper reviewer, editorial staff, etc. More significance will be attached to formal and informal leadership than to mere membership.
- 2. Service to the community. Presentations related to one's discipline to include professional advice or consultations to groups or individuals.
- 3. Evidence to continuing professional development and growth. This category includes training, workshops, seminars, continuing education, conference attendance, online training, and similar activities related to professional growth.
- 4. Service to university.
 - a. Evidence of administrative or supervisory duties.
 - b. Service on department, college, or university-wide committees, student organizations, academic councils, and/or the APSU faculty senate.
 - c. Evidence of participation in student recruiting activities on campus (such as pre-advising, college fairs, and freshmen advising).
- 5. Evidence of good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility. (TBR Policy 5:02:02:20, III, 5 and APSU Policy 6:060 Overview)

II. Faculty Retention Years 4-5 unless being reviewed for tenure (APSU 5:060)

Same as outlined in I.

III. Criteria for Tenure (Per TBR Policy 5:02:03:60 & APSU Policy 5:060)

1. Overview

- a. Same as outlined in I with the following modification: the faculty member must possess the Ph.D. or another appropriate terminal degree.

- b. Academic tenure may be awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank held per Universities policies and TBR Policy No. 5:02:02:20 (Faculty Promotion); (b) have been employed through tenure track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the department full-time and tenured faculty to meet the criteria for recommendation for tenure.
- c. The faculty member must demonstrate willingness and ability work effectively with colleagues to support the mission of the institution and the common goals both of the intuitions and the department.
- d. Faculty who meet university and department criteria for teaching, research, scholarship, creative activities, and service/outreach.

2. Teaching Effectiveness (TBR Policy 5:02:03:60 & APSU Policy 5:061).

- a. Clear evidence of a candidate's teaching ability and potential for development. At a minimum, the teaching portfolio should include, but is not limited to evidence of student evaluation results for every course taught during the probationary period, peer reviews, and course materials, demonstrating the faculty member has the ability to organize and present subject matter in a logical and meaningful way.
- b. Evidence of effective student advisement. Evidence will include documentation of programs of studies and course substitution requests. Additional evidence of effective advising may also include documented responses to advising information requested by the university financial aid office, Veteran's Affairs, ROTC, university athletics department, the registrar's office, and the admission's office.

3. Research/Scholarship/Creative Activities (TBR Policy 5:02:03:60 & APSU Policy 5:061.) A candidate for tenure must present evidence of research, scholarship and/or creative activities when applying for tenure.

- a. Such evidence should cite books, journal articles, monographs, creative activities, or exhibitions that have undergone appropriate peer review.
- b. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability.
- c. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports.

d. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination.

e. Academic writings published in reputable nonpeer review publications related to the faculty member's discipline.

4. Service/Outreach Service and/or Outreach (TBR Policy 5:02:03:60 & APSU Policy 5:060)

a. The outreach or public service function is the faculty member's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the university. A vital component of the university's mission, public service must be performed at the same levels of quality that characterize the teaching and research programs.

b. 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....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.

c. Professional service refers to the work done for organizations related to one's discipline or to the teaching profession generally. Service to the profession includes association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities . . . more is required than organizational membership and attendance; examples of significant service would be that done by an officer of a professional organization or a member of the editorial staff of a journal.

d. Professional development. This category includes training workshops, seminars, continuing education, conference attendance, online training, or similar activities related to professional growth.

VI. Criteria for Promotion. Promotion in rank is recognition of past achievement of the individual being considered for promotion ... and recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents and APSU is to make promotions strictly on consideration of merit tempered by University and fiscal considerations. The minimum rank qualifications should be met in every recommendation ... for promotion in academic rank. Departmental guidelines cannot be less rigorous than TBR and University guidelines. (TBR Policy 5:02:02:20, & APSU Policy 5.061) Same as outlined in I.

1. Promotion to Associate Professor. The minimum rank qualifications should be met in every

recommendation ...for promotion in academic rank. (TBR Policy 5:02:02:20, & APSU Policy 5:061). Same as outlined in I.

- a. Possession of an earned Ph.D. degree in Public Administration, Political Science, Criminal Justice, Criminology, or another appropriate terminal degree in a closely related field from a regionally accredited institution.
- b. Documented evidence of high quality professional productivity which may lead to national recognition in the academic discipline, and/or consonant with the goals of the university and of the department.
- c. Documented evidence of ability in instruction and/or service and/or research.
- d. Evidence of good character, mature attitude, and professional integrity.
- e. Documented evidence of effective student advising to include programs of study, course substitution requests, and documented responses to requests from university offices regarding student advising support.
- f. At least three years of full-time faculty status at APSU at the rank of Assistant Professor shall be required for promotion to Associate Professor.

2. Promotion to Full Professor. 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 (TBR Policy 5:02:02:20 and APSU Policy 5:061). The minimum rank qualifications should be met in every recommendation ... for promotion in academic rank. (TBR Policy 5:02:02:20; APSU Policy 5:060; & APSU Policy 5:061). Same as outlined in I.

- a. Documented/proven evidence of substantial teaching excellence and superior contribution to student development/ advising and service to the community.
- b. Possession of an earned Ph.D. degree in Public Administration, Political Science, Criminal Justice, Criminology, or another appropriate terminal degree in a closely-related field from a regionally accredited institution.
- c. Substantial documented evidence of sustained high-quality professional productivity and state, regional, national, and/or international recognition in the fields of Public Administration/Public Management or Criminal Justice.
- d. At least five years of faculty status at the rank of Associate Professor at APSU and teaching or professional experience in Public Administration/Public

Management, Political Science, Criminal Justice, Criminology, or related area.
(See APSU Policy 5:061 for exceptions.)

e. At least ten years of teaching or professional experience in Public Management, Criminal Justice, Political Science, Criminal Justice, Criminology or related field.

f. Evidence of good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility.

V. Expectations for tenured faculty not being reviewed for promotion. (APSU Policy 5:060). Same as outlined in I.

1. All faculty members, even after tenure and promotion to the rank of Full Professor, are expected to continue their excellence in the areas of academic assignments, scholarly and creative activities, and professional contributions and activities. Among other things, all tenured faculty members are expected to do the following:
 - a. Continue to demonstrate their commitment to academic excellence and quality teaching by keeping their courses current and develop new courses through appropriate curricular changes;
 - b. Continue to participate in student advising and recruiting of students.
 - c. Continue efforts to stay current with developments in the discipline and its subfields, and to continue to make scholarly contributions, in addition to developing competencies in cutting-edge educational technology; and
 - d. Continue to serve in the discipline, the University, and the community.
 - e. Continued good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility. (TBR Policy 5:02:02:20, III, 5 and APSU Policy 6:060 Overview)



State of Tennessee Auto Liability Program
A Program of the Tennessee Treasury Department
Division of Claims and Risk Management

Auto Accident Reporting Instructions

IF YOU ARE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A STATE VEHICLE, RENTAL, OR YOUR OWN VEHICLE WHILE IN THE COURSE OF YOUR EMPLOYMENT, FOLLOW THE INSTRUCTIONS BELOW:

- 1.** Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
- 2.** Call emergency services (911 or police non-emergency number) as needed.
- 3.** Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
- 4.** Call the State of TN Auto Accident Call Center immediately to report the incident, then call your supervisor and follow your department's applicable procedures.
- 5.** Do not admit fault in the accident or promise coverage or reimbursement to anyone.

State of TN Auto Accident Call Center:

(855) 253-0629

Be prepared to provide the following information to the Call Center:

- Incident date, time, and location
- State driver's name, phone number, and email
- Any/all other drivers' names and phone numbers, plus emails if available
- Any other involved passengers' names and phone numbers, plus emails if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your State Supervisor's name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries occurred

IF YOU HIT AN UNOCCUPIED VEHICLE:

- 1.** Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
- 2.** Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with date, time, and location of the incident, as well as any additional information you may have.
- 3.** Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).



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State Treasurer David H. Lillard, Jr.

DIVISION OF
**CLAIMS & RISK
MANAGEMENT**

DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

(855) 253-0629

Provide the following information when calling:

Date: _____ Time: _____

State Agency: _____

**State of Tennessee Treasury Department
Division of Claims and Risk Management**

Receipt of this notification is not an admission of liability or a promise that damages will be paid.



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